



OXUS
UNIVERSITY



STUDENT HANDBOOK

FOREWORD

Welcome!

Congratulations on your choice of studies and we trust this course will enrich your personal experiences as well as enhance your professional development. This handbook contains useful information on the administrative and examination rules and regulations at THE OXUS UNIVERSITY. Please take time to familiarize yourself with the information.

We appreciate your feedback as it will go a long way to improve the quality of our programs and enable us to serve you better. Should you require any clarifications pertaining to your course, please do approach us with your concerns.

Useful contact details are listed as follows:

Student Support Office (SSO)

Position	Name	Phone	E-mail
Head	Ismatova Sevinch Sherzod qizi		
Academic advisor	Ibadullayeva Shirin Davronboy qizi		
Academic advisor	Mamasharibova Gulnoza Bahtiyor qizi		

Officer			
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Departments assisting Learning Process

- The learning resources center (library) staff
- Deans

Examination Unit Office

Name	Phone	E-mail
Dilmurod Usmonov		

We aim to provide fast and effective solutions to your concerns.

Every issue raised with THE OXUS UNIVERSITY will be addressed as quickly as possible. If an issue cannot be resolved immediately, you will be informed by the next working day and you will be advised on the process. We hope to solve any issues within 14 working days.

Wishing you the best in your studies!

Sincerely,

The Management of THE OXUS UNIVERSITY.

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KNOWING THE OXUS UNIVERSITY

Corporate Profile

Inaugurated in 2023, Oxus University has evolved from a vision cultivated over decades by an enthusiastic collective of scientists and researchers and educators. This vision, now realized under favorable circumstances, is grounded in a deep historical ethos aimed at elevating educational practices beyond the conventional through groundbreaking and distinct pedagogical approaches. Operating in Tashkent based on the license issued by the Ministry of Higher Education, Science, and Innovation (№153214, 31.10.2023), Oxus University stands as more than a mere institution for learning; it embodies an enduring vision, inviting its community to engage in an educational journey marked by innovation and excellence.

Mission

Our dedication is to train individuals with a global perspective, equipped to tackle societal challenges using universal principles and embracing national values. Our commitment lies in maintaining international educational standards.

Vision

Our aim is to create a dynamic and successful academic and scientific setting that matches the standards of top global universities. We aspire to be a premier university both nationally and in our region.

Core Values

At our core, we uphold professionalism and honesty as guiding principles. We cherish universal values and foster a sense of civic responsibility among our students. Encouraging progressive and critical thinking, we value diverse perspectives and ensure equal opportunities for all.

Programs at OXUS university

OXUS University offers a range of academic programs:

Faculties	academic programs
Faculty of Economics and Business	Economics and Business Analysis
	Accounting and Finance
	Digital Marketing and Management
	Economics and Country Studies (Japan Studies)
Faculty of Liberal Arts	English Language and Teaching it as a Foreign Language (TEFL)
Faculty of Science and Technology	Computer Science
	Mechanical Engineering
Faculty of Law and Management	Public Administration
	Entrepreneurial Law

Awards issued upon completion of academic programs are recognized as documents of higher education in the Republic of Uzbekistan.

OXUS Facilities

OXUS University has state-of-the-art classrooms and lecture theatres, computer laboratories, and sport facilities such as indoor basketball and volleyball court, outdoor football and basketball court, street soccer court, table-tennis court, and a massive running track field. The campus, which occupies more than 1.1 hectares of land area, is also home to hostels that offer a place for over 200 students and a library with both print and online resources.

The Campus is Wi-Fi enabled, allowing students access to the World Wide Web anywhere in the campus. In addition, OXUS enhances students' learning experience with the Blackboard Learning System which allows them online access to lecture notes, learning resources, online databases anytime, anywhere.

Location and useful phone numbers:

Oxus University is located at the following address:

Oxus University

25, Fergana Yuli Street,	Reception:	(998 71)
Yashnobod district,	Student Services:	(998 71)
Tashkent, 100016	Learning Resource Centre:	(998 71)
Uzbekistan	Hostel:	(998 71)
e-mail: studentoffice@Oxus.uz	Finance:	(998 71)
Website: www.Oxus.uz	Marketing:	(998 71)
	Sports Centre:	(998 71)
	Security office:	(998 71)
	Fax:	(998 71)

Oxus University Top Management

RECTOR	Professor dato Nasir Daing Ibrahim
Vice Rector for Research, Innovation and Development	Shukhrat Yoqubov
Vice Rector for Academic and Student Affairs	Dilafroz Abdumajidova

Partner Universities

Universiti Sains Malaysia (USM)

Universiti Sains Malaysia (USM) is a top public university located in Penang, recognized for its strong emphasis on science and technology. USM is dedicated to promoting sustainable development and innovative research. The partnership with Oxus University enables joint research initiatives and academic exchanges, fostering a global perspective in education.



UCSI University

UCSI University, based in Kuala Lumpur, is a distinguished private institution offering a diverse range of programs across various fields. Known for its commitment to academic excellence and industry engagement, UCSI provides students with practical and global learning experiences. The collaboration with Oxus University supports student mobility and academic cooperation, enriching the learning environment.

Universiti Sultan Zainal Abidin (UniSZA)

Universiti Sultan Zainal Abidin (UniSZA) is a respected public university in Terengganu, Malaysia, offering programs in arts, sciences, and professional fields. UniSZA is committed to producing well-rounded graduates with strong ethical values. Through its partnership with Oxus University, UniSZA promotes academic exchanges and joint research, contributing to the advancement of knowledge and education.

UNDERSTANDING OXUS UNIVERSITY

STUDENT SUPPORT OFFICE

The main aim of the Student Support Office (SSO) is to ensure that students have pleasant and rewarding experiences at Oxus University. The SSO is for students to receive prompt and efficient administrative care, and is the main point of contact for students who may send their feedback to the University, including problems, issues, queries, lecturers' evaluation and compliments.

SSO also assists to arrange tutorials for weaker students, with the belief that weaker students should always be motivated and assisted to improve their grades.

SSO serves the needs of students by providing a caring environment for students through class visits, dialogues with students, networking, interaction and bonding among students. Student attendances are monitored. Non-academic and academic needs, accommodation assistance and career guidance are provided by academic advisor.

Additionally, the SSO is the student admission and support office which performs following functions:

- ❖ Administration of all student admissions into various programs offered by THE OXUS UNIVERSITY. In particular, it handles Student ID administration, including application, renewal and cancellation of applications. Central Registry is in charge of student databases and is responsible for uploading, processing and maintenance of student records.
- ❖ Processing of examination papers and release of results in collaboration with recognized examining bodies and partner universities.
- ❖ Registrar ensures that highest security and accuracy is maintained in the examination processing system. It is also involved in timely release of results.

