



OXUS
UNIVERSITY

**Student Handbook of
Academic Regulations
2024-25 academic year**

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VISION, MISSION, AND VALUES OF OXUS UNIVERSITY

Our Vision

The vision of Oxus University is to become an acclaimed university of higher learning that provides a world-class education for academic and human excellence. The vision of Oxus University encompasses an ambitious and transformative pursuit, one that transcends the ordinary and strives for the extraordinary. With an unwavering commitment to academic and human excellence, our aspiration is to ascend the echelons of higher learning and establish ourselves as a beacon of knowledge, innovation, and social progress on a global stage.

Our Mission

Our mission is to become a prestigious university which aligns with international standards. At Oxus University, our mission stands as a testament to our unwavering commitment to excellence, inclusivity, and global impact. We aspire to transcend geographical boundaries and emerge as an international institution, fostering an environment that ignites the flames of intellectual thinking and empowers individuals to become lifelong learners and transformative leaders of tomorrow.

Our Core Values

- Professionalism and academic integrity
- Progressive and critical thinking
- Human values and civic responsibility
- Diversity and equal opportunity



HONOR CODE

"At OXUS University, we cherish and prioritize academic integrity. We anticipate all individuals within our community to exemplify the utmost standards of scholarly behavior. This entails crediting sources accurately, conducting research with integrity, and openly recognizing the input of others in our academic pursuits. Engaging in acts of academic dishonesty, including but not confined to cheating, plagiarism, manipulation of data, and misrepresentation of ideas, not only contravenes our community's norms but also contravenes fundamental principles of academia at large."

UNDERGRADUATE DEGREE PROGRAMS

European Credit Transfer and Accumulation System

At OXUS University, we adhere to the European Credit Transfer and Accumulation System (ECTS), a widely recognized standard for measuring academic achievement. This system facilitates the comparability of study programs across European countries and ensures a coherent and transparent educational experience.

Credit Allocation: One ECTS credit represents approximately 25 hours of student workload. This includes lectures, seminars, independent study, assignments, and assessments.

Lecture Duration: A standard lecture lasts for 50 minutes, providing a structured learning environment.

ECTS and Contact Hours: For every contact hour spent in lectures or seminars, students earn 2 ECTS credits. This reflects the comprehensive nature of academic engagement beyond just the time spent in class.

Semester Structure

At OXUS University, our academic year is organized into semesters, each designed to provide a comprehensive and enriching learning experience. Here's a breakdown of our semester structure:

Semester Duration: A semester spans 14 weeks of intensive academic engagement. This period is dedicated to lectures, seminars, [formative](#) assignments, and other forms of coursework.

Preparation Week: Following the 14-week semester, students are granted an additional [ONE](#) week designated for focused preparation ahead of final examinations. This crucial period allows for a comprehensive review and consolidation of course materials.

Final Examination Period: The final examination period extends for approximately two weeks, providing ample time for students to demonstrate their mastery of the subject matter. This period is dedicated to comprehensive assessments, ensuring a fair evaluation of students' academic achievements.

Degree Requirements

At the University, the curriculum is structured to provide students with a well-rounded education that combines core foundational knowledge, major-specific expertise, and opportunities for specialization. The curriculum encompasses the following categories of subjects:

Common Core Subjects: Common core subjects are a set of fundamental non-major courses that are required for all students, regardless of their chosen faculty or academic program. These courses are designed to provide a broad foundation of knowledge and skills that contribute to a holistic education. Common core subjects typically account for a credit range of 60-72 ECTS (European Credit Transfer System) credits.

Major Core Subjects: Major core subjects are the mandatory courses that students must complete to graduate with their chosen degree. These subjects form the academic backbone of a student's program and ensure a deep understanding of the core concepts and principles within their field of study. Major core subjects typically constitute a credit range of 120-140 ECTS credits.

Major Elective Subjects: Major elective subjects offer students the opportunity to tailor their education to align with specific tracks or areas of interest within their major. These subjects allow for specialization and the exploration of advanced topics related to the chosen field of study. Major elective subjects typically encompass a credit range of 24-36 ECTS credits.

Non-Major Electives: Non-major electives provide students with flexibility and the chance to diversify their learning experience. These electives encompass various categories, including humanities, technical, and natural science electives. Students can choose from these options to broaden their knowledge base or explore interdisciplinary interests. Non-major electives typically cover a credit range of 12-30 ECTS credits.

Credit Requirements

To ensure that students receive a comprehensive education, 4-year undergraduate programs must meet a minimum credit requirement of at least 240 ECTS credits. This requirement ensures that students have a sufficient academic foundation and depth of knowledge upon graduation. Students are encouraged to consult their program-specific guidelines and academic advisors to make informed choices within each category and to

track their progress toward meeting these requirements. Additionally, students should refer to the official program documentation for precise credit allocation and specific course offerings related to their chosen program of study.

Degree Awards

The University offers a range of academic awards to recognize student achievements. These awards are approved by the Academic Council based on various considerations.

Depending on their field of study, students will pursue either a Bachelor of Science (BSc) or a Bachelor of Arts (BA) degree. Each degree program is designed to provide students with the necessary knowledge and skills for success in their chosen field of study.

The Bachelor of Science (BSc) degree program emphasizes a scientific and technical approach to education. It often involves a more specialized focus on subjects like mathematics, natural sciences, and technology.

