

# NEW UZBEKISTAN UNIVERSITY

## Academic Policies and Procedures June 2024

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# General Provisions

The academic policy and procedure of the New Uzbekistan University (hereinafter referred to as the Academic Policy) was developed in accordance with the educational legislation of the Republic of Uzbekistan and defines the academic rights and obligations of the students of the New Uzbekistan University.

Individual degree programs may contain additional academic rules indicated in the corresponding Program Handbooks, which should not contradict this document and should be clearly communicated to the students by the Academic Unit of University prior to the commencement of their studies.

This Policy and any addendums may also apply to students in non-degree programs and to exchange students when explicitly stated by rules and regulations governing such programs or exchange activities.

All notifications to students mentioned in this document will be made by the University's official email. This will be the official email address of the student from the official email address of the office sending the notification.

## 1. Terms

Academic calendar	The academic calendar is an official and comprehensive document published by the university which outlines critical dates, deadlines, and events throughout the academic year. It serves as a roadmap to ensure that students, faculty, staff, and administration are aligned in terms of academic and administrative timelines.
Mandatory course	Refers to a course that a student is required to take and successfully complete as part of their chosen degree program or major. These courses have been determined by the academic institution or department to be essential for ensuring that students possess the foundational knowledge and skills necessary for their field of study. At NewUU there are two types of mandatory courses: core and optional.
Extracurricular courses	An extracurricular course or activity at a university refers to a non-academic course or program that students can participate in alongside their regular academic courses. These activities are not typically for academic credit but can provide students with various benefits, such as skill development, personal growth, networking.
Retake of a course	Refers to the process wherein a student chooses or is required to re-enroll in a course they have previously taken and by making a payment in accordance with the amount of credits based on the amount of the base fee-contract. When retaking a course, the student is expected to fully participate in all aspects of the class,

	just as they would during their first enrollment.
Resit exam	Students who do not achieve a passing grade in mandatory courses will be granted an opportunity to undertake a resit examination. This exam serves as a second chance to demonstrate proficiency in the subject, and its outcome will determine the student's final grade for the course. Maximum possible grade for a resit exam is C.
Credit difference	Refers to the total number of credits (US credits/ECTS) enrolled by the student in addition to those specified in the approved curriculum for that particular semester.
Mitigating Circumstances	A mitigating circumstance is a factor that lessens the severity of an act or the actor's culpability for the action.
Force Majeure	Describes those uncontrollable events (such as war, labor stoppages, or extreme weather) that are not the fault of any party and that make it difficult or impossible to carry out normal business.
Close Relation	A close relation denotes immediate family members including, parents, siblings, spouse, children, and grandparents.
NewUU	The term refers, interchangeably, to all entities subject to the governance of the New Uzbekistan University.
VRAA	Refers to the Vice Rector of Academic Affairs of the New Uzbekistan University.
Dean	Refers to the Dean or Acting Dean, of the student's School. In the event there is no Dean or Acting Dean, all functions designated to the Dean shall be fulfilled by the Vice Dean or Department Chair.
Department Chair	The Faculty who has been assigned as responsible for a specific program of study or academic discipline.
Preponderance of the evidence	Proof by "preponderance of the evidence" means that after all pertinent and admissible evidence has been considered, it is the judgment of the finder of fact that it is more likely than not that the accused person is guilty of the acts in question.
Clear and convincing evidence	Proof by "clear and convincing evidence" means that after all pertinent and admissible evidence has been considered, it is the judgment of the finder of fact that it is reasonably certain that the accused person is guilty of the acts in question.
Dismissal	Dismissal of a student means that he or she is no longer enrolled at NewUU, and is no longer in any other respect a current student entitled to any of the privileges attached to that status.
Class	As used herein, "class" refers to all lectures, labs, recitation, tutorials, seminars, or other activities organized around a single entry in the course timetable such as "Calculus I" or "Introduction to Electrical Engineering".

Program	As used herein, “program” refers to a set of classes organized into a program of study, such as a major or minor, a progression of classes leading to the award of a certificate. Examples include a major in Chemical Engineering, a minor in History, or a Master’s Degree program in Industrial Management;
Resolution of uncertainty	Concerning definitions of terms employed in the Chapter 1 in the event there shall be uncertainty as to the precise definition of a term employed in this Chapter, the common understanding of the term in the University shall apply. Under no circumstances shall ambiguity as to the meaning of a term be the basis for the dismissal of proceedings under this Chapter.
Disciplinary probation	Disciplinary probation constitutes a change in the status of the student, and is midway between “good standing” and dismissal. The student is permitted to remain at the University under certain stated conditions, which depend on the nature of the violation and upon the potential learning value that may be derived from such restrictive measures, such measures are usually restrictions on social participation in university activities, including but not limited to student council, clubs, club events, etc.
Written notification	Any requirement of written notification in this policy may be met by corporate email with electronic confirmation of receipt.

## 2. Student Rights and Responsibilities

By accepting a place to study at NewUU, an individual joins an academic community whose central functions are learning, studying and research. The main values of the University’s academic community are free expression, critical inquiry, intellectual honesty, respect for the dignity of others, and collegiality. Students are expected to respect these values in their academic life and exercise their rights and responsibilities accordingly.

## 3. Academic Calendar

Undergraduate programs operate on the basis of an academic year divided into three academic periods: A Fall and Spring semester and a six-week summer term (optional). Orientation week takes place for new students at the beginning of the Fall semester the week prior to the first day of Fall semester. Orientation is designed to allow students to adapt to the University and program requirements.

A semester is made up of 16 weeks total; 14 weeks of classes, and one week of mid-term exams and a week of final exams. The Academic Calendar also lists all official holidays and days off based in the Republic of Uzbekistan.

## 4. Registration

Students are registered for each semester by the Academic Affairs Office. Their schedule will follow the program specifications being offered during that semester. If the student must have a retake the student is responsible for notifying the Head of Academic Affairs to register and make arrangements with the Accounting Department for any payment required.

### Retakes

Students are required to retake all failed courses at the next available offering. The availability of

retake opportunities shall be determined by the university based on available resources and class load considerations.

- a. Students officially register for the course again through the Office of Academic Affairs, repeating the entire course duration.
- b. Students are expected to attend all instructed class hours, as stipulated in the course syllabus. Students are also expected to take all examinations associated with the course, midterms, finals, or other forms of assessment.
- c. All assignments, including but not limited to projects, essays, and group work, must be submitted as per the course's schedule and guidelines. Work used previously cannot be used in the retake course, unless approved by the instructor of the course.
- d. The decision to retake is not bound by any previous grades achieved in the course. Students can retake the course regardless of whether they previously passed or failed, or merely seek a better understanding or a higher grade.
- e. All financial obligations stemming from the retake, including tuition, course materials, or any other associated costs, are the sole responsibility of the student. For information concerning costs and payment students must talk directly with the Financial and Working Contracts Department.
- f. Students have the option to adjust their academic schedules by dropping out of retake courses during the first four weeks of a semester. This includes the flexibility to drop retake courses without academic penalty.

Students must consider the full implications, both academic and financial, before choosing a course retake. A retake might impact academic timelines, financial aid eligibility, and other university-related factors. It is advisable for students to consult academic advisors and relevant financial offices before making the decision.

## **5. Attendance**

This regulation underscores the university's commitment to active participation and its integral role in the educational process. Students are expected to prioritize their attendance and remain informed about their standing throughout the semester.