EXAMINATION UNIT

The Examination Unit handles all exam related matters and exam rules and regulations including:

- ❖ Administration of examination papers with OXUS and release of results in accordance to the collaboration with the relevant examining bodies and universities.
- ❖ Ensuring that highest security and standards are maintained in the examination processing system. This involves the timely release of results.

LECTURER MANAGEMENT

The academic team in Oxus University will be staffed by local faculty and international faculty. To maintain high academic standards, consultants, experts and specialists from leading international financial and educational institutions and research centres will be invited.

LEARNING RESOURCE CENTRE (LIBRARY)

Oxus University strives to create a Learning Resource Centre and make it as one of the best and modern academic libraries in Uzbekistan, and distinguishing itself from other institutions from the region by providing the essential element of the study process to all students. The Library contains a range of learning resources. It is open access and is equipped with PCs with Internet access, copying and printing facilities, online databases and an electronic Library system for the students.

Oxus University Library is the key information resource centre for students and staff. It contains a collection of references, research and scholarly journals, books and other publications. It is also equipped with Web links to OXUS e-learning portal, to databases, e-libraries, newsgroups and literary resources.

Opening Hours during Academic Year

Monday – Friday09:00 – 20:00

Saturday, Sunday and Public holiday.....Closed

Opening Hours during Summer Vacation

Monday – Friday10:00 – 17:00

Saturday, Sunday and Public holiday.....Closed

GENERAL COURSE INFORMATION

Typical Program Structure (Modules Taught):

#	Module title	Credit
1	English Plus	24 credits
2	Academic English	24 credits
3	Major Oriented subjects (Mathematics, Introduction to Law)	12 credits
4	Academic Skills	12 credits
5	Recent History of Uzbekistan	8 credits
6	Philosophy	8 credits
7	Religious studies	8 credits
8	Freshmen 101	4 credits

Aims and learning outcomes:

The aims for the course are:

1. Provide a program that serves as a foundation for undergraduate programs at OXUS university.
2. Provide a sound knowledge of the basic business concepts, communication tools and academic skills and academic English language skills.
3. Empower the individuals to be more prepared for their subsequent studies.
4. Produce technically competent, communicative and open-minded students to be ready for progression into subsequent studies.

Exit Award:

Awarding University:	OXUS
Teaching University:	Oxus University
Final Award:	Bachelor's degree

Distinction features of the program:

- Assists the participants to achieve career goals
- Develops English language skills and business knowledge
- Excellent staff/student ratio
- Quality assured academic standards
- State-of-the-art teaching facilities

Student Services:

- Workshops on plagiarism, writing & referencing skills and other relevant topics
- Assistance with spoken or written English for non-native speakers
- Computer workstations with access to online password protected resources such as management journals
- Pastoral care by the Student Support Office to take care of students' needs
- Counseling facilities
- Support materials for modules including study materials, text book and resources.
- Students' lounge and library facilities
- Student loans arrangements with financial institutions
- Career advisory services

Progression and Probation

Requirements for progression

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.

ASSESSMENTS AND EXAMINATION RULES

- 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

❖ 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:

- A. **Notification:** Notify the course instructor as soon as possible before the assessment date, explaining the reason for your absence.
- B. **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.
- C. **Legitimacy Verification:** The Student Office will review the provided reasons, and if deemed legitimate, will notify the course instructor.
- D. **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.

GRADING SYSTEM

Grades

- ❖ 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
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.

RULES & REGULATIONS FOR ASSESSMENT AND EXAMINATIONS

Regulations on Assessments (Coursework)

a) Deferment of Assignments (Extension)

A student who wishes to defer the submission of an assignment must apply for an extension of the time within which to submit the assignment. All applications should be submitted to the Student Support Office in writing with attached documentary evidence before the due date of the assignment, listing legitimate grounds.

b) Grounds for Deferral (Extensions)

- Ill-health or injury
- Death or extreme illness of an immediate family member
- A matter related to student's employment
- National Service training
- Other special grounds considered appropriate by Academic Council

c) Assignment extensions cannot be granted later than the examination/final assessment date, so that the final examination results will not be held up.

d) Penalty for Late Assignments

Late assignments are subjected to a penalty that states:

- 1) Where the assignment will be penalized 5% of the marks for every one day for a maximum of 5 days.
- 2) Where the assignment is submitted more than 5 days late, a mark of zero will be awarded.

e) Absence from Class Test or Class Presentation

In the event that students are absent with valid reasons during an assessment (both formative and summative) system, a re-test or re-assignment will be given.

Each case will be dealt with by the respective teacher / professor and the examination unit.

- f) Valid reasons for absence from a class test or class presentation are the same grounds as that for the deferment for assignments.

Eligibility to Sit For Examination

- 1) To be eligible to sit for the examination, a candidate must:
 - be an accepted and approved student of the Oxus University;
 - fulfil attendance requirement of 70% during the Semester for a module;
 - fulfil all financial obligations.
- 2) Students who are barred from the examination are required to re-sit the subject at a later stage and pay a re-sit fee for each failed module. For fees such as a re-sit fee, refer to the contract terms.

Examination Dates and Time

The University will set all examination dates and time which is specified on student's timetable. No changes will be made unless authorised by the University. Changes to meet individual requirements will not be entertained.

Rules on Conduct of Examinations

- ❖ Candidates are expected to be familiar with the examination rules printed herein.
- ❖ An examination candidate must conduct him/herself in a proper manner and observe all rules and regulations governing the conduct of the examination. Failure to comply shall render the candidate liable to such action as shall be determined by the University.

- ❖ Any action by a candidate contrary to the spirit of these rules, whether discovered during the examination or afterwards, will disqualify the candidate from the examination and certification.
- ❖ Unless otherwise informed, the candidate is not permitted to take into the examination any equipment, books, dictionaries, paper, written documents, pictures or drawings except writing instruments and calculators. Calculators must be silent, cordless, non-programmable, without the ability to store data and without printout. Recharging of batteries from the main supplies will not be allowed.
- ❖ The candidate is not allowed to bring into the examination room any bags including but not limited to toiletry bags or waist pouches and ear or headphones. If any candidate has brought any impermissible item, he/she must surrender the items to the Invigilator. Nor may he receive any book, paper document or picture from any person while he is in the examination centre except that he may receive from the Invigilator.
- ❖ Candidates will not be allowed to borrow any instrument, stationery etc. from the other candidates while the examination is in progress.
- ❖ Candidates are required to switch off their pagers/hand phones during the examinations.
- ❖ Candidates are not allowed to bring electronic organisers/digital pocket diaries/palm-top computers, etc. into the examination hall. Covers for calculators must not be taken into the examination centre.
- ❖ The candidate is not allowed to eat, drink or smoke in an examination room.
- ❖ A candidate who needs to visit the rest room during the examination must obtain permission from the Invigilator. Any candidates who leave the examination room without permission will not be allowed to continue with the examination. Only one person is allowed to leave the examination room at any one time.
- ❖ The University will not be responsible for the loss of books, papers, etc. which candidates bring with them and which they are required by examination regulation to leave outside the examination room.
- ❖ The candidate will be allowed into the examination room 10 minutes before the commencement of the examination.
- ❖ If a candidate reports to the examination centre late, he will not be given any extra time to complete his paper.
- ❖ Each candidate will be allocated a specific seat number for each examination and must be seated accordingly.