The Bachelor of Arts (BA) degree program provides a broader education with an emphasis on liberal arts and humanities. It encourages a well-rounded understanding of various subjects, including languages, social sciences, and the arts.

Honors Degrees

The University recognizes and rewards academic excellence through an honors policy. The honors are conferred based on the cumulative Grade Point Average (GPA) achieved by students upon graduation. The honors levels and their corresponding GPA requirements are as follows:

Summa Cum Laude: A GPA of 3.9 or higher (top 1-5% of the class), awarded "With the highest honor."

Magna Cum Laude: A GPA between 3.7 and 3.89 (top 6-15% of the class), awarded "With great distinction."

Cum Laude: A GPA between 3.5 and 3.69 (top 16-35% of the class), awarded "With distinction."

These honors designations serve to recognize and celebrate the outstanding academic achievements of our students as they graduate from their respective programs.

Dean's List: The students with the outstanding performance are awarded -through the Dean's List, which is achieved with a Semester Grade Point Average (SGPA) above 3.5.

PROGRAM CONCENTRATION REQUIREMENTS

The program concentration policy outlines the framework for students to specialize in a particular area of study within their chosen academic program. Concentrations provide an opportunity for in-depth exploration and expertise in a specific field or discipline. Each academic program provides several options for concentration. Upon successful completion of the program, the student's diploma will reflect both the awarded degree and the chosen concentration(s).

Declaring a Concentration

Graduating Without a Concentration: Students have the option to graduate without pursuing a specific concentration. Their coursework will follow the general program requirements.

Declaring a Concentration: For students opting for a concentration, declaration is required by the end of the 5th semester. This formal declaration signals a commitment to specialized study.

Coursework: Concentrations require completion of a designated set of courses, both core and elective, related to the chosen area of study. For more information, consult with the academic program coordinator.

Changing Concentrations

Students may request a change of concentration, but this decision should be made in consultation with academic advisors to ensure a smooth transition by the end of the 6th semester.

MINOR REQUIREMENTS

A minor at Oxus University allows a student to explore a secondary area of interest alongside their primary field of study, providing a broader academic experience. This option complements the student's major and enhances their overall educational profile.

Upon successful completion of the minor program, the student's diploma will indicate the attainment of a minor degree.

Eligibility and Declaration

Eligibility: Students who wish to pursue a minor must maintain a minimum Grade Point Average (GPA) of 2.5 at the end of the 3rd semester.

Declaration: Students are required to declare officially to the Students' office their intention to pursue a minor by the end of the 4th semester.

Coursework: Students pursuing a minor must fulfill all requirements for their major program. Additionally, they must accrue a minimum of 30 ECTS credits from the relevant program in which they pursue a minor. The specific core and elective courses required for the minor are set out by the academic program coordinator of the relevant program. This ensures a balanced exploration of the secondary field of study.

DOUBLE MAJOR REQUIREMENTS (Tuition fee Should be discussed with finance and accounting)

A double major allows a student to specialize in two distinct fields of study, leading to the completion of two separate majors within their academic program. This option provides a comprehensive and well-rounded education across different disciplines.

Eligibility and Declaration

Eligibility: Students who wish to pursue a double major must maintain a minimum Grade Point Average (GPA) of 3.0 at the end of the 4th semester.

Declaration: Students must officially declare their intention to pursue a double major by the end of 5th semester.

Coursework: Students pursuing a double major must satisfy all requirements for their own academic program. This includes completing required courses, electives, and any specifics within each major. From the second major, students are only required to complete core and major requirements of the program.

REGISTRATION AND ENROLLMENT

Registration and enrollment are critical steps in a student's academic journey. It is during this process that students select their courses, confirm their attendance, and secure their spot in classes.

Semester Enrollments and Tuition and Fee Payments (refer to Guide to admission and enrollment)

Tuition and fees are integral components of a student's financial commitment to their education. Understanding these costs is crucial for a successful academic experience.

If students need additional information or have specific inquiries about tuition, fees, or any related matters, they are encouraged to reach out to the Student Office.

Semester Load

A student's semester load plays a crucial role in determining the pace at which a student progresses through their program. It is essential to understand that the European Credit Transfer and Accumulation System (ECTS) governs this process.

Minimum Semester Load: To maintain active enrollment, a student must enroll in a minimum of 18 ECTS credits, which generally equates to enrollment in at least three subjects.

Maximum Semester Load: A student can enroll in a maximum of 36 ECTS credits per semester, which typically corresponds to six subjects, including any retakes. Should a student wish to enroll in fewer or more than this threshold, they will need to obtain the dean's permission.

Course Selection and Registration

Navigating the course selection process via oxusuniversity.uz portal is a crucial step in planning your academic journey. Before making final selections, the student should meet with their academic advisor. Discuss their academic goals, interests, and any specific requirements for your program.

For a course to be open, there needs to be at least 5 students enrolled.

Confirming Registration: After finalizing your course selections, there should be an option to confirm your choices. This action indicates your intent to enroll in these courses. Before the end of the add/drop period, students must approve their registration by clicking the "Confirm" button. This step is crucial to secure their enrollment.

Payment Process for Late Confirmation: If a student requires additional time to confirm their registration after the add/drop period, they can pay an extra fee to open the registration process. This option is available until the end of the fifth week.