Attendance is mandatory at NewUU. Students are expected to attend all sessions of all courses. With that requirement the University understands that unforeseen circumstances or prior approved commitments may occasionally prevent students from attending academic sessions. Students are strongly advised to familiarize themselves with both the university-wide attendance policy and individual course policies to ensure uninterrupted academic progress. When a student knows ahead that they will be absent they must:

- a. Notify the Academic Affairs Office - students must notify the Academic Affairs office in advance. For all of the reasons listed below students must provide an authentic certificate or relevant document to validate their reason for absence, no later than three days from the date of absence.
- b. For illness they will take their medical certification to the University doctor for approval. When approved the University doctor will provide the report.
- c. For non-medical purposes the student must go to Student Affairs who will approve or disapprove and send a report to Academic Affairs.
- d. For absences due to industrial cooperation the Department of Industrial Cooperation will approve or disapprove and send the report to Academic Affairs.



## **Penalties for absences**

1. **In-Course absences** The university places significant emphasis on the importance of regular attendance to ensure the comprehensive learning and academic development of students. Attendance is compulsory across all instructional formats, including lectures, tutorials, labs, and any other structured sessions. If a student accumulates more than **25%** of the absences in instructed hours for any given course, they will be automatically withdrawn from that course in the current semester. It is imperative to note that withdrawal from a mandatory course requires that the student re-enroll and retake the course the next time it is offered. It is essential to note that no certificates, documents, or other forms of evidence will be accepted as justification for removing in-course absences. All absences will be counted.
  - a. Once a student obtains more than 25% absence in an individual course the student will be notified that he/she is a subject to withdrawal from this course.
  - b. An email will be sent to the student, instructor and department chair notifying them of this action and given 3 working days to correct from instructor side if possible.
  - c. On the third day the student will be withdrawn from the course if no notification is received from the instructor of the course stating otherwise.

2. **Total hours of absences**

While a student might maintain attendance within the allowable limit for individual courses, it's crucial to monitor overall attendance across all courses. If a student accumulates unjustified absences exceeding 74 instructed hours in a single academic semester, irrespective of the distribution across courses, they stand at risk of immediate termination from their studies. If the absences are justified as stated above and all evidence is provided and proven those absences will be removed from this total number of absences:

- a. Once a student obtains a total of 18 unjustified absent hours during a semester he/she will get a notification email. It is the student's duty to acknowledge this notice and take immediate corrective action.
- b. Should a student's unjustified absent hours reach a cumulative total of 36 hours for a course, they will receive an official reprimand from the university, and further disciplinary actions may be taken.
- c. Students with unexcused absences totaling more than 74 hours, and who cannot provide valid justification (as outlined in the list above), will be subject to immediate expulsion from the university.

## **Tardiness and Class Behavior**

While attendance is mandatory, being on time is also required. All students must be in class and in their seats at the start of class. If a student arrives more than 10 minutes late for class the instructor of any class is required to mark them absent for the entire class.

Students are expected to be alert and paying attention while in any class. The following are also reasons for the instructor to mark a student absent, this is a shortlist but more incidents may be identified by the instructor:

1. Leaving class for more than 10 minutes the student will be marked absent;
2. Sleeping in class;
3. Doing work or other activities not related to that specific class for extended periods of time during class time;
4. Use of the mobile phone during class.

Any of these reasons along with others may be considered by the instructor for marking a student absent from class.

## **6. Coursework, examinations and Grading**

Learning in each course taught in University degree programs is assessed and graded by means of examinations and/or graded course work. The form and the criteria of assessments should be specified in the course syllabi which should be made available to students at the time of their registration for the course at the latest.

### **Examinations**

#### **End-of-Semester and Final Examination Period Policy Statement (Teaching week 15 and final exam week 16)**

The End-of-Semester period is a time of reduced social and extracurricular activity, starting with the last week of classes and continuing through the final examination period. In this period, students concentrate on academic work and prepare for final examinations. The following rules govern the conduct of classes during the End-of-Semester Period:

1. During this time course instructors should neither make extraordinary assignments nor announce additional course meetings to “catch up” in course presentations that have fallen behind. Course instructors may choose to conduct optional review sessions and to suggest other activities that might seem appropriate for students preparing for final examinations.
2. No graded homework assignments, mandatory quizzes, or examinations should be given during the last week of classes except: in classes, where graded homework assignments or quizzes are routine parts of the instruction process, or in classes with laboratories, where the final examination will not test the laboratory component. In such a case, the laboratory sessions during the week preceding examination period may be used to examine students on that aspect of the course.
3. Take-home final examinations, given in place of the officially scheduled in-class examination, may be distributed in the week preceding examination period.
4. During the End-of-Semester period no events may be scheduled that involve compulsory student participation, (e.g. extracurricular musical, social, athletic events, committee meetings or elections). All such activities must be completed no later than one (1) weeks prior to examinations.

No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course’s final examination. Regardless of whether there is a final examination in the course, no classes other than review sessions shall be held during the final examination period that have not been announced in the class syllabus.

### **Scheduling of examinations and deadlines**

In accordance with the University’s academic standards and procedures, there shall customarily be two primary examinations conducted during each semester.

1. Mid-Term exam – scheduled for week eight of the academic semester
2. Final exam – scheduled for week sixteen of the academic semester

Deviations from the above standard structure such as the introduction of project presentations or the omission of the midterm or final exam, must be approved by the Dean or Department Chair. It is the responsibility of the faculty member to clearly communicate these changes in the syllabus provided to students at the beginning of the semester. Any changes made during the semester must be added to the syllabus no later than two weeks prior to the due date.

## Mitigating circumstances

Students who, due to mitigating circumstances, are unable to attend either a midterm or final exam, must proactively communicate (but no later than the last day of the examination period) their situation to both the department head and the Office of Academic Affairs prior to the scheduled exam time. Following the exam week, an exam committee will convene to review and make decisions on each individual case.

As a standard protocol, rescheduling or retaking the midterm or final exam is not permissible. However, in exceptional situations where a student is able to attend only one of the two exams (either midterm or final), the result of the attended exam may, at the discretion of the exam committee, be considered as the result for the missed exam, partially or fully. Any penalties or grade adjustments will be determined by the exam committee.

The Exam committee membership will consist of

Head of Academic Administration

Head of Academic Affairs

1 Department Chair/faculty member - appointed yearly by Department Chairs prior to the first Mid-term examination and will serve for that academic year.

University Doctor

Head of Student Affairs

Others can be called to report on their expertise

## Decisions by Category

Category	Decision
Illness Approved by university	80% of previous or next exam
Events beyond student control	70% of previous or next exam
Events controlled by the student	0
Death of a close relative	80% of previous or next exam

The committee's decisions will be transparently relayed to the affected student within a maximum of 2 (two) weeks post-examination. Any deception or misleading information provided will result in further consequences as deemed appropriate by the university.

## Exam Review

Students are entitled to receive reasonable and timely feedback on their performance in coursework and exams. Timely feedback means not more than ten working days after an examination, report, essay or oral presentation has been made, except in extraordinary circumstances (illness, protracted absence, etc.). In these cases, faculty should communicate to their students and the department head when they will be able to submit their feedback.

Mid-Term exams grades and the paper review will be executed during weeks 9 or 10 by the course instructor.

Final Exams can be reviewed the week following the final exam period after marks are posted, upon instructions by the faculty.

There will be no writing implements or cameras allowed.

If an error was made the instructor will file a Faculty Grade Change signed by themselves and the Program Director/Dean form to the Academic Affairs Office who will then make the change. Changes are allowed in only four situations:

1. Error in calculation
2. Error in application of the grading policy
3. Incorrect grade entry into the LMS system
4. Incomplete marking of an assessment

### **Course Resit exams**

Students who do not achieve a passing grade in mandatory courses will be granted an opportunity to undertake a resit examination. This exam serves as a second chance to demonstrate proficiency in the subject, and its outcome will determine the student's final grade for the course. **It is important to note that the highest achievable grade on the resit examination is a C (irrespective of the score attained).** See the table below for exact marks needed to pass as a C. Students can resit a failed course only once. If the resit is failed that is the final grade.

The grade obtained from a resit exam will solely determine the overall grade for the course, superseding and excluding any previously earned scores from midterm, final exams and other assignments.

