

**INTERNAL REGULATIONS (INNER ORDER RULES) OF
YEOJU TECHNICAL INSTITUTE IN TASHKENT**

PART (CHAPTER) 1. GENERAL RULES (PROVISIONS).

Article 1. Purpose and basic concepts of internal regulations.

1.1. The internal regulations are the main normative document regulating the educational process and behavior at Yeou Technical Institute in Tashkent (hereinafter referred as the Institute).

1.2. The internal regulations (hereinafter referred to as the Rules) are developed in accordance with the labor legislation of the Republic of Uzbekistan, the Law "On Education" and the Charter of the Institute.

1.3. The Rules come into force after approval by the Rector of the Institute in agreement with the founders.

1.4. Students have equal rights to education and perform duties based on these Rules, unless the opposite is provided by law, the Charter of the Institute, these Rules and / or other internal documents.

1.5. In accordance with the Law of the Republic of Uzbekistan "On Education", individuals who meet the requirements of these Rules include students, undergraduates, trainees, researchers and other categories of persons, professors and other employees of the Institute, admitted to the Institute.

1.6. In accordance with the Rules, the Rector of the Institute acts as an employer.

1.7. The Rules are posted on the official website of the Institute in order to bring them to the attention of the staff and students of the Institute.

1.8. The following basic concepts apply in the Rules:

GPA (Grade Point Average) - is the average value of points earned by the student in the program, which is calculated using the following formula:

$$\text{GPA} = \frac{K_1 * U_1 + K_2 * U_2 + K_3 * U_3 \dots + K_n * U_n}{K_1 + K_2 + K_3 \dots + K_n}$$

K — the amount of credits allocated to each subject / module;

U — the student's grade for each subject / module;

CGPA (Cumulative Grade Point Average) — the GPA indicators of the corresponding semesters are determined using the arithmetic mean;

academic mobility — the temporary transfer of students of a higher educational institution to study at another higher educational institution in the territory of the republic or abroad for a certain period of time;

mobility program — an academic mobility program established on the basis of an agreement on mutual education between two or more higher educational institutions;

credit — a unit of measure of the workload that a student has mastered in a particular subject in accordance with his learning outcomes. Credits can be expressed in whole, fractional numbers according to the rule;

higher educational institution — an institution that provides documents on education and qualifications, taking into account the recognition of a fixed amount of loans;

credit granting — the process of officially granting loans to a student or other students based on the learning outcomes achieved in accordance with the requirements of the qualification or its individual parts;

credit transfer — transfer and recognition of credits received under the educational program of one higher educational institution to another higher educational institution in order to ensure the academic mobility of students;

credit accumulation — the process of collecting credits for learning towards a qualification;

individual educational trajectories of student — the Direction (route) chosen by the student and allowing him to consistently accumulate knowledge and acquire the desired set of competencies. The educational trajectory can be structured using institutional documents and guidelines, and different educational trajectories can lead to the same qualifications;

educational program — the main characteristics of education (volume, content, planned results), organizational and pedagogical conditions intended for the implementation of the educational process in the Direction of a Bachelor's or Master's degree, general requirements for scientific programs, as well as a set of information resources and educational-methodical instructions;

catalog of educational programs — information about the description of the university, access to the credit-modular system, a description of the available Bachelor's and Master's degrees, services and resources, curricula, elements of specific educational programs;

learning outcomes — a description of the skills acquired by the student after the successful completion of the educational process, and the ability to implement them in practice, reflecting the level of skills acquired by the student and confirmed by the assessment;

study load — the number of hours a student needs to achieve the expected learning outcomes based on all types of learning activities - lectures, practical exercises, seminars, laboratory work, course project (work), practice and independent work;

registration service (register) — the formation of a database of the educational process for professors, teachers, staff and students using information systems and software products, as well as registration of all learning outcomes of students, control of their knowledge and organization of all types of calculation of their academic rating;

elements of education — part of the educational program, a type of training that contributes to the achievement of educational results and the assimilation of knowledge specified in the educational program;

transcript — a document, which contains a list of subjects, indicating the letters and numbers of credits and grades mastered during the relevant period of study.