SCHOLARSHIPS AND FINANCIAL AID (refer to regulations on awarding scholarships to students at the Oxus university)

Oxus University is dedicated to recognizing and supporting exceptional students through various scholarship opportunities. There are three types of scholarships available:

The specific details and criteria for this employment-based scholarship program will be communicated separately by the university.

CHANGE OF COURSES

Making adjustments to your course schedule is a normal part of the academic experience. If you find that a course you've selected doesn't align with your academic goals, you may request a change. This should be done in consultation with your academic advisor. Ensure that the new course you're considering fits into your overall program requirements.

Course Add/Drops

During the first two weeks of the semester, students have the opportunity to make changes to their course selections. This is known as the add-drop period, during which students can add or drop subjects as needed.

This period provides flexibility in finalizing your course schedule based on your academic needs and preferences.

Withdrawing from a Course

- If you encounter difficulties in a particular course or your circumstances change, you may consider withdrawing from it.
- The withdrawal period extends from the 3rd to the 10th weeks of the semester. However, please be aware that the payment made for the course that is withdrawn will not be refunded.
- Consult your academic advisor before making this decision to understand the potential impact on your progress towards your degree.

FINAL EXAM RESIT AND RETAKING COURSES

In the event that a student encounters challenges with their final exam or course performance, the university provides an opportunity for resit and retake. Here are the steps involved:

Final Exam Resit

- If a student fails the final exam, they have the option to resit the exam.
- Within three days of the final exam results being announced, **the student must apply for the resit exam and pay a cost equivalent to 2 ECTS credits.**
- The resit exam will be scheduled within 10 days from the date of application.
- The grade received from the resit exam will replace the initial final exam grade.

Course Retake

- If a student receives a total score below 50% for a course, they will receive a "Fail" grade.
- In the case of a "Fail" grade, the student has the option to retake the entire course.
- The student must follow the regular course registration process for the retake.
- While the new grade will be reflected in the academic record, the original "Fail" grade will still be visible on the transcript.

Additional Semester

- Students are encouraged to consider retaking courses during the summer semester if they are offered. This provides an opportunity to catch up and progress in their program.
- The maximum period for completing a degree program is 7 years.
- Any exceptions to this rule require approval from the university's rector.

OXUS SUMMER SEMESTER

- Summer semester dates are maintained according to the academic calendar.
- Students are not necessarily required to enroll in the summer semester.
- The summer semester is intended for those who are retaking a course or those who are pursuing a double degree.
- The duration of the summer semester is 5 weeks with one additional week allocated for final exams.
- The same enrollment and registration fees apply to the summer semester.

STUDENT TRANSFER POLICY

A student wishing to transfer from one program to another within the University must do so in accordance with the published procedure. The student in their first year of study can transfer to another program. The student has to choose the academic program by the second week of the second academic year (refer to students' support office).

A student transferring to another institution shall be regarded as a withdrawal, which is described below.

Transfer Within the Same Faculty or Across Faculties

For transfers within the same faculty or across faculties, the program coordinator can approve the change. The program coordinator will assess the eligibility of the student based on criteria such as admission requirements, minimum credit requirements, applicability of core credits, probation status, and deadline for the transfer request. The decision regarding the transfer will be made after a meeting or review of the student's eligibility.

Incoming Transfers from Other Universities (document from Ministry)

The University welcomes students who wish to transfer from other institutions to continue their education here. If you are considering transferring to our university, please review the following guidelines and procedures to facilitate a smooth transition:

- A. Eligibility for Transfer:
 - a. Academic Standing: To be eligible for transfer, the student must be in good academic standing. In particular, it means having at least a 3 grade point average (GPA) and not being on academic probation or facing academic disciplinary actions.
 - b. Course Compatibility: Ensure that the courses you have completed at your current institution align with the programs offered at our University. The Program Coordinator will evaluate your transcripts to determine course equivalencies and credit transferability.
- B. Transfer Application Process:
 - a. Submit an Application: Start by submitting an official transfer application to the University. Please complete all required forms and provide accurate information 4 weeks before the start of the semester.
 - b. Transcript Submission: Request official transcripts from your current institution to be sent directly to the University's admissions office. These transcripts should include your academic records, course descriptions, and grading systems used at your current university.
 - c. Application Fee: Pay any required application fees, as specified in the application instructions.
- C. Transfer Credit Evaluation: Once we receive your application and transcripts, our admissions team will evaluate your academic records and determine the transferability of your credits. This process may take some time, so please apply well in advance of your intended start date.

DUAL DIPLOMA AND STUDENT EXCHANGE

The university will offers opportunities for students to engage in dual diploma programs and participate in student exchange programs upon readiness.

Dual Diploma Programs

- The university provides students with the option to pursue a dual diploma program, which allows them to earn degrees from both our institution and a partner university.
- Students interested in a dual diploma program should consult with the program coordinator of the respective program to understand the specific requirements and benefits of the program.
- The dual diploma program offers a unique opportunity for students to gain a broader perspective and enhance their academic credentials.

Student Exchange Programs

- The university encourages students to participate in student exchange programs, which provide an enriching international academic experience.
- Student exchange programs enable students to study abroad at partner universities for a specified period, typically a semester or an academic year.
- Participating students have the opportunity to immerse themselves in a different academic and cultural environment, broadening their perspectives and enhancing their global competencies.
- The specific details of dual diploma programs and student exchange agreements, including participating institutions, program requirements, and eligibility criteria, are outlined in formal agreements signed by the partnering universities.
- It is advised that interested students consult with the International Office for comprehensive information.