The format and content of the resit exam should be consistent with the original final examination of the course, bearing in mind the specific guidelines and descriptions provided by the instructor. The resit exam is expected to assess all of the learning outcomes. It is the responsibility of the student to prepare adequately, understanding the capped grade potential and ensuring alignment with the course's original exam standards.

All such resit examinations will be conducted during the summer break, subsequent to the completion of the academic year. Students are urged to familiarize themselves with the Academic Calendar and liaise with the Office of Academic Affairs for specific scheduling and exam registration.

If a student fails the resit exam, they must retake the course again the next time it is offered. They may continue with courses that do not have the mandatory course as a prerequisite.

### **Retention of examinations and graded assignments**

All mid-term and final examinations are archived by the Office of Academic Affairs for five years. Other submitted coursework will be kept on file by the School/Department for the minimum of one year. During this period, students have a right to question their own examinations and other submitted coursework, in the presence of the instructor of the course.

### **Grading**

Examinations and coursework are graded in accordance with the University Grading Scheme below. Grading should be completed and communicated to the Office of Academic Affairs within two weeks of the examination or assignment deadline or by the deadline specified in the NewUU Academic Calendar, whichever one is sooner.

The following Common Grading Scale of Table 1 is applied to letter-graded courses in all University UG programs:

<b>Table 1. UG Letter Grading</b>			
	<b>Cumulative Grade</b>	<b>Grade (quality) points</b>	<b>Explanation</b>
<b>A+</b>	<b>93 - 100</b>	<b>4.5</b>	Excellent, exceeds the highest standards in the assignment or course
<b>A</b>	<b>85 - 92.9</b>	<b>4.0</b>	Excellent, meets the highest standards for the assignment or course.
<b>B+</b>	<b>75 - 84.9</b>	<b>3.5</b>	Very good, meets standards for the assignment or course.
<b>B</b>	<b>65 - 74.9</b>	<b>3.0</b>	Good, meets most of the standards for the assignment of course - Competent
<b>C+</b>	<b>60 - 64.9</b>	<b>2.75</b>	Acceptable; meets some of the basic standards for the assignment or course.
<b>C</b>	<b>50 - 59.9</b>	<b>2.5</b>	Acceptable; meets some of the basic standards for the assignment or course
<b>D</b>	<b>40 - 49.9</b>	<b>2.0</b>	Minimally acceptable; lowest passing
<b>F</b>	<b>0 - 39.9</b>	<b>0</b>	Failing; very poor performance

## Administrative Grades

Special administrative grades and notations are used on transcripts, which apply to all University programs. The administrative notations in Table 2 do not affect the calculation of either the GPA or the CGPA:

<b>SPECIAL GRADES</b>				
<b>Grade</b>	<b>Name</b>	<b>Point</b>	<b>Credit</b>	<b>Description</b>
P	Pass	N/A	Yes	Pass/Fail grading option which represents D or better. The official grade record is P, no equivalent letter grade will be released, nor will it be included in the GPA.
F	Fail	0	No	Pass/Fail grading option which represents C or worse. The official grade record is F, and will be

				used in the GPA calculation
W	Withdraw			<p>This grade indicates that a student has been withdrawn by the University from a course based on:</p> <p>Unsatisfactory attendance from a course for nonattendance of classes.</p>

## Final Grades

Faculty are responsible for the calculation of all grades and submitting them to the Office of Academic Affairs by the deadline approved in the Academic Calendar.

### Checking Final grades

Students can check their grades in their electronic transcript at any time. Within 5 working days of receiving the grades, students can submit an application requesting the Office of Academic Affairs to review a specific grade in their record for any observed administrative error.

If an error was made in the Final Grade the instructor will file a Faculty Grade Change signed by themselves and the Program Director/Dean form to the Academic Affairs Office who will then make the change. Changes are allowed in only four situations:

1. Error in calculation
2. Error in application of the grading policy
3. Incorrect grade entry into the LMS system
4. Incomplete marking of an assessment

If the student disagrees with any current grade the student must request a review within 5 (five) working days after receiving the grade. To request a review the student must submit a Request for Grade Review to the Office of Academic Affairs. The Office of Academic Affairs then submits this request to the instructor of the course with a copy to the Department Chair/Dean of the Program or School. The faculty must address the matter within 5 (five) days; if required, the registration data have to be modified, if there is no discrepancy, the student should be notified accordingly. No grade can be appealed once the next semester begins.

## Scholarships

Recognizing the exceptional achievements and potential of its student body, NewUU is committed to supporting academic excellence and fostering growth through a robust scholarship program. We proudly offer a wide array of state-sponsored scholarships to eligible candidates. Detailed descriptions, including criteria, distribution, and terms of these scholarships, are stipulated in the *Resolution of the Cabinet of Ministers of the Republic of Uzbekistan under the document No. 300, dated 02.06.2022*. We encourage students to familiarize themselves with this resolution to understand the opportunities available and to ensure they benefit from the financial support the university endeavors to provide.

### 1-year merit-based scholarships

At the beginning of each academic year, NewUU offers merit-based scholarships as a recognition of exceptional academic prowess. Citizens of the Republic of Uzbekistan who have demonstrated excellence in university entrance exams, as well as current university students who

have showcased the highest academic achievements during the preceding academic year, are eligible for these state grants. The allocation is structured as follows:

<b>Categories of top ranked students by the results of Entrance Exams or one year Academic Performance (GPA)</b>  (in order of points)	<b>1-year state scholarship quota</b>  (based on the total quota* for each study program)	<b>Scholarship amount for each student</b>  (in percentages of the tuition fee)
1st category	10 percent	100
2nd category	10 percent	70
3rd category	15 percent	50

*\*Total quota of a study program* signifies the maximum number of students that can be admitted to the study program in a given academic year. It is crucial to note that this quota is *not static*; rather, it undergoes an annual revision based on the total number of students promoted to the next academic year. Every subsequent year, adjustments to the total quota are made based on the total number of students who are slated to proceed to the following academic year. The authority to finalize and decree these quota modifications rests with the Rector of the University, ensuring that decisions are made with a comprehensive understanding of both the program's and the university's broader objectives.

This system of differentiated state scholarships is meticulously reassessed by the University at the culmination of each academic year, aligned with predetermined criteria, and the results are duly communicated to scholarship applicants in the prescribed manner. The roster of these privileged scholarship applicants is formally ratified based on the directive of the university's rector within the *initial 5 (five) working days* marking the commencement of every academic year.

## **Transfer of Credits from Outside University**

There are two types of transfer of credit from outside NEWUU.

1. NEWUU sponsored student mobility programs
2. Student initiated study abroad

All courses for transfer from outside Higher Education Institutions' are subject to program-specific guidelines. Credit for courses taken at other accredited Higher Education Institutions (hereinafter – HEI) may be transferred to a student's University record. Only courses with English language of instruction can be transferred, unless it is a language course.

- 1) Before starting the process for admission the student must discuss this initiative with the Department Chair and their advisor.
- 2) The student should review the academic calendar of the university where the student wants to study to ensure that the academic calendar dates match NEWUU's to avoid loss of study time.
- 3) If this study is at the student's initiative and the student will miss a semester of courses at NEWUU, the student must complete a Withdrawal for Study form. Prior to their return to

NEWUU they must complete a Return to Study form.

- 4) To transfer credits from another university, a School submits a completed “External Transfer of Credits” form and an official transcript confirming the credits awarded and the grade received to the Office.
- 5) In cases where the status of a course completed at another institution is in doubt, the Dean shall make a determination, which will govern all future instances in which a student seeks to transfer credits from the same courses from the same institution.
- 6) Only grades of **C or above** awarded at the other University will be awarded. Transfer credit is not awarded for courses in which the student earned a grade lower than C.
- 7) All transfer credits will be annotated as “TC” on the student’s transcript and are not included in computing the student’s CGPA or GPA at NEWUU.