- ❖ The identity of each candidate will be checked during the examination. The candidate must bring along his/her Identity Card or Passport and place the document at the right hand corner of the table at the commencement of the examination. Each candidate's attendance will be registered against the Examination Attendance Register that is held by the Invigilator during the examination.
- ❖ Candidates who lost their identity cards must report immediately to the Examinations Unit. Other documents will have to be produced, for example, a passport. Candidates who fail to identify themselves would not be able to sit for the examination.
- ❖ Candidates are not allowed into the examination room after the first sixty (60) minutes for 3-hour examinations and after the first thirty (30) minutes for 2-hour or less examinations. Candidates are not allowed to leave the examination room during the first sixty (60) minutes and the last fifteen (15) minutes for the 3-hour examinations. For examinations that are 2 hours or less, candidates are not allowed to leave the examination room during the first thirty (30) minutes and the last fifteen (15) minutes.
- ❖ The candidate may only read the question paper and commence writing when the examination starts, as indicated by the Invigilator.
- ❖ The candidate is particularly advised to read carefully the instructions on the cover of his/her examination question paper before commencing his/her work. No question on the meaning and interpretation of an examination question may be asked or will be answered during the examination.
- ❖ Candidates must familiarise themselves with the instructions printed on the answer books.
- ❖ The candidate must write his/her Passport/ID number on the answer booklet. He/she is also required to write the question numbers he/she has answered on the cover of the answer booklet. No name is to be written in the answer booklet.
- ❖ Only black or blue ballpoint pens may be used for writing answers. Candidates are not allowed to use felt tipped pens. Pencils may be used for drawings.
- ❖ No communication by word of mouth or otherwise among candidates is allowed during the examination. Any candidate who wishes to communicate with the Invigilator must raise his/her hand.
- ❖ Any candidate found consulting books or other reference materials during the examination (except permitted by the University), or attempting to communicate with, receive assistance from, or copy or attempt to copy the efforts of another candidate may

be disqualified from the examination and/or be expelled from the University without recourse.

- ❖ The candidate is not allowed to leave his/her seat without permission from the Invigilator.
- ❖ At the conclusion of the examination, the candidate must remain seated and must not communicate with anyone until all answer booklets are collected and accounted for. The candidate should only leave the room after being told to do so.
- ❖ No answer booklets, used or unused, can be taken out of the examination room. The candidate is only allowed to retain the question paper unless otherwise stated. Any answer book, which is not submitted to the Invigilator in the examination room immediately after the examination, will not be accepted for grading.
- ❖ Candidates are not allowed to write or make any marks on formulae manuals and handouts used in the examination. Such materials must be returned to the Invigilator at the end of the examination.

Appeal

- ❖ Appeals against grade awarded must be made in writing to Oxus University within seven (7) days from the release of the results using the attached Validated Institutions: Interim Appeal Form. The Validated Institutions: Interim Appeal Form is obtainable from the Oxus University Student Support Office. The outcome of Appeal lies with the Academic Council of the OXUS.
- ❖ Appeals will only be accepted for a module in which the candidate has received a failing grade.
- ❖ Only one appeal per module may be lodge with the University. No re-appeals are permitted.
- ❖ The outcome of the appeal shall be made known to the candidate concerned within two (2) weeks upon receipt of the Interim Appeal Form.
- ❖ Appeals can only be made on one or both of the following grounds:
- ❖ Defects or irregularities in the conduct of the examinations or in written instructions or advice relating thereto, where there is a prima facie case that such defects, irregularities or advice could have had an adverse effect on the candidate's performance;

- ❖ Exceptional personal circumstances and mitigating circumstance where there is a prima facie case that such circumstances could have had an adverse effect on the candidate's performance. (In appeals based on these grounds, the appellant must show good reason why such personal circumstances were not made known to the Academic Council before its meeting. Where a candidate could have reported exceptional circumstances to the Academic Council prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal.)
- ❖ All exceptional personal circumstances and mitigating circumstances must be made known to the University in advance of Academic Council meetings but appeals can only be launched after the Board has met and has endorsed candidates' final results.
- ❖ A student can only appeal if the score awarded is less than 55.
- ❖ A student should pay an administrative fee for reviewing the appeals at _____ soums.
- ❖ Appeals, which question the academic judgement of examiners, shall not be admissible.

Plagiarism

- ❖ Oxus University views plagiarism very seriously. Any form of cheating or plagiarism will be dealt with severely and will not be tolerated.
- ❖ Students are expected to submit their 'own' work for grading – this includes any piece of course work such as class tests, projects, case studies, assignments, or even dissertations.
- ❖ Those found guilty of cheating or plagiarising will be penalized according to the regulation imposed by OXUS (Singapore) that includes expulsion from the course.
- ❖ Any suspicion of plagiarism will be immediately communicated to the student.
- ❖ Student will have to prove to an enquiry committee that he/she is not guilty of plagiarism.
- ❖ Failure to attend the enquiry meeting or failure to prove the suspected plagiarism wrong will tantamount to punishment that includes expulsion from the course.
- ❖ The following are a few examples of cheating and plagiarism (these are only examples and therefore there could be other forms of plagiarism not listed here):
- ❖ Copying published material without proper acknowledgement; includes material from another source without the use of quotation marks and without giving credit / acknowledgement to the original author.

- ❖ Submitting a copy of a fellow-participant's work and claiming it to be one's own work.
- ❖ Submitting work that has been done by some one else but representing it as one's own work.
- ❖ Fabricating data for submission purposes.
- ❖ Submitting coursework done in conjunction with other students without prior approval.
- ❖ Submitting a piece of work that has already been submitted earlier in previous term.

PROGRAM ADMINISTRATION DETAILS

Timetable

- 1) The class time-table is issued before the commencement of each semester. The information provided is correct at the time of issue and is subject to changes.
- 2) Oxus University reserves the right to amend the time-table when necessary.

Course Deferment

- 1) Request for deferment must be made in writing and submitted together with the duly completed *Change of Student Status Form* and supporting documentary evidence.
- 2) Deferment of a course will only be considered BEFORE the commencement of the course, whereas deferment of a module will only be considered BEFORE the commencement of that particular module.
- 3) The valid grounds for applying for deferment are:
 - Medical Reasons
 - Official Overseas Work Assignments
 - Bereavement of immediate family members including parents, spouse and children
 - National Service Training

NOTE: Deferment will only be permitted for periods of prolonged medical incapability, lengthy overseas work assignments, etc. Periods of a few days only, will not be accepted as legitimate reasons for requests for deferment.