GRADING SYSTEM

- Each assessment component will be assessed against the assessment criteria as published in the subject descriptor and awarded a grade between 0 and 100.
- The result of each component will be determined by the grade awarded according to the Table below.
- The passing score will be 50% of the total score.

Grading range	Result	Points	Letter Grade
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0 - 49	Unsatisfactory	0	F
50 - 55	Satisfactory	1.33	D
56 - 60		1.67	C-
61 - 65		2	C
66 - 70		2.33	C+
71 - 75	Good	2.67	B-
76 - 80		3	B
81 - 85		3.33	B+
86 - 90	Excellent	3.67	A-
91 - 100		4	A

Letter Grades

A, A-: These grades are achieved through outstanding performance, demonstrating a complete mastery of the subject matter. An A grade indicates work of extraordinary distinction.

B+, B, B-: These grades signify a solid understanding of the course material, along with proficient skills to engage with it effectively. The student demonstrates active participation and meets all course requirements.

C+, C, C-: These grades indicate satisfactory comprehension of the course material and the associated skills. The student fulfills basic requirements for assignments and class participation.

D: This grade represents below-average performance, reflecting minimal command of the course material. However, there is some level of participation in class activities, warranting course credit toward the degree.

F: This grade is assigned for work that falls below the standard required for course credit and is deemed unsatisfactory for progression towards the degree.

Grade Point Average (GPA)

GPA is a numerical representation of a student's overall academic performance. It is calculated by assigning a numerical value to each grade earned in courses and then finding the average. This provides a standardized measure that helps institutions evaluate a student's academic standing.

The formula to calculate GPA is as follows:

$$GPA = \frac{\sum (Grade\ Points \times Credit\ Hours)}{\sum (Total\ Credit\ Hours)}$$

where:

Grade Points: These are numerical values assigned to letter grades. For instance, A=4.0, B=3.0, C=2.0, and so on.

Credit Hours: These represent the weightage assigned to a course based on its workload. For example, a 3-credit course carries more weight than a 1-credit course.

ASSESSMENTS AND EXAMINATION RULES

Assessment policy

Assessment refers to any processes that appraise a student's knowledge, understanding, abilities or skills. Assessment will reflect the achievement of the individual student in fulfilling intended learning outcomes for the subject or study program, and at the same time relate that achievement to a consistent national standard of awards

Formative Assessment (worth 60%): Formative assessment refers to ongoing, informal assessments conducted during the learning process to monitor students' understanding and progress. It is focused on providing feedback and guidance to students and instructors to inform and enhance learning. Unlike summative assessment,

which measures overall achievement at the end of a course or unit, formative assessment aims to shape and guide the learning process.

Components of the Formative Assessment are

- Homework Assignments:
 - Regular assignments are designed to assess understanding, application, and critical thinking skills.
 - Assignments may include problem-solving exercises, case studies, research projects, or written reflections.
- Quizzes:
 - Short quizzes are conducted throughout the course to evaluate the comprehension of specific topics or units.
 - Quizzes may be in multiple-choice, true/false, or short-answer format.
- Midterm Exams:
 - Comprehensive exams are held at the midpoint of the course to assess knowledge, comprehension, and synthesis of course material.
 - Midterm exams may include a mix of multiple-choice questions, short-answer questions, and essay questions.
- Other Formative assessment methods as necessary.

The students who take less than 50% of the formative assessment are not allowed to sit in the final exam and are deemed to fail the course. The assignments must be assessed by the professors within a week after submission. The students should be updated via LMS.

Summative Final Exam (worth 40%): A summative assessment is a type of evaluation that occurs at the end of a learning period, such as a course or a unit of study. Its primary purpose is to measure and summarize the overall achievement and understanding of students regarding the content and objectives covered.

Unlike formative assessments that focus on monitoring progress and providing feedback during the learning process, summative assessments provide a comprehensive evaluation of student learning outcomes. They typically take the form of exams, projects,

presentations, or other culminating activities that assess students' knowledge, skills, and application of concepts. The final exam may consist of a combination of multiple-choice questions, essay questions, problem-solving exercises, or case studies.

Examination Rules

To ensure fairness and integrity during examinations, students are required to adhere to the following rules:

Arrive Early: Students must arrive at the exam room at least 10 minutes before the scheduled start time. This allows for a smooth and organized commencement of the exam.

Notify Instructor for Absences: In case of legitimate absences, students must notify the instructor prior to the exam. This ensures that proper arrangements can be made.

Maintain Silence: During the exam, undergraduates must refrain from any form of communication with fellow students. This includes verbal, written, or electronic communication.

No Unauthorized Materials: Students are not allowed to retain or refer to any unauthorized materials, including books or papers, unless expressly permitted by the instructor or teaching staff.

No Eating or Drinking: Eating and drinking are strictly prohibited in the examination room to maintain a focused and distraction-free environment.

Secure Belongings: Personal belongings should be securely stored away from the exam area. All mobile phones and electronic devices must be turned off and stored.

Emergency Procedures: In the event of an emergency, students must follow instructions provided at the beginning of the exam. They should take their personal belongings, exam, and booklets to the designated meeting location. Students should not discuss the exam during emergency procedures.

Consequences for Violations: Violation of examination rules or dishonesty may result in disciplinary action, including possible withdrawal from the university.