Courses taken at other institutions, which are graded on a Pass/Fail system are not eligible for transfer for letter-graded University courses.

In case of transfer of credit based upon approved Academic Mobility programs, up to 36 ECTS credits may be transferred. Discretion may be made with approval of the Dean for a student who was on an approved Academic Mobility program.

Transfer credit must be approved by the Vice Dean of the School.

Credits earned in other HEI during the study spent at the University shall be processed in accordance with appropriate internal regulations of the University.

Unless a special credit transfer agreement/regulation applies, students studying for a degree at NewUU may apply for a transfer of the specified maximum amount of credits based on their degree level:

- Bachelor’s students – up to 36 ECTS credits. All transfer requests must be made and completed no later than the end of a student's junior year.
- Master’s students in one-year programs – up to 16 ECTS credits. All transfer requests must be made and completed no later than the end of a student's first semester at NewUU.
- Master’s students in two-year program - up to 30 ECTS credits. All transfer requests must be made and completed no later than the end of a student's first year.
- Master’s or Doctoral students taking a year abroad module as part of their degree program may apply for transfer of a year’s worth of credits (30 US / 60 ECTS). All transfer requests must be made and completed immediately upon return to NewUU.
- Doctoral students – up to 15 US course credits (30 ECTS course credits). Different limits may be established by departmental doctoral regulations for non-coursework program components. All transfer requests must be made and completed immediately upon return to NewUU. Credit will be awarded by NewUU upon receipt of official transcript from the other University.

As a general rule, transferred credits must not have been used to satisfy degree requirements for any other degree. However, this rule, as well as the limit of transferred credits, may be modified by (a) special cooperation agreements between NewUU and other universities; (b) specific program regulations (if permitted by respective program accreditation); or (c) for undergraduate students upon approval of the Dean of School.



All transfer of credit requests that are not regulated in special cooperation agreements are subject to the approval of the Dean of School and the Vice-Rector for Academic Affairs upon a recommendation by the head of the relevant department or program.

### **Application Procedure for**

- Applications for transfer of academic credit must be submitted to the Academic Affairs before the beginning of the registration period.
- Applicants must contact the department/program coordinator/ head to determine which of their previous studies and other learning experiences are likely to be relevant
- If seeking credit transfer from another educational institution, the following must be attached:
  - an original, official transcript must (or official certified copy) to be attached, showing the courses and grades achieved.
  - A course outline published by the other educational institution also needs to be attached.
- Applicants are responsible for providing all relevant documentation, for example, an official transcript of results, copy of the course structure and outline or syllabus of the course.
- Undocumented applications for academic credit will not be considered.
- All transfer of credit requests are subject to the approval of the Dean of School (in case of bachelors' programs), the Vice-Rector for Academic Affairs (in case of masters' and doctoral programs) upon a recommendation by the head of the relevant department or program.
- Applicants for academic credit transfer may be required to attend an interview or to undergo additional assessment as the head of the respective academic unit may determine.

The Application for Transfer of Credit can be submitted electronically. The form should be requested at the Academic Affairs.

Refer to the policy on *Student Mobility* to ensure that you have followed all required actions regarding any study abroad that you may do.

### **Concurrent enrollment**

Concurrent enrollment in two full-time NewUU degree programs is not possible. Students should not be pursuing degrees from NewUU and any other University. This does not apply to any dual degree programs offered by NewUU.+

## **General Program degree Requirements**

University degrees are awarded by the Rector based on the fulfillment of degree requirements. The degree requirements are specified in the relevant program Specification in the corresponding **Program Handbooks**. All Students should make satisfactory progress towards the degree, entailing:

- a) Registration for the duration of the program.
- b) Attendance and participation in courses is required by the university attendance which is outlined above.
- c) Maintaining regular contact with an academic supervisor and student advisors.
- d) Passing exams and academic assignments with satisfactory grades.

- e) Satisfying the final degree award criteria with respect to the number and type of course credits taken (with respect to core, optional and elective courses)
- f) Undergraduate students are expected to accumulate on average 30 US / 60 ECTS credits per year to complete their studies successfully. Under exceptional circumstances, students may take longer to complete their studies. In this case, the Office of Academic Affairs should inform and provide the list of such students to the office of Rector. The maximum duration of study allowed in undergraduate programs, excluding leave of absence, is eight years.
- g) For undergraduate students, the submission of a capstone project or paper as defined by the relevant program accreditation documents is also required and must be of satisfactory quality. After completing all degree requirements except for the written component, the submission of the written component should take place prior to the final grade submission for end-of-term reporting and graduation requirements. The time period must be specified by the department/program.

h) **INTERNSHIP**

Students must complete an approved internship to graduate;

Students in bachelor's programs must attain an overall GPA of 2.0 at the end of each academic year. Bachelor's students whose overall GPA is below 2.0 at the end of the academic year will be retained in the appropriate year of study. They are required to study all failed courses of the previous academic year. Students with academic debt based on the results of the Academic Year will not be excluded from studies. In this case, the student may not claim any scholarship during the following Academic Year. After one Academic Year students may apply for the 1-year merit-based scholarship or 4-year scholarship based on the "Unified Register of Social Protection" only.

- i) Students Achieving a Grade Point Average (GPA) of 2.0 and above will proceed to the next academic year by the Decree of the Rector. Students whose overall GPA is over 2.0 but have failed courses must retake the courses in subsequent academic years and will pay their contractual fees accordingly. The contract does not limit the number- of retakes of a course.

## **Change of Program**

Students may transfer from one program to another, either within the same department or between different departments or schools. This transfer must occur between the first and second year of study.

The following is the procedure for transfers:

1. Complete the online application and submit it to the Academic Affairs office no later than the 10th week of class in the Spring semester. Applications will not be accepted after the deadline.
2. Upon receiving the applications, the Office of Academic Affairs will conduct an initial screening to ensure they meet the minimum university requirements for program changes. Incomplete or ineligible applications will be rejected at this stage.
3. Approved applications will then be forwarded to the respective department heads for further consideration. The department heads will review each application

against the specific minimum requirements of the receiving department.

4. After the departmental review, the applications along with recommendations from the department heads will be submitted to the VRAA for final approval. The final decision will be formalized through a Rector's Decree.
5. Applicants will be notified of the final decision by the Office of Academic Affairs. Students who are approved will be provided with further instructions for completing the transfer process, including any necessary advising sessions and enrollment adjustments.
6. The entire process, from initial screening to the final decision, should be completed by the end of the semester. By adhering to these procedures, the university ensures a fair and efficient process for all students requesting a program change.

A change between programs shall only be possible if the following minimum conditions are fulfilled:

- a) the student has covered at least 70% of all courses of the new program within the normal program duration and curriculum approved in the Program Handbook; all missed courses of the new program should be retaken as soon as possible;
- ~~b)~~ the student has demonstrated good academic performance with CGPA 3 or above
- c) the student will not be eligible to compete for the 1-year merit-based scholarship upon changing programs. The student will be responsible for covering the tuition fees for the upcoming academic year;
- d) However, for students who are recipients of a 4-year full scholarship, the scholarship will continue to apply after the program changes, subject to the scholarship's terms and conditions and maintaining eligibility criteria.
- e) Departments may define additional requirements.

Fulfillment of the above-stated conditions does not in itself mean the transfer will be granted. Decisions are made on a case-by-case basis.

## **Unsatisfactory record**

### **Good Academic Standing, Academic Warning, Academic Probation**

To continue in any UG program at the University, a student must be in Good Academic Standing after the Fall and Spring semesters excluding the Summer term.

A student having a CGPA **and** GPA of 2.00 or above is considered to be in Good Academic Standing. A student who fails to satisfy conditions for Good Academic Standing at the end of the Fall and Spring semesters will be placed on Academic Probation.