Article 2. Institute motto.

2.1. Institute motto:

- In Uzbek: “Aqlli, malakali va professional bo'!”

- In Russian: “Будь умным, квалифицированным и профессионалом!”

- In English: “Be Smart, Be Skilled, Be Professional”.

Article 3. Institute students.

3.1. An individual enrolled in a Bachelor's (Master's) degree by order of the Rector of the Institute is considered to be a student of the Institute.

3.2. Students are key participants in the implementation of the educational program, therefore, their interests are taken into account, first of all, when ensuring the quality of the educational process.

3.3. The teaching mode encourages students to take an active part in the creation of the educational process.

3.4. The student learning outcome assessment system is based on a student-centered approach.

3.5. The originals of the personal documents of enrolled students (diploma of graduation from an academic lyceum / professional college or a certificate of graduation of 11-year high school, Bachelor's degree, appendix with grades) are stored in the Educational-Methodological Department. The return of these documents before the end of the student's studies at the institute (or due to exclusion from the student body) is carried out only with the permission of the Rector of the Institute or the Vice-Rector of Academic Affairs. When returning these documents to the student, the student will be required to provide a “turnover sheet”.

3.6. A student enrolled to the institute will be provided with a free ID, which gives him the right to enter the institute building and the classroom. In case of loss or invalidity of the ID card, the preparation of a duplicate and its re-issuance to the student is carried out on a paid basis. The organization of the process of providing students with an ID card is carried out on the basis of the responsibility of the Head of the relevant field of study. Students will not be provided with a student ID or other stamped documents other than an ID card.

3.7. Students are not allowed to participate in public, socio-political organizations, movements and parties, as well as in the activities of these organizations, their propaganda campaigns and political events, as well as their involvement in forced labor.

3.8. Each course is divided into academic groups for practical classes in classrooms, laboratories, classrooms. The number and composition of academic groups is determined by the order of the Rector of the institute, depending on the content of practical classes and scientific programs. In order to improve the quality of education, the Head of the relevant field of education has the right to make proposals on the division, addition, renaming and termination of academic groups, termination and change of the language of instruction.

3.9. In each academic group, a group leader is appointed by the course leader.

PART (CHAPTER) 2. RIGHTS AND OBLIGATIONS

Article 4. Rights of Institute Students

4.1. Training in accordance with the approved curriculum and programs.

4.2. Receiving additional educational services in accordance with the established procedure.

4.3. Respect for dignity, freedom of conscience, access to information, free expression of one's thoughts and beliefs.

4.4. Participation in the discussion of important issues related to the activities of the institute through public organizations and the administration of the institute.

4.5. Free access to information resources of the Institute, services of educational, scientific and other departments within the framework of events related to the educational process.

4.6. Participation in research work, conferences, symposiums, meetings, competitions, submission of articles for publication.

4.7. Free expression of their views on the quality and methods of teaching, as well as their improvement.

4.8. Taking exams ahead of schedule if all the requirements of the curriculum are met.

4.9. Student self-government and the organization of student public organizations.

4.10. Elections and being elected to the governing bodies of the institute, educational Directions and other departments.

4.11. Participation in other activities not provided for in the curriculum.

4.12. Submitting an application or complaint in the manner prescribed by the legislation of the Republic of Uzbekistan on the orders and directives of the head of the Institute.

4.13. Work in organizations corresponding to the Direction in their free time after study in agreement with the head of the relevant Direction.

4.14. Accommodation in a student residence in need of accommodation (if student accommodation is available).

4.15. Students have other rights provided by the law.

Article 5. Obligations of students of the institute

5.1. Fulfillment of all requirements for mastering the educational program in the chosen Direction of education.

5.2. Participation in classes, timely implementation of syllabus and all tasks provided for in educational programs.

5.3. Raising the level of cultural and professional knowledge.

5.4. Respect for the dignity, opinion, rights and legitimate interests of students and employees of the Institute.

5.5. Strict observance of the Charter of the Institute, the Rules, the Charter of student Accommodation (if any), fire safety rules, as well as technical safety rules in educational and scientific laboratories, internal documents of the Institute.