Late Arrival Policy:

- Students who arrive late for an exam may be refused admission and reported as absent.
- For final exams, latecomers should report directly to the exam room.
- No student will be admitted to an examination more than 30 minutes after the start time.
- Ordinarily, latecomers will not be allowed to make up lost time.

It is imperative that students strictly adhere to these examination rules to ensure a fair and conducive testing environment for all. Failure to comply may result in serious consequences, including academic penalties and disciplinary actions.

[Refer to the academic calendar for 2024-2025 academic year for the exam day and timing.](#)

Absence and Makeups for exams

Makeup exams are generally allowed for midterm and final exams. To request a makeup exam, students must adhere to the following procedures:

- Notification:** Notify the course instructor as soon as possible before the assessment date, explaining the reason for your absence.
- Reasons for Absence:** Provide a detailed explanation of the reasons for your absence to the Student Office. Examples of acceptable explanations include medical notes, family emergencies, documented university-sponsored events, or other circumstances deemed legitimate by the university's policies.
- Legitimacy Verification:** The Student Office will review the provided reasons, and if deemed legitimate, will notify the course instructor.
- Formative Assessments** (e.g., homework and quizzes): For formative assessments, such as homework and quizzes, students should refer to the course syllabus and communicate directly with the course instructor to inquire about the possibility of makeup exams or alternative assessment arrangements.

Please be aware that the specific procedures and criteria for makeup exams may vary by course and subject. It is essential for students to understand and follow the course-specific guidelines and communicate effectively with instructors and the Student Office when necessary.

CLASS ATTENDANCE AND PARTICIPATION

At OXUS University, regular class attendance is paramount for a vibrant learning environment. Research consistently shows that students who attend classes achieve better learning outcomes. Therefore, our attendance policy is in place to support student success. We urge students to actively engage in classes, as it fosters interactive learning, critical thinking, and skill development. By adhering to this policy, students maximize their educational experience at OXUS University, ensuring they reach their full potential in both academic and professional pursuits.

Attendance Requirement

Students are required to attend a minimum of 70% of the scheduled classes, including lectures, seminars, labs, and any other course-related activities. Failure to meet this attendance requirement will result in a mark of Fail for the course. Students who are marked as Fail due to inadequate attendance will not be allowed to take the final exam or be eligible for a passing grade in the course. It is the responsibility of the student to ensure regular attendance and to comply with the attendance policy outlined for each course.

Impact on Course Evaluation

- Attendance may be considered as a component of the overall course evaluation.
- Excessive absences may result in a negative impact on the student's final grade or evaluation, as determined by the course instructor and stated in the course syllabus.

Documentation of Absences

Students are required to provide appropriate documentation for authorized absences, such as medical certificates or official event invitations. The required documents, including doctor's notes, should be submitted to the Student's Office for verification purposes. Once the documentation is verified, the course instructors will be notified of the authorized absence, and appropriate arrangements for make-up work or accommodations, as deemed necessary, will be communicated to the student in accordance with the course requirements and instructor's discretion.

ACADEMIC LEAVE

Leave of Absence

Academic Leave or Leave of absence is an extended period of authorized absence from the program. A leave of absence may be taken by a student at that student's discretion or required by the University on grounds of the student's health and/or well-being.

Students who seek to take a leave of absence on health grounds will be required to provide evidence, to the satisfaction of the program leader as appropriate, that they are to have interruptions from studies and able to rejoin the program.

A leave of absence will not normally be permitted for a period of less than one semester. The maximum period of leave of absence is up to 2 years. In this case, the students must not exceed the maximum period of enrollment for graduation.

Where a student takes a leave of absence once the subjects have started but before completing all the assessment requirements, no credit will be awarded and the student, upon their resumption of studies, will normally be required to rejoin at the start of the uncompleted subjects.

ACADEMIC ADVISING

Academic advising plays a pivotal role in guiding students towards a successful and fulfilling educational journey. At OXUS University, we are committed to providing comprehensive academic advising services to empower students in making informed decisions regarding their academic and career goals.

Role of Academic Advisors

Academic advisors serve as mentors and guides, offering personalized support to students throughout their academic tenure. They assist in course selection, academic planning, and provide valuable insights on program requirements.



Advising Sessions

Students are encouraged to meet with their assigned academic advisor regularly. These sessions can cover a range of topics, including course selection, degree progress, career planning, and addressing any academic concerns or challenges.

Program and Concentration Guidance

Academic advisors provide expertise on available programs, concentrations, and course options. They assist students in aligning their academic pursuits with their interests, career aspirations, and long-term goals.

Degree Audit and Progress Tracking

Academic advisors facilitate degree audits, helping students monitor their progress towards degree completion. They ensure that students meet all academic requirements and make timely progress towards graduation.

Resource Referral

Advisors connect students with relevant resources and support services, such as tutoring, career counseling, and extracurricular opportunities, to enhance their overall academic experience.

Career and Professional Development

Advisors offer guidance on career exploration, internships, and job placement opportunities. They assist students in identifying their strengths, interests, and potential career paths.

Proactive Communication

Academic advisors may proactively reach out to students with important information, reminders, and updates related to their academic progress and university-related matters.

Student Responsibility

While advisors provide valuable guidance, it is ultimately the responsibility of each student to take ownership of their academic journey, make informed decisions, and seek assistance when needed.