- 4) All applications must be supported by documentary evidence.

- 5) Only under exceptional circumstances would deferment be considered during the term. For such cases, the following must be noted:
 - Upon approval, students are required to pay a fee for the modules attended during the term before the commencement of deferment.
 - Upon resuming the course, students are expected to start the term afresh. This is regardless of the fact that they had already attended the first few lessons previously before their deferment.
- 6) Deferment is subjected to **approval by THE OXUS UNIVERSITY and the payment of the next instalment due**. Oxus University decision is final and would be communicated in writing.
- 7) Approval for deferment is valid only for a maximum duration of **one year**. Students are required to sit for their supplementary examinations during their deferment period (if they have any). Students are required to write in before the end of the deferment period to resume the course. If students fail to update their student status with THE OXUS UNIVERSITY as required, they would be deemed to have *withdrawn* from the course and would have to re-apply as fresh applicant if he/she is interested to pursue the course.

Course Withdrawal and Refund of Fees

Request for course withdrawal must be made in writing. Any verbal request for withdrawal from the course shall not be entertained. Student is allowed to write in to Student Support Office to request for withdrawal from the course.

Students may use the *Change of Student Status Form* to submit their withdrawal request.

Maximum Duration

The maximum period for completing a degree program is 7 years.

Attendance

- 1) All students are required to achieve a minimum of **70%** of the class attendance* for each module. Failing which, the students will be barred from the examination for the module concerned.

(*Attendance is based on **ALL** sessions scheduled on the timetable for the respective module.)

- 2) Absentees must complete and submit with documentary support, the *Authorised Leave of Absence Form* obtainable from Student Services (refer to **Appendix I-Forms**).

- 3) Students who are unable to attend regular classes due to any of the following reasons:
 - official overseas work assignment
 - reservist training
 - or other foreseeable and valid reasons,

are required to submit the *Authorised Leave of Absence Form* to Student Services one week before the date of absence.

- 4) Students who are absent from class due to medical reasons or unforeseen valid reasons will be required to submit the *Authorised Leave of Absence Form* to Student Services within 4 calendar days from the date of absence.

- 5) No one is allowed to sign the attendance register on behalf of other students. Those caught doing so will be barred from the examination for that module.

Evaluations

- 1) Evaluations will be conducted for every module to evaluate the effectiveness of the lecturer and course notes, to gather the students' feedback on other aspects of the course.
- 2) Students may also channel their feedback on the course or the services by contacting the respective course administrators or filling up the online Feedback Form.

- 3) Students' feedback is valuable as such information will be used to help THE OXUS UNIVERSITY to improve its courses and services.
- 4) All evaluation and feedback will be treated in strict confidence.

Course Fees

- 1) In order to assist self-sponsored students, such students are allowed to pay their course fees in instalments. Refer to the contract terms for more details.
- 2) The first instalment is payable at the time of course confirmation.
- 3) The remaining instalments are payable on the dates indicated in the schedule of payment.

Method of Payment

- 1) All fees are payable by cash, cheque, or credit cards at the Accounting Department. For more info, refer to the contract terms.
- 2) Accounting Department working hours:

Monday – Friday 9.00 am – 6.00 pm
- 3) An official receipt will be issued immediately upon payment. Please contact the Student Support Office if the receipt is not received within 14 days of sending in the payment.
- 4) Please keep all receipts for future reference. An administrative charge will be levied for every request to retrieve a copy of the receipt.

International Student Support

Foreign students entering the Republic of Uzbekistan are classified into two distinct groups based on visa requirements:

- 1. Those who must obtain a visa prior to arrival: Student visa is intended for foreign citizens who are going to study in Oxus University. University provides practical assistance in obtaining student visa for each international student.

Obtaining a student visa to Uzbekistan opens up many opportunities for international students:

- ❖ Access to higher education. A student visa allows you to enroll in Uzbek universities and Universitys without having to take an Uzbek language exam.
- ❖ Opportunity for a part-time job. Student visa holders have the right to get a part-time job.
- ❖ Affordable cost. Compared to other types of visas, the student visa is cheaper. It can be easily issued at the embassy of Uzbekistan.
- ❖ Possibility of extension. Student visa can be extended from year to year, which allows you to study in Uzbekistan for an unlimited period of time (Student visa to Uzbekistan. Apply for student visa to Uzbekistan | Visa-Navigator.com).

You must abide by the following guidelines in order to prevent the cancellation of your student visa:

- ❖ Campus employment only allow you to work a set number of hours, typically 20 hours a week.
- ❖ All of your classes must be attended (unless there is an emergency).
- ❖ You have to keep your GPA at a certain level if you receive a scholarship.
- ❖ Once your visa expires, you are not allowed to stay.
- ❖ With a student visa, you are not eligible to petition for permanent residency.

2. Those who are exempt from this process: While certain foreign nationals may enter Uzbekistan without a formal study visa, they are still obligated to undergo migration registration at their residential address for the duration of their studies. To facilitate this process, all international students arriving in the Republic of Uzbekistan are required to inform their university within three business days of their arrival. Please, refer to visaindex.com for more information.

Student's Identification Magnetic card (IMC).

Identification magnetic card (IMC) is the personal wearable identifier key which is required for student identification and free access to Campus through access control system.

1. Students can only have access to Oxus University Campus if the IMC is available.
2. If the IMC is not available, entry to the Campus is strictly prohibited.
3. In the event an IMC is lost, the card holder should inform the Security Staff immediately.
4. For loss or damage of the IMC, the card holder will be required to pay a fine.
5. **The IMC holder is strictly prohibited to pass his/her personal IMC to another individual.**

Deferment of National Service

This will be administered according to the present laws of the Republic of Uzbekistan.

Changes in Personal Particulars

- 1) Students are required to inform Oxus University in writing or on the "Change of Personal Particulars Notification" form of any changes in personal particulars including name, passport number, address and contact number.
- 2) Failure to notify Oxus University will result in inconveniences including inability to notify the students of any cancellation of classes, notification of examination results or any other correspondences from Oxus University.
- 3) The student concerned will be liable for any administrative expenditure incurred because of his/her failure to inform Oxus University of changes in his/her personal particulars.

Confirmation of Verbal Communication

- 1) Any verbal communication with staff of Oxus University must be confirmed in writing by the student and Oxus University, failing which the communication will be deemed to be invalid.

Documents of Award

- 1) The respective documents of award will be issued approximately two (2) months after the last results are released provided that there are no outstanding course and other fees.
- 2) Students must pass all modules and be in good financial standing with Oxus University to receive the documents of award. Students will be informed through the university email on when to collect the documents.