**Limit to Consecutive Semesters on Academic Probation.** Under no circumstances may a student be on Academic Probation for more than 2 (two) consecutive semesters or more than 3 (three) semesters in total.

**Probation Report.** The Dean of the relevant School will receive a probation report at the end of each semester from the Office. Students will receive a notification from the Office informing them of any change in their Academic Standing

## **Termination of studies due to unsatisfactory academic record (excluding absenteeism) or failure to follow the Academic Misconduct Regulations**

A student may be expelled from the University if their academic record falls below the academic standards set up by this Policy, other applicable policies or the relevant Program specifications.

Reasons for Dismissal not based on attendance

1. Failure to follow the Academic Misconduct Regulations in Chapter 2 of this document

The student should be notified immediately by the Office of Academic Affairs about the decision to terminate the student status and give reason for this decision.

The student has the right to appeal such a decision to the Vice-Rector for Academic Affairs within 5 working days weeks of being informed. The request should be written with the student's explanation of why the dismissal should not be approved. This document must be written by the student (no internet help allowed) and should include the students full name and university ID. This appeal must be sent via NewUU email directly to the Vice Rector for Academic Affairs.

If the appeal is upheld, the student will be permitted to continue his or her studies, which may be subject to specific academic conditions, with deadlines,

if these conditions are not fulfilled by the date specified, the original decision of expulsion will be immediate and will result in the automatic termination of the student status.

If the Appeal is denied the student will be notified within 10 working days and asked to turn in all University property and leave campus.

The student's status remains enrolled until the final outcome of the appeal is determined.

## **Theses and dissertations**

All University degrees require submission of a written, master's thesis, or doctoral dissertation, unless specified otherwise in the relevant accreditation documents and Program Specifications.

All bachelor's and master's theses are examined by examiners appointed by the head of department or program within two months of their submission. For programs that include a thesis defense, the defense regulations are defined by the respective academic unit. The minimum passing grade for a bachelor's and master's thesis is C+ (3.5 grade points).

Doctoral dissertations are defended in accordance with the doctoral regulations of the respective program.

Every program should specify policies concerning re-submission or late submission of theses and dissertations.

## **Restrictions regarding the electronic availability of theses and dissertations**

The University may – as an exception – decide not to publish in electronic form a bachelor's or master's thesis or a doctoral dissertation for a period not exceeding five academic years – or to publish such thesis in a redacted form, if the information within the document carried sensitive proprietary information based on real-life case studies in an industrial or business context.

Redaction shall be preferred in the first of the above two cases over non-publication. The author of the thesis or dissertation shall submit a written application for non-publication or redaction to the Vice-Rector for Academic Affairs, setting out reasons for the above. The Vice-Rector for Academic Affairs shall decide on the question of the (non-) publication/redaction based on a written recommendation of the thesis supervisor and of the doctoral committee in case of

doctoral dissertations.

## **Maternity leave**

Students who are due to give birth or who will be the primary caregiver for the adopted or fostered child will receive maternity leave according to the legislation at the time their child is born, adopted or fostered. During this leave, the student will continue to receive health insurance. The student enrollment status will be automatically extended by six months. The student needs to inform the Academic Affairs and their departments and present documentation of their child's (expected) birth, adoption or fostering to the NewUU Health Center.

## **Student records**

Students registered at the University have the right to review their educational records. This ordinarily includes admissions material, electronic transcripts, examinations and other information on individual academic progress, plus notes on disciplinary action, or written complaints and the official correspondence relating to these fields. A student who wishes to examine these records should make the request in writing to the Academic Affairs Office. The request must be made a minimum of three (3) working days before viewing said records and indicate which records are to be examined. This written request must also state a request for copies at this time. Student records are kept in confidential files and may be consulted only by official persons with proper authorization. To protect confidentiality, students must show a valid photo ID card and / or passport to obtain their records.

## **Deans Lists**

Students who achieve a 3.65 GPA or above are eligible to be placed on the Dean's list. This award will be posted on the student transcript at the end of any semester in which this is awarded.

## **Transcripts**

### **Transcripts shall contain the following data:**

- a) student's identification data (name, name at birth, surname, father's name, place, and date of birth);
- b) name and location of the University;
- c) enrollment particulars, student identity number;
- d) name of the school, department, name of the degree;
- e) courses (units of the curriculum) taken in the course of study, listed by academic term along with the assigned credits, as well as grading information and GPA;
- f) information about the thesis or dissertation, as well as verification of its completion/grading information;
- g) information on the final examination (if applicable);
- h) record of transfer credits of previous studies;
- i) serial number of the document.

### **Issuing transcripts in printed form**

In justified cases, students may request a certified copy of the records of their transcript. It shall then be issued free of charge once a term by the University, and at a particular fee for any further

copy in that term. The printed document shall contain full information about all studies at the same level at the University. Students may use unofficial transcripts to prove their participation in a program or the completion of a particular course.

After graduation a student shall be issued their transcript in printed form - along with their diploma, according to the diploma preparation schedule, authenticated with the university stamp and the signature of the Head of the Academic Affairs. Printed transcripts shall contain full data and all records constituting the legal content of transcripts. In case of parallel study on more than one program at the institution, the transcript shall only be issued upon the completion of the program ending at a later time.

## **Graduation Requirements**

Students will be allowed to graduate upon completion of all requirements listed below;

- 1) Students must have a minimum 2.00 GPA/CGPA at the end of their final semester
- 2) Student must have a minimum of 240 ECTS or as designated in Handbook;
- 3) Students must successfully complete all University and Program requirements;
- 4) Students cannot have any outstanding Incompletes or IP grades on their transcripts;
- 5) Student must complete all degree requirements within 7 (seven) years including any leave periods, of the initial program registration date;

## **Student representation in academic governance**

The University recognizes the essential role of students in academic decision-making and governance. All registered full-time undergraduate and graduate students are eligible to participate in academic governance structures, including committees and boards at departmental, faculty, and university-wide levels. Each academic year, students are encouraged to nominate or elect their representatives to these bodies through a transparent and democratic process managed by the Students' Union. Student representatives are granted full voting rights, ensuring that the student body has a meaningful voice in matters concerning curriculum development, academic policy reviews, and other areas of academic interest. The appointed student cannot send alternatives without notification of the secretary of the committee(s) they are appointed to in a timely manner.

The University believes that this collaborative approach enriches the academic environment and fosters a sense of ownership and responsibility among students. Regular training and orientation sessions are organized for student representatives to equip them with the necessary knowledge and skills to effectively contribute to discussions and decisions.

At the University level, once every semester, elected student representatives have the right to attend a meeting with the Vice-Rector for Academic Affairs, the Head of the Academic Division, and the Academic Affairs Office. The purpose of this meeting is to discuss, deliberate, and make informed decisions on academic policies, curriculum changes, and other pertinent academic matters. At the level of individual programs, elected student representatives have the right to meet heads of departments, and to be regularly invited to faculty meetings to voice their concerns and opinions and receive formal responses concerning the structure and operation of the program.

The organization of these meetings will be overseen by the Academic Affairs Office to ensure they are productive, collaborative, and in line with the University's mission of fostering academic excellence through collective input.

### **Withdrawal of Degree**

The University reserves the right to withdraw an awarded degree should there be discovery of academic misconduct. At the time a degree is withdrawn from a former student, public notification is made.

### **Final Provisions**

Issues that are not covered in these Policies will be regulated by the University Internal policies and regulations and Handbook.

## **Chapter 2 Student Academic Misconduct and Disciplinary Procedures**

### **General Provisions**

#### **1. Goals of the Academic Misconduct Regulations.**

This document consists of standards, policies and procedures governing student conduct at the autonomous organization of education “New Uzbekistan University” (hereinafter – NewUU). Both academic behaviors are considered, with appropriate procedures established to deal with instances of misconduct in each case. The goal of this section “Student Academic Misconduct and Disciplinary Procedures” is to balance the necessary protections of due process and fundamental fairness for the students with the need for the University to maintain its standards and character as an educational enterprise and as a community. Nothing in these regulations is intended to limit the exercise of students’ constitutional rights, including rights of free speech and assembly, or their full exercise of academic freedom. The provisions of this Regulation should be interpreted and applied in ways that further the realization of these purposes.