ACADEMIC PROGRESSION AND PROBATION

Requirements for Moving to the Next Semester

To maintain satisfactory academic progress and advance to the next semester, students must meet the following criteria:

Minimum SGPA Requirement: Students must achieve a Semester Grade Point Average (SGPA) of 1.8 or higher to be eligible for full enrollment in the subsequent semester.

Academic Probation

Students who do not meet the minimum SGPA requirement will be placed on academic probation for the following semester. Academic probation is a structured period during which students are provided with additional support and guidance to improve their academic performance.

During the probationary semester

Course Load Limit: Students on academic probation are limited to a course load of 18 to 24 credit hours. This limit is intended to help students focus on their studies and make academic progress while receiving additional support.

Dismissal for Prolonged Academic Probation

Students who remain on academic probation for two consecutive semesters will face dismissal from the institution. Dismissal is a serious academic consequence, and affected students are encouraged to seek academic advising and support services to address their academic challenges.

ACADEMIC INTEGRITY

Honor Code: *"At OXUS University, we cherish and prioritize academic integrity. We anticipate all individuals within our community to exemplify the utmost standards of scholarly behavior. This entails crediting sources accurately, conducting research with integrity, and openly recognizing the input of others in our academic pursuits. Engaging in acts of academic dishonesty, including but not confined to cheating, plagiarism,*

manipulation of data, and misrepresentation of ideas, not only contravenes our community's norms but also contravenes fundamental principles of academia at large."

Affirmation of Academic Integrity

Throughout the academic semester, students will be asked to affirm their awareness of and commitment to the principles of academic integrity. This affirmation will be integrated into various stages of their educational journey:

- Prior to their arrival on campus, first-year students will provide a brief response on how they plan to uphold the values of academic integrity, a statement they can access and revise as needed during their time at OXUS University.
- During the biannual electronic check-in registration process, all students will read and sign the Honor Code, signifying their understanding of it and their dedication to maintaining academic integrity.
- At seated final exams, students will read and sign an affirmation statement included on the exam attendance slip or printed on the exam itself, confirming the honesty of their academic work.
- On culminating assignments such as final projects, take-home exams, and in-class finals, as well as on senior theses, students will include a statement affirming their adherence to the Honor Code at the time of submission.

Responsibility and Accountability

Students are expected to complete all assignments, examinations, and coursework with utmost integrity. This includes distinguishing their own ideas from sourced information, accurately citing all sources, and adhering to any collaboration policies set forth by each course. Students must be familiar with proper citation practices, seeking guidance from instructors and their academic advisors as needed.

Consequences for Violations

Submitting work that is not one's own or failing to attribute sources appropriately may result in disciplinary action, including potential withdrawal from the university. Students found responsible for violations of academic integrity will not be allowed to submit course evaluations for the respective course.

Examples of Academic Dishonesty and Violations

Types of academic dishonesty include, but are not limited to:

Plagiarism: Presenting someone else's work, ideas, or words as your own without giving them proper credit.

Cheating: Using unauthorized resources, assistance, or methods to gain an unfair advantage in exams, quizzes, or assignments.

Fabrication: Creating or falsifying data, quotes, or information to support academic work.

Collusion: Illegitimate collaboration with others in producing academic work that is supposed to be completed individually.

Copying: Replicating or using someone else's work, whether it's a paper, project, or code, without proper citation or authorization.

Impersonation: Having someone else take an exam or complete an assignment on your behalf.

Improper Influence: Attempting to unduly influence instructors for higher grades through emotional appeals, begging, or any other improper means.

Misrepresentation of Credentials: Providing false information about one's academic achievements, qualifications, or credentials.

Sabotage: Deliberately undermining the academic work of others by damaging their projects, experiments, or assignments.

Unauthorized Collaboration: Working together on an assignment or project when it has been explicitly stated that it must be completed individually.

Multiple Submissions: Submitting the same work for multiple courses or academic purposes without obtaining proper permission.

Bribery or Attempted Bribery: Offering or attempting to offer favors, goods, or money to instructors or staff in exchange for better grades or preferential treatment.

Ghostwriting: Submitting work that has been created by someone else, often a professional writer, and claiming it as your own.

Misuse of Technology: Using technology to access unauthorized resources or share information during exams or assignments.

Use of AI Tools without Authorization: Utilizing AI-based tools, including chatbots or language generation models, for academic purposes without proper acknowledgment or authorization.

Students are encouraged to seek clarification from their academic advisors or instructors regarding any questions related to academic integrity and proper conduct. Providing false information or impersonating others on official forms or petitions is strictly prohibited and may lead to disciplinary action, including potential withdrawal from the University.

Any type of Plagiarism is taken seriously to maintain academic integrity. The first time a student plagiarizes, they will receive a warning. If it happens again, the teacher will file a complaint with the dean's office, where the issue will be reviewed and further action may be taken. This process ensures students understand the consequences of cheating.

STANDARDS OF CONDUCT AT OXUS UNIVERSITY

At OXUS University, we are committed to fostering a community built on academic excellence, respect, and responsible behavior. To maintain the highest standards of conduct, we have established guidelines and expectations for all members of our university community.

The expectation of Mature and Responsible Conduct

We expect every student, whether on campus or enrolled as a degree candidate, to conduct themselves in a mature and responsible manner. This includes making responsible decisions regarding physical and mental health and upholding the values of respect and dignity.

Academic Integrity

Upholding academic integrity is fundamental to our community. All students are required to adhere to ethical standards, which include proper attribution of sources, honest collection and use of data, and transparent acknowledgment of contributions from others to academic work.