5.6. Be liable in the manner prescribed by the legislation of the Republic of Uzbekistan for the maintenance of property and the Literary Fund of the Institute, maintaining cleanliness and order on the territory of the Institute, classrooms, common areas, material damage caused to

the property of the Institute.

5.7. Development of scientific potential or knowledge.

5.8. Acquisition of skills in the organization of educational work in the workplace.

5.9. In case of refusal to participate in classes, training sessions, internships and other processes provided for by the curriculum, notify the head of the relevant department and provide documents confirming the reasons for absenteeism on the first day of return (In case of illness, the student provides a medical certificate in the form established by the legislation of the Republic of Uzbekistan).

5.10. Compliance with the rules of cleanliness and order in classrooms together with technical personnel on a self-service basis in the prescribed manner.

5.11. Greeting of professors and teachers, staff of the institute.

5.12. Be disciplined and tidy in the classroom, outdoors and in public places.

5.13. Timely return of educational literature provided by the Institute (otherwise, the Institute has the right not to issue a certificate of completion).

5.14. Timely payment of tuition fees, storage of payment documents, submission of documents confirming the payment, if requested by the Institute (otherwise, the Institute has the right to expel the student from the educational process).

5.15. It is prohibited to post on social networks or use for various purposes, issues that are not related to national and universal values or related to the internal problems of the Institute.

5.16. It is strictly forbidden to prepare, store, distribute and promote information on computers used by the Institute that does not belong to the Institute, as well as various films, illegal religious information, obscene images, any material that promotes national, racial, ethnic, religious hatred.

5.17. Disciplinary action may be taken against students for non-compliance with the requirements of the curriculum, non-compliance with the requirements of the Institute Charter and these Rules, up to and including exclusion from the ranks of students.

Article 6. Requirements for the appearance of students

6.1. For women – a classic-style suit, shirt, skirt or trousers, seasonal shoes. Hair should be clean and neatly braided and tied, with makeup in the middle and not eye-catching, colored manicure. Women, regardless of position and weather, are prohibited from wearing transparent, open back and clothes with expose the stomach.

6.2. For men – suit, trousers and shirt in the same color as in a classic style, seasonal shoes. It should always be clean, tidy (hair should be clean and well-groomed, beard should be shaved).

6.3. In accordance with Article 184-1 of the Code of the Republic of Uzbekistan "On Administrative Responsibility" and Article 14 of the Law "On Freedom of Conscience and Religious Organizations" (except for No. 618-I, 05/01/1998), in public places it is not allowed to wear religious attire.

6.4. It is prohibited to wear sportswear on the territory of the institute.

Article 7. Rights and obligations of the Institute

7.1. Creation of conditions for improving the quality of education, taking into account the latest achievements of science, technology and culture, the requirements of practice.

7.2. Study and application of advanced teaching methods.

7.3. Providing the educational process with the necessary educational materials, special and

normative literature, materials and manuals in accordance with the curriculum.

7.4. Development of curricula and scientific programs in the main disciplines, taking into account the Directions and characteristics of training at the institute.

7.5. Creation of the necessary conditions for the implementation of educational, cultural and educational activities, physical education and artistic creativity with students and listeners.

7.6. Strict adherence to academic discipline, its strengthening, regular organizational, economic and educational work in order to avoid loss of time in the educational process and violation of discipline.

7.7. Compliance with the requirements of the legislation on education and other regulations, these Rules and other internal documents of the Institute.

7.8. Creation of conditions for students to receive free first aid (medical care) in a room equipped with medical equipment with the involvement of qualified specialists.

7.9. Organization of training sessions for students on safety, labor, sanitation and hygiene, fire safety rules, civil defense.