Involvement of faculty and administration. Toward this end, in cases of academic misconduct involving the possibility of serious penalty, faculty members of the administration are involved in the process. In cases of non-academic misconduct involving the possibility of serious penalty, the Office of Academic Affairs, faculty, and members of the administration are involved in the process. In all cases involving the possibility of serious penalties the elements of hearing and appeal are built into the procedures for the determination of guilt and the imposition of sanction.

#### **Responsibility of Students to Maintain Academic Integrity**

The ultimate success of regulations identifying academic misconduct depends largely on the degree to which it is willingly supported by students themselves. The following recommendations are made for students:

- be honest at all times;
- act fairly toward others. Do not seek an unfair advantage over other students by cheating or otherwise;
- take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness;
- unless permitted by the instructor, do not work with others on graded coursework, including in class and take-home tests, papers, or homework assignments. When an instructor specifically informs you that you may collaborate on work required for a course, the extent of the collaboration must not exceed the limits set by the instructor;
- know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, you must cite your source. Students who are confused about whether a particular act constitutes plagiarism should consult the instructor who gave the assignment; know the rules – ignorance is no defense. Those who violate campus rules regarding academic misconduct are subject to disciplinary sanctions, including dismissal.

#### **Academic misconduct, generally.**

Academic misconduct is defined broadly, to include: plagiarism, forgery, interference with



others' ability to learn and work, misrepresentation of other students' work, cheating, and assisting others in the commission of these acts. Penalties for academic misconduct are divided into three categories, in increasing order of severity: Category A, Category B, and Category C.

Category A - the least serious category of penalties consists of an oral or written reprimand that is not made part of the student's record, or a requirement that work be re-done. These penalties become part of the student's history within the Department and School.

Category B - penalties include removal of the student from the course, lowering a student's grade for an assignment or course, or the issuing of a written reprimand that becomes part of the student's record. These penalties become a part of the student's history within the Department and School and will be used to determine as needed the Category C penalty.

Category C - penalties include probation, exclusion, and dismissal or any combination including those from Categories A and B. The procedures that are required vary with the severity of the potential penalties, as described herein.

## **Academic Misconduct**

### **1. Policy Statement**

The mission of the University and its constituent Schools can be realized only if students hold themselves and each other to the highest standards of academic conduct. Academic misconduct not only reflects poorly on the student committing the act, it degrades the quality of the educational environment for all and calls the integrity of the University's educational mission into question. Consequently, the University has a responsibility to everyone involved, from other students and future alumni and the Republic of Uzbekistan, to address student academic misconduct. This Chapter defines academic misconduct, provides University procedures for effectively addressing misconduct, and describes the sanctions that may be imposed in cases of misconduct. In all cases, the University is committed to respecting students' constitutional and legal rights and the principles of academic freedom.

Participation in the University community. Ongoing membership and participation in the New Uzbekistan University community is a privilege, not an entitlement.

### **Section 1 Academic Misconduct**

The rules contained in this section may be supplemented by regulations specific to a School, Research Center, or program, or rule established by a particular instructor for a class or exercise. Failure to comply with these or other regulations defined elsewhere can result in the imposition of penalties under this section so long as it is the case that the student in question can be shown to have adequate notice of the operation of those rules prior to the time of an alleged violation.

### **2. Academic Misconduct Subject to Disciplinary Action**

Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation ("plagiarism");
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsified academic documents or records, including but not limited to official documents for admission, those submitted to excuse class attendance, and those submitted as Internship reports;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of any student's academic performance;

- engages in any form of cheating on an exam or assignment;
- assists other students in any of these acts.
- Plagiarism. Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Plagiarism occurs when a person:
  - directly copies one or more sentences of another person's written work without proper citation, including cutting and pasting material obtained from the Internet or other electronic sources;
  - changes words but copies the sentence structure of a source without giving credit to the original source, or closely paraphrases one or more paragraphs without acknowledgement of the source of the ideas, or uses graphs, figures, drawings, charts or other visual/audio materials without acknowledging the source or the permission of the author;
  - submits false or altered information in any academic exercise, including making up data for an experiment, altering data, citing nonexistent articles, contriving sources, etc.;
  - turns in all or part of assignment done by another student and claims it as their own;
  - uses a paper writing service, has another student write a paper, or uses a foreign language translation and submits it as their own original work;
  - in computer programming class, uses computer code written by another student.
- Cheating. Cheating harms the very fiber of the University community. Honest students are put at a disadvantage due to the unfairness of the act and the potential that the grading structure of the class may be altered to their disadvantage. Students who cheat do not receive a real education, depriving themselves of the experience of how to learn. Cheating also damages the reputation of the University as well as the fabric of society. Finally, cheating damages the ethics of the individual, teaching them a wrong approach to life that will not be sustainable in their future careers. Cheating occurs when a person:
  - gains or provides unauthorized access to examination materials;
  - uses notes, mobile phones, books, calculators or other materials/devices during an examination without the permission of the instructor;
  - copies from another student's exam sheet with or without their permission or allows a student to copy from their exam sheet;
  - obstructs or interferes with another student's efforts in an academic exercise;
  - states a dishonest reason in a request for an extension for an exam or paper;
  - continues to write even when time is up during an exam;
  - talks during an examination period;
  - asks another student take an examination or quiz;
  - commits any other action that gives a student an unfair advantage during an examination period or on any assignment being graded for credit;
  - assists in, facilitates, organizes or arranges any of the above-mentioned actions.
  - Falsification of documents. Falsification of documents is a form of academic dishonesty that deliberately seeks to misrepresent some aspect of the student. Falsification of Documents occurs when a person:

- presents a falsified application form, financial aid form or any other official form submitted to the University;
- presents a falsified or misleading medical certificate in order to obtain an excuse for a class absence, examination absence or late work or for any other reason;
- uses a falsified or illegally altered student identification card;
- tampers with transcripts or other academic records.

**Penalties for academic misconduct.** Acts of academic misconduct may result in the imposition of any of Category A, B, or C sanctions as described above. Each particular instance of misconduct will be judged on its own merits, taking into account the severity of the incident, the existence or absence of a prior record of misconduct, and the extent to which the interests and mission of the University are affected. For example, a case of plagiarism that involves only a few sentences that are not central to the student's project will be treated differently than a case of plagiarism that involves an entire work or substantial portions of work or material that is central to the student's project, or continued acts of cheating or plagiarism that shows a continued habit and show a lack of change.

No categorical restrictions on sanctions. There are no categorical restrictions on what kinds of sanctions may result from particular categories of academic misconduct. In the following sections examples are provided of conduct that may be expected to result in particular sanctions; these are only guidelines. The outcome of any particular case is left to the judgment of the appropriate authorities.

### **3. Category A Penalties for Academic Misconduct**

*Category A violations.* Category A violations are acts of academic misconduct that may lead to the imposition of Category A penalties. Category A violations may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterized by the absence of dishonest intent on the part of the student committing the violation. Category A violations include but are not limited to: working with another student on a minor laboratory exercise or homework assignment when such collaboration is prohibited; failure to footnote or give proper acknowledgment in a very limited section of an assignment; use of an idea or general argument without attribution in the absence of quoted text; erroneous omission of citations without prior offenses.

Category A penalties. The following are Category A penalties for academic misconduct:

- an oral reprimand;
- a written reprimand presented only to the student;
- required participation in a noncredit workshop or seminar on ethics or academic integrity;
- an assigned paper or research project related to ethics or academic integrity;
- a make-up assignment that is more difficult than the original assignment;
- no credit for the original assignment. This shall be the minimum penalty in all cases involving plagiarism.