Compliance with University Regulations

Students are expected to familiarize themselves with and adhere to the university regulations outlined in this handbook. These regulations provide the framework for ensuring the well-being of all individuals within our community. Violations of these regulations are taken seriously as they impact the lives of our students and the shared life of our community.

Protection of Rights

We are committed to safeguarding the rights of our students. This includes the rights to free expression, free inquiry, academic freedom, freedom from personal force and violence, and freedom of movement. Interference with these rights is considered a serious violation of personal rights and community values.

Responsibility to Uphold Values

Members of our academic community share the responsibility of maintaining an atmosphere where rights are protected and violations are unlikely to occur. Faculty, staff, and students are encouraged to respond promptly and in good faith to grievances and expressions of need for change within the community.

Discrimination and Harassment

OXUS University strictly prohibits discrimination and harassment on the basis of race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability, military service, or any other legally protected basis. Any form of harassment or discriminatory behavior is contrary to our principles and policies.

Conflict Resolution

In cases of harassment, discrimination, or misconduct, we have established clear procedures for addressing concerns and resolving conflicts. Students are encouraged to seek information, advice, and support to navigate these processes.

Physical Violence

OXUS University prioritizes the safety and well-being of all community members. Physical violence or threats of physical violence are not tolerated and will result in disciplinary action.

Honesty at OXUS University

At OXUS University, we hold honesty and integrity as foundational values of our academic community. We expect all students to uphold these principles in their interactions with fellow community members and university officials.

Truthfulness and Candor: Students are expected to be truthful and forthright when engaging with members of the community. When approached by a properly identified university official, students must respond truthfully. Failure to do so may lead to disciplinary action, potentially including the requirement to withdraw from the university.

Respect for Property: It is imperative that students respect both private and public ownership. Instances of theft, misappropriation, unauthorized use, or damage to property or materials not belonging to them will be met with disciplinary action, which may include the requirement to withdraw from the university. Possession of stolen goods is also subject to disciplinary action.

Maintaining Law and Order: During public disturbances or demonstrations, students are expected to conduct themselves in an orderly manner. Disregarding instructions from university officials during such events may result in disciplinary action, and the student may be required to withdraw from the university.

Sexual Misconduct Policy at OXUS University

OXUS University is committed to maintaining a safe and inclusive environment for all members of our community. We strictly prohibit any form of sexual harassment, including sexual violence, domestic and dating violence, stalking, and other forms of sexual misconduct. Our policies and procedures are designed to address and prevent these behaviors.

Immediate Assistance and Reporting: If a student is in immediate danger or requires urgent assistance, they should contact our dedicated team. Reporting an incident to our team ensures immediate protection and, if necessary, transportation to a medical facility. It's important to note that contacting us does not obligate the student to file charges or testify in court.

Formal Complaint Process: A formal complaint allows us to conduct a thorough investigation to determine if our policies regarding sexual harassment and misconduct have been violated. Students can initiate a formal complaint by using our online complaint form, provided by the Student Office.

Access to Resources and Support: Support and resources are available to any member of the OXUS University community impacted by sexual harassment or misconduct, even if they choose not to file a formal complaint or involve law enforcement. We are committed to providing a safe space and the necessary assistance to help individuals navigate through these difficult situations.



Policy on Drugs and Alcohol at OXUS University

OXUS University is committed to fostering a safe and healthy environment for all members of our community. The unlawful possession, use, or distribution of illicit drugs and alcohol on university property or during any university-related activities is a violation of both university policies and the law. This includes the possession, use, or distribution of certain nonprescription drugs, such as marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics. It is also prohibited to procure or distribute alcohol for individuals under the age of 21, as well as providing alcohol to anyone under 21, in accordance with both legal and university policies.

Be informed that the consumption or possession of alcohol on campus premises is strictly prohibited. For the well-being of our community, OXUS University strictly prohibits smoking cigarettes or vapes, except in specifically designated areas on campus. Adherence to these policies ensures a safe and healthy environment for all members of our community.

Privacy and Recording Policy

Course content and materials may be protected by copyrights held by the University or the instructor, and unauthorized use may infringe upon these copyrights and compromise the privacy of fellow students.

Instructors have the option to record course sessions, following the University's policy on simultaneous enrollment. These recordings may also be used for future reference within the semester or in subsequent years.

Both students and instructors have a reasonable expectation of privacy regarding interactions captured in these recordings.

By attending course sessions and accessing course recordings, students acknowledge that they may not post, publish, sell, or otherwise distribute course materials without the written permission of the course instructor. This includes, but is not limited to, video or audio recordings, assignments, problem sets, examinations, other students' work, and answer keys.

Engaging in activities such as selling, posting, publishing, or distributing course materials without written permission may lead to disciplinary action, up to and including the requirement to withdraw from the University. Additionally, students may not create video or audio recordings of class sessions for personal use without obtaining written permission from the instructor.

Intellectual Property and Copyrighted Materials

Computer programs created as part of academic work should be treated as literary creations and are subject to the same standards of misrepresentation as copied work. Additionally, any attempt to replicate, utilize, or distribute software or other data without proper authorization from the owner is strictly prohibited.

All Oxus University users are required to respect the copyrights of works accessible through computers connected to the Oxus network. Reproduction, distribution, public display, or public performance of copyrighted materials is prohibited without the permission of the copyright owner unless fair use or another exemption under copyright law applies. In cases where users are found to infringe on the copyrights of others repeatedly, Oxus may terminate their network access and may also take disciplinary action.