7.10. Maintaining the building and premises of the Institute in good condition, ensure the proper operation of heating, lighting and air purification systems.

7.11. Providing timely vacations for students of the institute.

7.12. Supporting and developing student initiative and activity.

7.13. Exploring the needs and requirements of students.

7.14. Improvement of housing conditions, including renovation and maintenance of student residences, medical, sports facilities, kitchens, etc. (if available).

7.15. The rights and obligations of the Institute, as well as students enrolled in a payment agreement, enterprises and organizations paying for tuition, including obligations for non-fulfillment of the agreement, are determined by bilateral or trilateral agreements.

CHAPTER 3. ORGANIZATION OF THE EDUCATIONAL PROCESS AND REST PERIODS

Article 8. Credit-module system

8.1. The educational process is based on the credit-module system introduced in the Republic of Korea.

8.2. When planning the amount of study load, one credit is considered equal to 15 academic hours. That is, a student must master a certain amount of workload in order to accumulate appropriate credits in a particular subject.

8.3. The amount of credit per hour and the amount of study load is determined by the Board of the Institute.

8.4. In undergraduate (Bachelor) and graduate (Master) specialties, a student is usually required to collect 20-30 credits per semester and 40-60 credits per academic year.

8.5. During the semester, the amount of credits that a student must collect includes the compulsory and optional subjects indicated in the curriculum.

8.6. The amount of credits accumulated by the student during the semester includes the compulsory and optional subjects specified in the curriculum. The Institute determines the structure of disciplines and the amount of credits allocated for their study independently. Students can independently choose subjects within the elective subjects defined in the individual learning trajectory.

8.7. At least a week before the start of the corresponding academic year, the student must,

on the basis of a special form, apply to the head of the relevant field of study to form his personal educational trajectory.

8.8. When forming his personal educational trajectory, the student must master subjects in the amount of 20-30 credits per semester, which must include compulsory subjects in the standard curriculum.

8.9. If the student does not submit a special form for the formation of his personal educational trajectory within the prescribed time limit, the Institute has the right to independently formulate the student's personal educational trajectory.

8.10. The number of academic streams and groups is based on the principle of adequacy of the student body and indicators of profitability.

8.11. In order to successfully master the curriculum in the relevant bachelor's degree program, the student must master the credit (140-160) specified in the curriculum of the chosen field of study.

8.12. Upon request, the student will be provided with a transcript of the relevant course credits.

8.13. Graduates of the Institute who have successfully mastered the curriculum in the relevant bachelor's degree (master's specialty) are awarded a diploma of the established form, which is recognized as a document of higher education in the Republic of Uzbekistan.

Article 9. Structure of the curriculum.

9.1. The structure of the curriculum for the academic year consists of educational elements, consisting of one or more modules and approved by the Board of the Institute. The curriculum can consist of classroom activities, research projects, self-study, internships, and other educational elements.

9.2. The structure of the curriculum is developed taking into account the corresponding 40-60 credits per academic year. The amount of credits for the educational program is determined based on the academic load.

9.3. The requirements for successfully mastering the curriculum and obtaining the necessary qualifications are clearly defined for students. The rules of assimilation can be expressed in the number of credits or in the range of credits established for different stages of training in the chosen educational program.

9.4. In order to assist students in the successful implementation of the educational program, the relevant departments and staff of the institute, including the departments responsible for managing the credit system and quality assurance of education, provide advice and explanations. During the consultation, students will be explained the achievements and opportunities for learning.

9.5. The catalog of the Institute's educational program and detailed information on the conditions of study must be posted on the Institute's website in an easy-to-download format at least one month before the start of the academic year.

9.6. Teachers responsible for the implementation of the curriculum and its elements must ensure that the learning outcomes specified in the curriculum are consistent with the teaching and assessment process. This constructive relationship between learning outcomes, teaching and assessment is an important requirement for curriculum. Professors responsible for the implementation of the elements of education must ensure a balance between the results indicated in the curriculum and the teaching and assessment processes.

