

PROCEDURE FOR SUPPORTING STUDENTS AND PROVIDING ACADEMIC ADVISING IN THE MASTER'S PROGRAMME OF THE LAW ENFORCEMENT ACADEMY OF THE REPUBLIC OF UZBEKISTAN

Chapter 1. General Provisions

1. This Procedure for Supporting Students and Providing Academic Advising in the Master's Programme of the Law Enforcement Academy of the Republic of Uzbekistan (hereinafter — the Procedure) establishes the procedure and mechanisms for organizing systematic support and advising for students of the Master's programme of the Law Enforcement Academy of the Republic of Uzbekistan (hereinafter — the Academy) on academic, scientific, organizational and professional matters.

2. The purpose of the Procedure is to provide students with the academic and organizational assistance necessary for mastering the educational programme, conducting research activities and preparing their master's thesis, to facilitate the timely resolution of issues arising during the educational process, and to create the conditions necessary for access to the required information.

3. Support and academic advising for students shall be carried out on the basis of the principles of openness, transparency, equality, an individualized approach, and the continuous improvement of support mechanisms.

4. The Procedure applies to all persons studying in the Master's programme of the Academy, including foreign nationals.

In the course of providing support and academic advising, the individual needs of students shall be taken into account, and, where necessary, appropriate conditions shall be created in accordance with the requirements established by law.

Chapter 2. Supporting Students

5. Support and academic advising for students shall be carried out in the following functional areas:

a) the Head of the Faculty of Master's Studies — on general academic and organizational matters relating to the organization of the educational process, as well as on the review of students' proposals and applications and the adoption of appropriate measures within the scope of his/her authority;

b) the Senior Prosecutor of the Faculty of Master's Studies — on the organization of the educational process, the class schedule, attendance, the

assessment of learning outcomes, and other current matters relating to the educational process;

c) the academic supervisor (scientific adviser) — on the preparation of the master's thesis, the determination of research methodology, work with scientific sources, the formulation of the research plan, and the discussion of research results;

d) the records-management officer — on the processing of certificates/references, document workflow, and other organizational and administrative matters within his/her competence;

e) the Faculty of Master's Studies — coordinating activities relating to the organization of practical training and internships, support for professional development, cooperation with employers and graduates, and assistance with employment.

6. At the beginning of their studies, every student shall be informed, in written or electronic form, of the system of support and academic advising, information on the persons responsible, and their office hours. Should this information change, it shall be updated and students shall be notified accordingly, in the established manner.

7. The office hours of the responsible persons shall be set by the Head of the Faculty of Master's Studies at the beginning of each academic year and announced to students.

Academic advising may be provided in the form of direct communication or through email, telephone, and other information and communication tools used at the Academy.

8. A student who is unable to attend during the scheduled office hours may receive advice at another time agreed upon with the responsible person.

9. Where a responsible person is on a business trip, on leave, or otherwise temporarily unable to perform his/her duties, a person temporarily acting in his/her stead, or another responsible person for the relevant matter, shall be designated in accordance with the established procedure.

10. As a rule, requests received in electronic form for information or academic advice that do not require additional study shall be answered within three working days.

Matters requiring additional study, or which must be considered as an appeal in accordance with the law, shall be reviewed in the manner established by law and the Academy's relevant internal documents.

11. Academic advising shall not constitute grounds for lowering the academic requirements established in the educational programme, departing from assessment criteria, or unjustifiably altering assessment results.

Complaints concerning assessment results shall be reviewed in the manner established by law and the Academy's relevant internal documents.

Chapter 3. Supporting Research Activities

12. The academic supervisor shall provide the student with regular scientific and methodological advice in the course of preparing the master's thesis. This advice shall cover the formulation and implementation of the research plan, the selection of research methodology, work with scientific sources, the discussion of interim results, compliance with the requirements of academic integrity, and the preparation of the thesis in accordance with the established requirements.

13. As a rule, consultations with the academic supervisor shall be held regularly, at least twice a month, depending on the stage and nature of the research.

Where necessary, the results of the consultations, the agreements reached, and subsequent tasks may be recorded in an appropriate form.

14. Where difficulties in mastering the educational programme or a decline in academic performance are identified in respect of a student, the Faculty of Master's Studies shall, based on the student's needs, organize additional academic advising and the necessary support measures with the involvement of the relevant module supervisor, the academic supervisor, or another responsible person.

Chapter 4. Consideration of Students' Applications

15. The non-disclosure to third parties of personal data and the content of applications obtained in the course of supporting and advising students shall be ensured in accordance with the law and the Academy's internal documents. Such information shall be used solely to the extent necessary for reviewing the application and determining the appropriate support measures.

16. It shall be ensured that the process of supporting and advising students is carried out on the basis of the principle of equality, irrespective of sex, race, nationality, language, religion, beliefs, social origin, social status, or other circumstances provided for by law.

17. Matters that cannot be resolved within the authority of the responsible person shall be referred to the Head of the Faculty of Master's Studies and, where necessary, depending on the nature of the matter and the relevant powers, to other

authorized structural units or the management of the Academy, in the manner established.

Chapter 5. Evaluation of Performance Effectiveness

18. The Faculty of Master's Studies shall evaluate the effectiveness of support and academic advising activities at the end of each academic year.

19. The following key indicators shall be taken into account in monitoring and evaluating the effectiveness of the activity:

- the number of applications for support and academic advice and their principal areas;
- the share of applications reviewed and in respect of which appropriate measures were taken;
- the regularity of scientific advising provided by academic supervisors;
- the level of student satisfaction with support and academic advising;
- where necessary, other indicators enabling the evaluation of performance effectiveness.

20. Students' feedback on the usefulness, effectiveness, openness, accessibility and responsiveness of the support and academic advising activity shall be studied at least once each academic year.

21. The results of monitoring and evaluation shall be summarized and analyzed by the Faculty of Master's Studies, and relevant proposals and measures shall be developed to address identified problems and improve support mechanisms.

Chapter 6. Final Provisions

22. Persons who violate the requirements of this Procedure shall be held liable in accordance with the law and the Academy's internal documents.