Duplicate Copy of Documents of Award

- 1) Students who need to obtain duplicate copy of the documents of award must do so in writing.
- 2) An administrative fee is payable for each request. In addition, the student is liable for any other fees charged by the collaborating institution, if applicable.

Liability

Oxus University will not be liable for any mishap, injury, loss or damage suffered by the students during the course.

STUDENTS' CONDUCT AND BEHAVIOUR

When on campus premises, students are required to conduct themselves in a manner befitting to THE OXUS UNIVERSITY at all times. Students are required to behave in a

mature and considerate manner which will not cause unnecessary disruption to the flow of lessons.


Under the following circumstances, THE OXUS UNIVERSITY reserves the right to expel students from the program of study and University (refer to Student Handbook of Academic Regulations for more details):

IN CAMPUS:

- ❖ The expectation of Mature and Responsible Conduct
- ❖ Academic Integrity
- ❖ Compliance with University Regulations
- ❖ Protection of Rights
- ❖ Responsibility to Uphold Values
- ❖ Discrimination and Harassment
- ❖ Conflict Resolution
- ❖ Physical Violence
- ❖ Honesty
- ❖ Sexual Misconduct Policy
- ❖ Policy on Drugs and Alcohol
- ❖ Privacy and Recording Policy
- ❖ Intellectual Property and Copyrighted Materials

OFF-CAMPUS:

- ❖ Any student charged with violating the government law, discipline action may be taken and sanctions imposed for the misconduct (refer to Student Handbook of Academic Regulations for more details).
- ❖ Any student who is charged for committing any of the following punishable offences shall be issued a warning letter on the possible expulsion from THE OXUS UNIVERSITY –

- 
1. Cheating and related offences (using ruses such as supplying or making false claims or purchases, deceiving victims into buying fake items, and *obtaining* loans from victims under various pretexts, criminal breach of trust cases involving culprits who absconded with victims' handphones, credit card frauds).
 2. Motor vehicle theft (e.g., thefts of motorcycles and cars).
 3. Housebreaking (break-ins)
 4. Robbery and thefts cases (refers to theft from vehicle, theft from person, shop theft, theft in dwelling, robbery, housebreaking, snatch theft, theft as a servant and other theft under present Regulation of Republic of Uzbekistan)
 5. Outraging of modesty (e.g., at nightspots, cases where contacts are via internet and telephone chat lines, aggravated molestation).
 6. Rioting cases occurred at open and common areas, night-spots such as bars, nightclubs, discotheques, pubs, and lounges. Personal disputes and staring incidents are the most common causes of rioting.
 7. Rape incidents
 8. Murders

STUDENT DRESS CODE

- ❖ THE OXUS UNIVERSITY recognizes every student's right to freedom of expression in both the conduct of behaviour, and the wearing of apparel, as that right is guaranteed by the Rector of THE OXUS UNIVERSITY. At the same time students are to remember that they are future managers and leaders of Uzbekistan, and they should respect the culture of dressing and values of their nation and dress accordingly. It is also a rightful move towards protecting THE OXUS UNIVERSITY's image and brand name. Students are encouraged to dress properly to uphold the image and reputation of THE OXUS UNIVERSITY.
- ❖ THE OXUS UNIVERSITY also recognizes its obligation towards the health, safety, and welfare of the students, and where a positive learning environment must be maintained.

- ❖ THE OXUS UNIVERSITY therefore resolves that the following exclusionary dress code and code of conduct shall apply to every student within the compound of THE OXUS UNIVERSITY-

1. No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.
2. This prohibition shall be in effect during regular school hours and at any campus-sponsored event whether on or off campus premises.

FOR MALE STUDENTS

- **Hair/Face**

- ❖ All long hair and Caps are not allowed.
- ❖ Only one shade of hair color allowed i.e., brown, chestnut, decent highlights.
- ❖ Extreme hairstyles such as big hairs (punk rock), Mohawk etc. are strictly disallowed.
- ❖ Extreme colors such as blue, purple, orange, green, pink, yellow, silver, gold etc. are strictly disallowed.
- ❖ Excessive or oversized tattoos and facial piercing are strictly disallowed.

- **Body/Dressing**

It is recommended that gentlemen wear black trousers and white shirt. Tie/necktie is highly preferred. No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes:

- ❖ Violence
- ❖ Use of alcohol or drugs
- ❖ Demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.
- ❖ Sloppy or tom clothing is strictly disallowed.
- ❖ Shorts or any kind of pants length above knee levels are not allowed.
- ❖ Translucent clothing and jeans worn below hip are not allowed.
- ❖ Excessive or oversized jewelry are also strictly disallowed.

- **Footwear**

- ❖ All footwear must be covered shoes.
- ❖ Sandals and slippers of any kind are strictly disallowed, unless justified by valid medical/religious reasons.
- ❖ Long and high boots are disallowed, unless justified by valid medical reasons.
- ❖ Shoes with shoe lace must be properly tied and tom shoes are not allowed.

FOR FEMALE STUDENTS

- **Hair/Face**

- ❖ Long hair must be neatly groomed.
- ❖ Only one shade of hair color allowed i.e., brown, chestnut, decent highlights.
- ❖ Extreme hair dos are strictly disallowed.
- ❖ Extreme colors such as blue, purple, orange, green, pink, yellow, silver, gold etc are strictly disallowed.
- ❖ Excessive or oversized tattoos and facial piercing are strictly disallowed (maximum 2 piercing on each ear).
- ❖ Excessive make ups are strictly disallowed i.e., thick eye shadows, or extreme lipsticks color are not allowed.

- **Body/Dressing**

- ❖ It is recommended that ladies wear white shirt and black skirts. Revealing clothing is strictly disallowed, which includes all off shoulder and back baring clothing, skirt worn below hip, translucent and low-cut clothing. Skirts/pants must be at least 2 cm below knee level. No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes:
 - ❖ Violence
 - ❖ Use of alcohol or drugs
 - ❖ Demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

- ❖ Sloppy or tom clothing is strictly disallowed.
- ❖ Excessive or oversized jewelry are also strictly disallowed.
- **Footwear**
 - ❖ Only either covered shoes, or heels not higher than 2 inches are allowed.
 - ❖ Sandals and slippers of any kind are strictly disallowed, unless justified by valid medical/religious reasons.
 - ❖ Long and high boots are disallowed, unless justified by valid medical reasons.
 - ❖ Shoes with shoe lace must be properly tied and tom shoes are not allowed.

Should any student be expelled from the course, no refund of fees paid will be made.

LEARNING RESOURCE CENTRE (LIBRARY)

OXUS LIBRARY

OXUS Library provides the essential element of the study process to all students, and contains a range of learning resources. It is open access and is equipped with PCs with Internet access, online databases and an electronic Library system for the students.