ON-CAMPUS HOUSING POLICY

At OXUS University, we offer on-campus housing options to provide students with a convenient and immersive living experience. Our on-campus housing facilities are designed to foster a supportive and inclusive community, allowing students to engage in academic, social, and personal growth.

Eligibility: On-campus housing is available to enrolled students who meet specific eligibility criteria. This includes full-time status and compliance with university policies.

Application Process: Students interested in on-campus housing must complete the housing application by the specified deadline. The application process may include preferences for roommates, special accommodations, and other relevant information.

Room Assignments: Room assignments are made based on availability and individual preferences. While we strive to accommodate requests, final assignments are at the discretion of the housing office.

Room Changes: Requests for room changes may be considered based on availability and valid reasons. Students must follow the established procedures for requesting a room change.

Housing Fees: Students residing in on-campus housing are responsible for paying applicable housing fees. These fees cover accommodation costs, utilities, and other associated services.

Community Expectations: Residents are expected to adhere to the established community guidelines and policies. These may include quiet hours, guest policies, and other regulations designed to create a conducive living environment.

Safety and Security: The university prioritizes the safety and security of all residents. Access control measures, emergency protocols, and trained staff are in place to ensure a secure living environment.

Maintenance and Repairs: Residents should promptly report any maintenance issues or necessary repairs to the housing office. Timely communication helps ensure a comfortable living space.

Check-In and Check-Out Procedures: Specific procedures for moving in and out of on-campus housing will be communicated to residents before the start and end of each academic term.

Vacation Periods: During breaks and vacation periods, residents may be required to follow specific guidelines regarding housing access and availability.

POLICY FOR UNDERGRADUATE STUDENT ORGANIZATIONS

At Oxus University, we are committed to fostering an inclusive and respectful community for all students. This commitment extends to student organizations, which play a vital role in campus life. To ensure a positive and enriching experience for all members, we have established the following policies:

Nondiscrimination Policy: All student organizations must adhere to the principles of nondiscrimination. Discrimination based on race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability, military service, or any other legally protected basis is strictly prohibited.

Unrecognized or non-Oxus organizations are not permitted to conduct any activities on the Oxus University campus, even if they involve Oxus undergraduates. In special cases, unrecognized student organizations with entirely Oxus College undergraduate membership may be allowed to co-sponsor educational programs with specific Oxus offices or departments.

Hazing Policy: Any form of hazing in connection with initiation into a student organization is strictly forbidden. All student organizations, as a condition of university recognition, must submit non-hazing attestation forms to the Head of Students Office.

Religious Expression Policy: While Oxus University upholds the freedom to express religious views, discussions that jeopardize the educational or work environment due to high-pressure persuasion tactics are not permitted. Harassment based on religious beliefs is strictly prohibited.

FINANCIAL OBLIGATIONS AT OXUS UNIVERSITY

Total Financial Obligation: For details on the financial obligations in the event of a leave of absence, the requirement to withdraw, or moving off-campus, refer to the chart available on the LMS platform. Housing and food charges are prorated and continue until the day a student leaves university residence.

Payment Policy: Students are responsible for timely payment of tuition and fees. This includes reviewing student accounts, making payments by due dates, and ensuring access for those making payments on their behalf.

Enrollment and Charges: Full payment of tuition and fees is required for enrollment each term. Failure to meet payment deadlines may result in enrollment denial.

Outstanding Amount Due: This includes all unpaid charges on the student's account. Notifications are sent when new charges are added or when payments are due within two weeks.

Late Payment of Tuition and Fees: Charges must be paid by the due dates. Failure to do so may lead to the loss of University privileges. Reinstatement is possible after settling all charges.

Students Leaving the University: Students leaving for any reason must pay all due charges on their account. Charges for tuition, student services, housing, and food are calculated based on the date of departure.

University Bills: Failure to pay bills by the prescribed date may result in the loss of University privileges and may impact graduation eligibility.

EDUCATION RECORDS

At Oxus University, the protection of student education records is governed by the institution's policies. Below are the key points related to education records:

Nature of Education Records: Education records encompass various details pertaining to students' academic journey. This includes information like permanent and local addresses, admissions records, enrollment status, course grades, progress towards the degree, disciplinary records, and more.

Access to Education Records: Students have the right to access their own education records. They can request access from the appropriate university officials, typically including the Registrar and relevant department heads. The university aims to provide access within 45 days from the date of the request.

Correction of Records: Students have the ability to contribute to the accuracy of their records if they identify discrepancies. They should first approach the relevant office. If questions persist, they can escalate the matter to the Associate Registrar.

Directory Information: Certain information, considered as "directory information," may be disclosed to the public. This includes details like full name, dates of attendance, concentration, class year, and other non-sensitive data.

Other Permitted Disclosures: In addition to directory information, certain educational records may be disclosed without the student's consent under specific circumstances. This includes sharing information with university officials with legitimate educational interests, as well as situations involving health and safety emergencies.

Transfer of Records: The Registrar's Office may forward a student's education records to external agencies or institutions upon request, especially when it relates to the student's enrollment or transfer.

Disciplinary Violations: In cases where a student is found to have committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, Ocus University may, if legally permitted and deemed appropriate, disclose specific information about the case.