Procedures for the imposition of Category A penalties. Category

Step 1 – A sanction may be imposed at the discretion of the instructor.

Step 2 – The instructor will meet with the student to discuss the grounds for suspicion that academic misconduct has occurred.

Step 3a - The instructor shall submit a written report of the disciplinary action to the Department Chair of the students program. The instructor will inform the student that they have the right to

submit a written appeal the Dean Head of Academic Administration that will be considered in conjunction with their written report;

Step 3b - Subsequent to the imposition of Category A sanctions, the students shall have the right to submit a written appeal to the Department Chair to challenge the instructor's imposition of sanction.

Sep 4 – After reading the instructor's written report and the student's appeal the Department Chair may order a meeting with both the affected student and the instructor in order to discuss the situation further, and may take such other actions as he or she deems appropriate.

Records of imposition of Category A penalties. In cases involving students enrolled in undergraduate or graduate classes, the Department Chair shall ensure that a record of all disciplinary actions covered by paragraph 19 of section 3 is forwarded to the designated School official and is forwarded to the Academic Affairs Office

#### **4. Category B Penalties for Academic Misconduct**

Category B violations. Category B violations are acts of academic misconduct that may lead to the imposition of Category B penalties. Examples of Category B violations include but are not limited to:

quoting directly or paraphrasing, to a moderate extent, without properly citing the source or using proper quotation marks;

- submitting the same work, or major portions thereof, to satisfy the requirements of more than one class without permission from the instructor to whom the work is submitted for the second or subsequent time;
- using data or interpretative material for a laboratory report without proper acknowledgement of sources or collaborators. All sources or collaborators in the acquisition of data and/or to the writing of the report must be acknowledged;
- failing to acknowledge assistance from others in the completion of an assignment or project such as help with research, statistical analysis, computer programming, or field data collection, if such help was an integral part of the assignment;
- during an in-class examination, looking on another student's examination sheet, talking, or continuing to write after the allotted time has expired.

Category B penalties. The following are Category B penalties for academic misconduct:

- a written reprimand to be included in the student's permanent file;
- a lower or failing grade on the particular assignment or examination. A failing grade on the particular assignment or examination shall be the minimum penalty for any offense involving substantial plagiarism or cheating of any kind;
- a lower or failing grade in the class;
- removal of the student from a class in progress;
- disciplinary warning or probation for a set period of time;
- any lesser penalty described in Category A.

Procedures for the imposition of Category B penalties for academic misconduct:

**Step 1** – The instructor/or other shall prepare a written report detailing the nature of the suspected misconduct, the basis for belief that it has occurred, and a recommended Category B sanction; will meet with the student to discuss the grounds for suspicion that academic misconduct has occurred.

**Step 2** - the instructor shall provide a copy of his or her written report to the student and forward a separate copy to the Department Chair;

**Step 3** - the Department Chair, upon receipt of the report, may order the Department Chair to conduct a further investigation of the case;

**Step 4** - in the event a further investigation is ordered, the Department Chair shall produce a written report, and delivery copies to the instructor, the student, and the Dean;

**Step 5** - subsequent to receiving the report of the Department Chair, if any, the Dean shall notify all parties. At this time the student shall have the right to request a hearing in the case;

**Step 6** - upon the request of the student, the Department Chair shall meet with the instructor, student, the Dean of the School, and a Department Chair from one other Department to conduct a hearing in accordance with procedures detailed herein;

**Step 7** - Within 48 hours of this hearing the Department Chair shall determine what sanction, if any, is to be imposed on the student. The Department Chair shall prepare a written statement of the Category B sanction to be imposed. Copies of the Department Chair's statement shall be delivered to the student, the instructor, and the Dean;

**Step 7** - the student shall have the right to request a reconsideration by the Department Chair. Subsequent to reconsideration, if any, the Department Chair's decision shall be final.

Records of imposition of Category B penalties. Imposition of any Category B penalty shall be recorded on the student's permanent transcript, and all written materials and the record of any hearing shall be made a part of the student's file.

### **Category C Penalties for Academic Misconduct**

"Category C violations" are acts of academic misconduct that may lead to the imposition of Category C penalties in addition to Category B penalties. Examples of Category C violations include but are not limited to:

- repeated incidence of a Category A or Category B violation, whether or not a sanction has previously been imposed;
- presenting the work of another as one's own in an assignment whether graded or ungraded, an examination, a senior thesis, a master's thesis, a doctoral dissertation, a scholarly article submitted for publication, a conference or working paper, or in any other work represented by a student to be his or her own work;
- using notes, mobile phones, computers, books, calculators or other materials/devices during an examination without the permission of the instructor;
- plagiarizing major portions of a written assignment;
- facilitating cheating during an exam;
- submitting purchased materials such as a term paper;
- removing or damaging posted or reserve material, or otherwise preventing other students from having access to the material;
- fabricating or falsifying data by inventing or deliberately altering material;
- committing a violation of academic integrity that breaks the law or resembles criminal activity such as forging a grade form, stealing an examination from a professor or from a University office, buying a stolen examination, falsifying a transcript to gain access to the University or its resources, or altering the record of work done at the University;
- arranging for a substitute to take an examination or taking an examination for someone else;
- sabotaging another student's work through actions designed to prevent the student from

successfully completing an assignment;

- acquiring or distributing copies of an examination from an unauthorized source prior to the examination period;
- conspiring before an exam to develop methods of illicitly exchanging information during the exam;
- altering examinations or other work after it has been submitted for grading;
- organizing the commission of, or conspiring to commit, any of the acts enumerated in this section;
- committing any other act of academic dishonesty that is deemed to rise to the highest level of seriousness by a reviewing hearing committee (see below).

Category C penalties for academic misconduct. The following are Category C penalties for academic misconduct:

- disciplinary probation;
- withdrawal from all current classes – no tuition will be refunded in the case of the imposition of this sanction;
- dismissal from the University;
- any combination of the above.

Procedures for the imposition of Category C penalties:

**Step 1** - if an instructor or other classroom supervisor believes there are grounds for the imposition of Category C sanctions for academic misconduct, he or she shall prepare a written report (signed and dated) detailing the nature of the suspected misconduct, the basis for belief that it has occurred, and a recommended Category C sanction;

**Step 2** - the instructor shall provide a copy of his or her written report to the student and forward a separate copy to the Department Chair and the Dean;

**Step 3** - the Dean, upon receipt of the report, may order the Department Chair to conduct a further investigation of the case;

**Step 4** - in the event an investigation is ordered, the Department Chair shall produce a written report within 7 working days, and deliver copies to the instructor, the student and the Dean;

**Step 5** - subsequent to receiving the report of the Department Chair, the Dean shall meet with the instructor, the student, the Department Chair of the student's School, a Department Chair from one other School. The School shall record minutes of this meeting.

**Step 6** - Within 48 hours of this meeting the Dean shall determine what sanction, if any, is to be recommended in the case. The Dean shall prepare a written statement of the Category C sanction to be imposed.

**Step 7** - Copies of the Dean's statement shall be delivered to the student, the instructor, the Department Chair and the Head of Academic Administration (HAA);

**Step 8** - the Dean's recommendation to the HAA shall be accompanied by all additional documents, including the instructor's original report and the investigative report of the Dean, student explanation letter and any other additional documentation that has been generated in the case up to that time;

**Step 9** - the HAA will schedule a hearing.

Procedures for Implementing an Academic Disciplinary Hearing

1. The hearing will be scheduled to occur at least fifteen (15) days from, but not more than

twenty-five (25) days from, the date that the Dean forwards his or her recommendation.