OXUS Library is the key information Resource Centre for students and staff. It is well-stocked with a large collection of references, research and scholarly journals, books and other publications. It is also equipped with Web links to Blackboard e-learning portal, to databases, e-libraries, newsgroups and literary resources.

Opening Hours

Opening Hours during Academic Year

Monday – Friday 09:00 – 18:00

Saturday, Sunday and Public holiday Closed

Opening Hours during Summer Vacation

Monday – Friday 09:00 – 18:00

Saturday, Sunday and Public holiday Closed

OXUS Library has wireless internet connection in its premises. Students can use their own laptops and access to the World Wide Web. In addition, OXUS Library has computers to allow students to access for academic research. There are separate IT laboratories for Undergraduate students and Postgraduate students, with the overall capacity of more than 80 computers.

Please refer to the Library Regulations for more details.

LIBRARY SECTIONS

- ❖ Reading area;
- ❖ Registration desk;
- ❖ Books stock;
- ❖ Reading area.

Note: Keep silent and switch off your mobile phones in the whole area of the Library.

Reading area

- ❖ reading area is located in the Centre of Library.
- ❖ talking and group discussions in reading area should not disturb others.
- ❖ talking by mobile phone is strongly prohibited.

Registration desk

- ❖ all users must register items on their account before taking items out of Library.
- ❖ users can borrow only circulation items.
- ❖ all users are allowed to borrow items if their account is not blocked by fines, warnings, etc.

Book stock

- ❖ all books for circulation are kept in the Book stock.
- ❖ all books for circulation are classified according to Dewey Decimal Classification (DDC).

Self-study area

- ❖ all users must follow the regulations while using this section.
- ❖ self-study area is the place for solitary reading.
- ❖ using mobile phone in self-study area is strongly prohibited.
- ❖ doing activities described in sub – section 6.1 of this Regulation are subject for warnings and exclusion from the OXUS Library.

Entrance to the Library

Users

- ❖ Students must demonstrate their special ID cards issued by OXUS University to be able to use the Library services;
- ❖ Failure to demonstrate special ID card shall lead to blocking from using Library services;
- ❖ Students have to leave their own bags in special shelves before entering to the Library.

The following is not allowed in any area of the Library:

- ❖ make excessive noise that disturbs other users;
- ❖ eat (even chocolate, chips and croutons) or drink (tea, coke, juices or other refreshments), only bottled mineral water is allowed;
- ❖ talk by mobile phones and other communication devices, such as blue tooth headsets and etc.;
- ❖ play games: all forms of group games (cards and other hazard games) /gaming on computers, laptops, mobile phones and other noise making devices;
- ❖ listen to music /watch DVD and other video files by laptop, tablet pc, mobile phone (even with earphones);

- ❖ shout, whistle, or have loud conversations, bad language, running, fighting, etc.
- ❖ move desks or other property of OXUS Library, damage any kind of University property;
- ❖ sit by two, three or more in a chair (one chair - one student);
- ❖ enter to OXUS Library without ID /with bag (even laptop cases);
- ❖ enter administration's office;

Each user will have a warning for each breach of rules and each warning will be registered.

Warning system.

The warning system is divided into three classes:

Oral Warning

User is warned orally. Library staff also makes remark on students account. Only first warning should be marked as Oral warning.

Fine warning

Library administration makes remark on students account and user is warned by fine (please see Tariffs and Fees – Appendix XII).

The student is punished by fine warning, in the following but not limited to cases:

- ❖ the Library rules offender was caught by administration for the first time, but did not provide the proper ID;
- ❖ the offender has violated Library rules earlier (current academic year) and has active Oral warning (in current academic year);
- ❖ the offender has already two or more Oral warnings marked by previous two academic years.

Exclusion Warning

- ❖ Student should be warned officially. Exclusion warning includes the following but not limited to:
- ❖ the offender shall be blocked and excluded from using Library services for the period from one week to one semester (if the student receives Exclusion warning at the end of

the semester for certain period, exclusion period shall be in effect in the following semester depending on the period /duration of exclusion.

- ❖ the offender shall pay a fine in accordance with Tariffs and Fees (Appendix XII) in twenty-four (24) working days.
- ❖ the offender's case is referred to the Disciplinary Committee (DC).

The student is punished by exclusion warning, in the following but not limited to cases:

- ❖ the offender was caught by administration for the first time, and respond to administration request by causing moral, emotional or physical damage;
- ❖ the offender has only Oral warning, but he did not provide the proper ID;
- ❖ the offender has violated Library rules earlier (current academic year) and has active Fine warning (current academic year);
- ❖ the offender has already two or more Fine warnings or three or more Oral warnings marked by previous three academic years.

If student does not pay Fine within thirty (30) working days, students' library account shall be blocked.

All kinds of insult towards Library staff members (bad words, false information or refusal to demonstrate ID card, refusal to terminate prohibited activity) immediately bring disciplinary measures, such as suspending library services until the decision of the Disciplinary Committee (DC).

Please refer to the Library Regulation for more details.

LIBRARY RESOURCES

The following are the main types of resources you are provided in the Library:

- ❖ Books – subject and fiction books, dictionaries and encyclopedias. They are shelved in the Book Stock Area.
- ❖ Periodicals – up-to-date editions of local and foreign periodicals are available in the Reading Area. Periodicals are reference materials and are not on loan.

- ❖ Online resources – Students have access to several types of online databases like EBSCO, JSTOR, Emerald Extra and Blackboard E-learning portal which provide you with more than 3000 online scientific and other international journals.

SUBJECTS COVERAGE

Materials in the Library mainly cover the following subjects:

- ❖ Economics
- ❖ Business
- ❖ Computing and Information Systems
- ❖ Marketing
- ❖ Management
- ❖ Consumer and Organizational Behavior
- ❖ Accounting
- ❖ Finance
- ❖ Business and Marketing Research
- ❖ Tourism and Hospitality Industry
- ❖ Industrial Management
- ❖ Quantitative Methods
- ❖ Personal Development
- ❖ Biographies of well-known people
- ❖ English for Academic Purposes
- ❖ Banking
- ❖ Uzbek and foreign fiction (classic and modern)

BORROWING, RETURNING, RENEWING, RESERVING ITEMS

Students registered with OXUS University are given an ID card. This is also students Library card. By presenting this card students can borrow up to 5 different items (textbooks, magazines and fictions) at one time. Each book, magazine and other learning materials are considered as one item.

Note: Items could only be loaned to students if they present their own ID Cards. Any Library services are prohibited to Library user presenting other document or another user's ID Card. Books can usually be borrowed for a one week, but there are reference books that are for use in the Library only.

Periodicals

Not all journals and newspapers could be borrowed. They are placed on the shelves in the Reading area and, some can only be reviewed within the Library area.

TIP: All books are labeled with their loan status. Look on the spine of the book to see how long you can borrow it for.

TIP: Items can be checked out /in for you only by the librarians at the registration desk.

Returning Items

Items borrowed should be returned on or before the date which is indicated at the back page of the book or told by the Library assistant.

Renewing Books

When the return date for item is reached, students may renew them for another period. However, if the item has already been reserved for another member student will not be allowed to renew it. You can renew your items by bringing them to the Registration desk. Books cannot be renewed over the phone.

TIP: If your books are overdue or you are under a ban for late returns, they will not be renewed.

Reserving Items

If the title of the copy is not available in the Library, you may reserve it. Reserved items are kept for 2 days from the deadline. You may only reserve three different items at a time.

Note: If you have a book or other learning material on your account you cannot reserve the same titled book or material. Students can take reserved items from the Library registration desk.

ELECTRONIC RESOURCES & LIBRARY CATALOGUE

OXUS students have access to the following resources: Blackboard portal, University e-library and online databases (EBSCO, JSTOR, Emerald Extra) which contain a huge volume of scientific learning-research materials – journals, newspapers, articles, etc.

Through computers in Computing Labs students have access to the library catalogue which is known as OPAC (Online Public Access Catalogue). It will pop up when students enter into computer account. Students can use OPAC to search for journals and books held in the library.

For advanced use of this facility please contact the library registration desk.

HELP FOR STUDENTS WITH SPECIAL NEEDS

If you need any special help in gaining access to the Library or in using the resources please let us know and we will do our best to help.

LIBRARY SANCTIONS

Return or renew your books on time. If you do not return items promptly, fines will be imposed in accordance with Tariffs and Fees (Appendix XII). Please note that fine is per book per day. One day late is deemed as grace. Detailed fines regulation is available at the LIBRARY Desk.

WIRELESS NETWORK

Staff and Students holding a valid OXUS UNIVERSITY account can access web-based applications and services through the Wireless Network. The Wireless Network can be accessed in all Library areas.

STUDY SKILLS FOR STUDENTS

To succeed in your studies and achieve your goals, you will need:

- ❖ Clear and realistic short and long-term goals
- ❖ A business-like approach to your studies
- ❖ An effective study technique

1. ORGANIZING YOUR STUDY

Time is a valuable asset. Use it well. Think about making a study timetable for your study time outside class. Then decide on the best time for your background reading, the best time for your coursework, the best time for reviewing and organizing the notes you have made in class.

Plan relaxation breaks of about 10 minutes each hour. Be realistic. Start with easy targets. Stick to your timetable.

2. STUDY METHODS

Have patience. Getting familiar with a topic takes time. Do your background reading first, and take notes. Then make your essay plan.

Have a balanced approach to your work. Be aware that if you are very interested in something, you are likely to spend longer on it than planned. Make sure that you allow enough time for the study activities that you don't find so interesting.

3. READING TECHNIQUES

We all read different things in different ways. We 'scan' a newspaper for example, until we find a headline that interests us. We normally sit back and read a novel from the beginning to the end, but when we are using a car repair manual, we will probably go straight to the part that gives us the information we want, either by using the content page, or by using the index at the back.

Be aware of these different reading techniques, and try to get better at each of them. For example, if you are reading slowly to understand an argument fully, keep your concentration at a high level by taking breaks.

When you are scanning to find information quickly, make a mental note when you are particularly successful.

(Do you use the index? Did you use a sub-heading in a chapter?)

4. SOME GOOD HABITS

Always record the source of any notes you make. This will save you a lot of time later when you come to give references, or if you decide to do more research in the area.

For books, record in this standard order:

Priest, AR.& Coppock, OJ. (eds.), *[author(s) or editor(s)]*, 1984, *[date of publication]*
The UK Economy - A Manual of Applied Economics, 10th Edition, *[title, edition]*
London, *[place of publication]* Weidenfeld and Nicholson *[publisher]*

For articles:

Hales, c.P., *[author(s)]*, What Do Managers Do? *[title of article]* Journal of
Management Studies *[title of periodical]* Vol. 23, No.1, *[volume number, part number]*
pp. 99-115 *[page numbers]*

For newspapers:

OFT reveals glass price-fixing racket, *[headline]* Stephen Corris and Ed Greenford,
[by-line (writer(s) if named)] The Guardian, *[name of newspaper]* Tuesday, 9th August,
1998, p. 10, col. 5, *[date, page and column]*

For the Internet:

Try to find as much of the following information as you can. Remember that web pages change quite often, so you may not be able to find exactly what you originally saw.

Troffer, A (2000), *[author's name and date of publication]* Writing effectively online:
How to compose hypertext, *[title]* <http://dana.ucc.nau.edu/~amt4!htscreen.html>,
[location] accessed 24/1/01 *[the date you saw it, or printed it out]*

Give your computer files useful names, and always print the file name on the document. Save your work at regular intervals. At the end of each session, make a backup copy onto another floppy disk, so that if you lose a disk or accidentally delete a file, you only lose at most a day's work.



APPENDICES:

1. **Change of Student Personal Particulars form**
2. **Remodule confirmation form**
3. **Change of Student Status form**



**THE OXUS
UNIVERSITY**

Fergana yuli 25, Yashnabad District,
Tashkent city, Uzbekistan
Tel: +998 55-510-3663,
info@oxusuniversity.uz
www.oxusuniversity.uz

CHANGE OF STUDENT PERSONAL PARTICULARS FORM

Please inform Student Support Department of THE OXUS UNIVERSITY immediately if there is any changes in your personal particulars as all correspondence will be directed to your last indicated address.

If there is any additional document concerning changes in your particulars, please attach them.

THE OXUS UNIVERSITY undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consensus of the student.

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

PASSPORT NO: _____

Date of Issue (day/month/year)

___/___/_____

Date of Expiry (day/month/year)

___/___/_____

NATIONALITY: _____

CITIZENSHIP: _____

DATE OF BIRTH (day, month, year) ___/___/_____

PLACE OF BIRTH (City, region) _____

MARITAL STATUS:

Single

Married

Separated

Widow

Divorced

CONTACTS:

Cell Phone: _____

Home Phone: _____

Other Contacts: _____

E-mail: _____

PERMANENT HOME ADDRESS: (Postal code, country, region, city, district, house#, apartment#)



THE OXUS UNIVERSITY

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info@oxusuniversity.uz
www.oxusuniversity.uz

TEMPORARY ADDRESS IN TASHKENT (FOR NON-RESIDENTS): *(Postal code, District, house#, apartment#):*

FAMILY INFORMATION:

Father's details *(Full Name, Home address, Contacts):*

Mother's details *(Full Name, Home address, Contacts):*

Other close relatives' details in Tashkent *(Full Name, Home address, Contacts):*

PREVIOUS EDUCATION *(Name of School/Academic Lyceum/ Professional College):*

Location of School/Academic Lyceum/ Professional College in country, city *(address):*

Highest Qualification *(Secondary school certificate, Bachelor degree diploma, Master degree diploma):*

CURRENT/PREVIOUS WORKPLACE *(Position, Name of Company, Location, Phone/Fax numbers):*

Date / /

(dd/mm/yyyy)

Signature _____

REMODULE CONFIRMATION FORM

(IMPORTANT: Once this form is completed and payment made, please forward it to the Student Support Office immediately with a photocopy of student's result.)