2. The HAA shall conduct the hearing, to be attended by the student, the instructor involved in the last recorded instance of academic misconduct, the Dean, the Department Chair, a representative of the Academic Affairs Office who shall act as recording Secretary. The HAA shall act as Chair. In the event the HAA is unavailable due to absence or for other reason, the HAA shall delegate his or her authority to an appropriate person who shall serve as Acting Chair. In the event both are unavailable. In the event the faculty member involved in the last recorded instance of academic misconduct is unavailable due to absence or for other reason, the Dean or Vice Dean of the student's School may designate another faculty member to take his or her place.
3. the student shall have the right to waive the conduct of this hearing, in which case the HAA (or delegate) will make a determination of recommended sanctions, if any, based on the written record.
4. within 48 hours of the hearing, the HAA shall either recommend imposition of sanction to the VRAA or, acting on authority delegated from the VRAA, order the imposition of the recommended sanction, or order the Dean to reconsider the case. This recommendation will be communicated to the student and to the Dean as well as to the VRAA;
5. in the event the HAA orders the Dean to reconsider the case, the Dean shall report back to the HAA within three (3) business days and either recommend an alternative sanction or confirm the initial recommendation. Upon receipt of the Dean's revised or reconfirmed recommendation, the HAA shall either recommend imposition of sanction to the VRAA order the imposition of a sanction;
6. in the event the HAA acting on authority delegated from the VRAA orders the imposition of a Category C sanction, the student shall have the right to appeal to the Rector. Within five (5) working days of the written notification of the HAA or his/her designee's recommendation, the charged student may submit a written appeal to the Rector of his/ her designee;
7. if the student declines to appeal the decision of the HAA the penalty shall become final upon approval of the Rector. In all cases, the decision of the Rector is final;
8. the Rector or his/her designee shall make the final determination of all cases appealed under these regulations. The action taken shall be communicated to the Academic Affairs Office;
9. pending the final decision of the Rector on appeal, the student will be permitted to enroll in classes, attend classes, and receive grades. In the event the appeal to the VRAA is denied, work completed during the period of the appeal will not be recorded on the student's transcript;
10. the Academic Affairs Office shall ensure the communication of the Rector's final decision to all relevant units of the University: VRAA, Dean of the student's School, Department of Student Affairs and to the student. The Office of Academic Affairs will change student statuses within five (5) business days of the decision.

Procedures for hearing – Category C cases. The following procedures shall be followed in the conduct of hearings in Category C disciplinary cases: The Hearing

1. the hearing to be conducted in cases involving the imposition of Category C sanctions shall be non-adversarial and informal;
2. the student shall have the right to be represented by a member of the University

community (faculty, administrator, or staff) of their choice during the hearing. In the event the student does not designate a representative, the HAA shall designate a faculty member who will act as the student's representative;

3. the HAA or other as delegated by the HAA shall act as the presiding officer for the hearing;
4. the presiding officer of the hearing may halt questioning or argumentation that is repetitive, hostile, or not pertinent;
5. the student shall have the right to be heard;
6. a full record of the hearing shall be kept, if possible in the form of a recording;
7. disciplinary hearings are closed to the public;
8. the student is advised to bring a copy of all relevant documentation to the hearing;
9. all members of the Hearing Committee are required to keep the matters confidential;
10. all members of the Hearing Committee will sign the summary of the Committee recommendations before any sanctions are imposed.

A list of recommended documents for academic disciplinary hearings. A list of recommended documents for academic disciplinary hearings is specified in the Annex to these rules. The list is advisory only.

Records of imposition of Category C sanctions. The official procedural language of the Disciplinary hearings is the English language. All written materials and the record of any hearing shall be forwarded to the VRAA for final decision and the Academic Affairs Office to be made a part of the student's file. This file note will be consulted by University authorities when the student applies for extra-curricular activities.



## Annex 1

**Transfer of credit is subject to the following criteria:**

**For all degree levels:**

- a) *The credits must have been granted by a regionally accredited US institution, a recognized university listed by the Database of External Quality Assurance Results (DEQAR) <sup>1</sup>, or, in case of institutions that are not based in the US or in the European Higher Education Area, by an institution accredited by the officially recognised quality assurance and accreditation agency in the country where it is based*
- b) *The student must have earned a grade of B (C or D in ECTS grading system) or a “pass” grade if the course has been taken for pass/fail*
- c) *Credits can be transferred for a course of good quality that is deemed relevant to the degree program towards which the credits will be applied*
- d) *The credits must not have been used to satisfy the requirements for any other degree, except for instances regulated in this Policy*
- e) *Courses delivered in distance education, accelerated or standard modes of delivery can be considered for credit transfer*
- f) *As a rule, transferred credits should form a part of the registered degree program curriculum. Credits earned in non-degree programs (e.g., summer schools) may be considered for credit transfer if they meet the **additional** conditions outlined in the section ‘Transfer of non-degree credit’.*

**Additional criteria for transfer of credit at bachelor’s level:**

- a) *The credits must have been earned not more than four years prior to enrollment at NewUU*
- b) *Courses must be in subjects similar to those offered by NewUU programs subject to approval of the program director or department head*
- c) *Credits may not duplicate credits the student has earned or will earn at NewUU, nor can they duplicate other transferred credits*
- d) *Foreign language courses can be considered for credit transfer subject to approval of the program director or department head*

**Additional criteria for transfer of credit at master’s and doctoral level:**

- a) *The credits must have been earned not more than six years prior to the year when the NewUU degree will be conferred*
- b) *The course must be at a graduate level (i.e. part of registered the curriculum of a graduate (master’s /doctoral) level program)*

**Transfer of non-degree credits**

A maximum of:

- 2 US credits / 4 ECTS credits for one-year master’s programs
- 4 US credits / 8 ECTS credits for two-year master’s and doctoral programs
- 8 US credits / 16 ECTS credits for bachelor’s programs

can be transferred to a NewUU degree from non-degree programs (e.g. summer schools)

if they meet the following **additional** conditions:

- a) *The credits fall within the maximum overall transfer credit limit stipulated in this Policy*
- b) *The credits are not used to satisfy mandatory degree requirements*
- c) *The number of classroom hours per credit is in line with the NewUU credit hour assignment Policy (1 US credit / 2 ECTS = 50 hours for master's and doctoral programs and 1 US credit / 2 ECTS = 60 hours for bachelor's programs). With the approval of the head of the department or program, missing classroom hours may be supplemented by supervised independent study equivalent to no more than 0.5 US credits / 1 ECTS.*
- d) *Course learning outcomes are equivalent to a comparable NewUU course and assessment of learning outcomes is of equivalent rigor. This should be confirmed by the head of the relevant department or program in a recommendation letter submitted to the Dean of School (see the section on Application Procedure).*

### **Exemptions**

In exceptional and justifiable cases, individual departments/programs may establish additional criteria for the transfer of doctoral level credit, subject to approval of the respective doctoral committee. Such criteria must be announced on the program website.

The Dean of School of Vice-Rector for Academic Affairs may grant requests for exemptions from this Policy based on the recommendation of the head of the department or program (for example, a department could request that a student in an one- year master's program be granted more than eight transfer credits).

### **Notification**

Applicants are notified in writing by the Academic Affairs about the outcome of their credit transfer application within 15 working days.

<b>Type</b>	Policy
<b>Number</b>	NewUU - AA101- v2308
<b>Title</b>	<b>Student Academic Regulations</b>
<b>Distribution</b>	Internal
<b>Filename</b>	NewUU-RP-AC-2021-11-Student-Academic-Regulations
<b>Notes</b>	NewUU Code of Ethics NewUU Academic Staff NewUU Mobility Regulations NewUU Academic Affairs Manual NewUU Internship Regulations NewUU Policy on Student Plagiarism
<b>Related documents</b>	NewUU Code of Ethics NewUU Academic Staff Regulations NewUU Academic Affairs Manual NewUU Policy on Student Plagiarism
<b>For final documents</b>	
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<b>Date of approval</b>	
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