COURSE TITLE:	
Original Batch No:	
Remodule Subject:	

Remember to refer to your respective course rules and regulations on remodulating a subject before submitting this form.

*** Circle accordingly where applicable**

NAME (Mr/Mrs/Mdm/Miss*)		NRIC/PASSPORT NO.
ADDRESS		
CONTACT NUMBERS	(HOME)	(OFFICE)
	(PAGER)	(MOBILE)
	(E-MAIL)	

NOTE:

- Please ensure all details are completed before submitting your form.
- OXUS undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consensus of the student.

I have read and understood the terms and conditions as stated overleaf.

Signature

Date

TERMS AND CONDITIONS

1. Students are to submit their Remodule Confirmation Forms to Oxus University within **TWO (2)** weeks from the date of your result. You will be deemed as having withdrawn from the program if you fail to reply by the deadline.
2. Students are required to bring along their result when submitting their Remodule Confirmation Form. A photocopy of the student's result is to be attached to the completed Remodule Confirmation Form and forwarded to their respective Student Support Officer.
3. For remoduling fees, students are to refer to their respective program/course Student Handbook on Rules and Regulations.
4. For schedules of next available classes, students are able to check with the Student Support Office.
5. Classes are subjected to availability on a first come first served basis.
6. Arrangements will only be made upon full payment of remodule fees and/or membership fees wherever applicable. The SS Officer will contact students to confirm receipt of Remodule Confirmation Form.
7. Students will receive a copy of timetable for the respective class within one to two weeks prior to the commencement of module.
8. Students will have to complete and obtain a pass grade for all modules within the stipulated period from the commencement date of his/her program.
9. Students will have to fulfill the minimum class attendance requirement for any remodule subject, failing which he/she will be barred from the examination and thus be withdrawn from the program/course.
10. The highest grade awarded for re-moduling is 'D' (main examination) unless specified otherwise in the respective program/course Student Handbook.
11. Students who fail the main examination may sit for the supplementary examination at a date and time set by Oxus University.
12. Only one remodule opportunity is allowed for each subject (unless specified otherwise).



THE OXUS
UNIVERSITY

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CHANGE OF STUDENT STATUS

Students intending to request for course defement/transfer/withdrawal/resumption must fill in this *Change of Student Status Application* form and read the Terms & Conditions as stated overleaf.

This *Form*, together with relevant documentary proof (e.g., company letter, reservist training schedule, etc.), is to be forwarded to Student Support Department. Incomplete application forms or those without attachments will not be entertained.

Student Support Officer will advise student on the outcome of the application in writing accordingly.

Name of Student: _____

Passport Number: _____ Nationality: _____

Local Address: _____

_____ Postal Code: _____

Contact Numbers: _____

Email Address: _____

University: _____

Course: _____

Student ID No.: _____

I, _____ (Passport No. _____) have read and understood the Terms & Conditions and agree to abide by them. I wish to request for a (please tick accordingly):

Deferment* Transfer** Withdrawal*** Resumption

* For DEFERMENT requests after the commencement of a term, please note that a fee will be charged (see overleaf).

** For TRANSFER requests, please make your required payment prior to submission of this form to Student Services (see overleaf).

*** For WITHDRAWAL requests, please note the refund policy as stated overleaf.

of my remaining course starting from Year _____, Term _____ (if any)

Reasons for the above (please attach supporting documents):

Signature of Student & Date

Signature of Parent/Guardian & Date

(required if student is less than 21 years old)



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FOR OFFICIAL USE (*delete whichever is inapplicable)	
Receipt Number:	Date of Payment:
Total Amount Paid:	Paid via Cash / Cheque / Nets / Visa*
Received by (THE OXUS UNIVERSITY Staff) Name & Signature:	
Any Refund Request to be put up to Finance Department: Yes/ No	
Mode of Refund: Cheque (Name:) / Bank Transfer (Acc No:)	
Student Pass to be cancelled (For International Students only): Yes / No	
Date of Exit Interview (Applicable for Transfer Out/Withdrawal only):	
Exit Interview comments:	
Name & Signature of Student Services Officer in-charge / Date:	
Request is Approved / Not Approved*	
Name & Signature of Senior Manager (Student Administration) or Manager / Date:	

NOTE: THE OXUS UNIVERSITY undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consensus of the student.

If an application has been rejected, the applicant may choose to make an appeal. All appeals are to be directed to the Senior Manager or Director. The Senior Manager / Director's decision is final.



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TERMS & CONDITIONS

* FOR DEFERMENT

1. Student is allowed to defer only **ONCE** up to a maximum period of **ONE** year, failing which he/she will be deemed to have withdrawn from the programme and would have to re-apply as a fresh applicant if he/she is interested to pursue the course.
2. Deferment of a course will only be considered **BEFORE** the commencement of the course, whereas deferment of a module will only be considered **BEFORE** the commencement of that particular module.
3. **Student must settle all overdue payment plus the next pending instalment prior to approval for deferment.** All subsequent instalment(s) would follow the payment schedule of the new class the student is deferring into.
4. Students must remain as current students of THE OXUS UNIVERSITY throughout the defemement period.
5. It is the student's responsibility to write in to **THE OXUS UNIVERSITY** in order to resume their course. Please note that failure to do so will result in the automatic withdrawal from the programme.
6. Students are required to sit for all your supplementary examinations during your defemement period if you have any.
7. Only under exceptional circumstances would deferment be considered during the term. For such cases, the following must be noted:
 - Upon approval, students are required to pay a fee before the commencement of defemement.
 - Upon resuming the course, students are expected to start the term afresh. This is regardless of the fact that they had already attended the first few lessons previously before their defemement.

** FOR TRANSFER

1. 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.
2. 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 (refer to Student Handbook of Academic Regulations for more details).
3. 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 in the Student Handbook of Academic Regulations.

*** FOR WITHDRAWAL

1. All registration and membership entrance fees paid to THE OXUS UNIVERSITY are non-refundable.
2. Students with genuine financial difficulties and wish to withdraw from the course should write to THE OXUS UNIVERSITY for consideration. All requests must be supported with documentary evidence. Upon its final decision, the institute shall inform the students in writing within a week.
3. In the event that a company-sponsored student withdraws, the company is liable to pay any outstanding tuition fees.

For international students, the Student's Visa is to be returned for cancellation.