Article 10. Planning, monitoring and quality assurance of education.

10.1. The learning process includes a set of learning and control activities. Educational activities include the organization of all types of classes, internship and independent work. Control measures include students' acquisition of knowledge in relevant subjects of the curriculum and the assessment of their results.

10.2. The educational process is planned in the form of open communication between students, employers, teachers and administration, taking into account educational standards based on a person-centered approach. In this process, the needs and desires of employers and students are discussed. All interested parties can be involved in the discussion on the creation and implementation of the curriculum. Student representatives may participate in such debates by voting.

10.3. The planning of the educational process consists of the following stages:

- development of a standard curriculum and a catalog of sciences based on advanced foreign educational experience, taking into account the requirements of personnel and national values carried out in the sectors of the economy of the Republic, as well as the formation of a catalog of competitive sciences, the development of disciplines based on local and foreign literature.

- development of a working program (syllabus) of disciplines;
- formation of individual educational trajectory for each student under the guidance of the educational and methodological department with the help of the head of the Direction in accordance with the curriculum and the list of selection disciplines;
- development of working curricula;
- scheduling the educational process;
- scheduling of training sessions for academic groups.

10.4. Monitoring of the educational process is carried out in order to achieve the established learning outcomes, assess the nominal volume of work, as well as their correctness and appropriateness.

10.5. Ensuring the effectiveness of the quality of education includes the processes of ensuring the compliance of qualifications and requirements of competent organizations with the educational program of undergraduate and graduate programs, carried out by the Institute.

Article 11. Duration of the academic year.

11.1. The duration of the academic year is 36 weeks, of which 30 weeks are allocated for the academic period, 2 weeks for registration for the selection of subjects, 4 weeks for certification. The duration of the academic year is determined by the decision of the Board of the Institute on the schedule of the educational process.

11.2. The Board of the Institute has the right to change the beginning of the academic year for another period, not exceeding 2 months.

11.3. The academic year is divided into two semesters.

11.4. During winter and summer vacations, seasonal semesters, preparatory weeks, retake processes may be carried out.

Article 12. Types of training. Timetable of classes. Duration of the course.

12.1. The institute defines the following types of training: lecture, seminar, control lesson,

training, industrial practice, laboratory work, test work, colloquium, consultation lesson, master class, independent work, practice, course work (course project), final qualifying work (diploma work), educational-methodical and research work of students, as well as other types of classes provided for by the curriculum.

12.2. The schedule of classes is drawn up for a semester or another period, depending on the category of students, the type of training, the form of teaching, approved by the Vice-Rector for Academic Affairs and communicated to the students through the appropriate means of communication.

12.3. The loads for all types of training and forms of student education are determined in accordance with the Board of the Institute within the limits established by the Council of the Institute. Study loads are determined in accordance with the working curricula and the schedule of the educational process within the framework of the main training program.

12.4. The duration of an academic hour is 50 minutes. There will be a 10-minute break at the end of the academic hour.

12.5. Students are allowed to enter classes at the beginning of the class and leave the room after the lesson only with the permission of the teacher.

12.6. It is not allowed to involve students in issues not related to the development of educational programs, including structural divisions of the Institute, except for those provided for by the curriculum.

12.7. With the beginning of the educational process, all educational buildings and territory must maintain the silence and order necessary for the educational process.

12.8. Suspension of classes, access to the auditorium during the training (including by outsiders) is not possible, except in emergency cases.

Article 13. Organization of registration services in a credit-modular system.

13.1. Registration services (Registrar) are organized in order to conduct separate processes of education and assessment of students' knowledge, electronic management of academic information about students and final control.

13.2. Registration services (Registrar) are designed to help the student achieve a high level of knowledge, skills and competencies in the chosen field and include the following functions:

- planning the educational process and monitoring its timely implementation;
- control over the registration of students in disciplines;
- formation of academic groups;
- control over the conduct of intermediate, final assessments and final certification;
- formation and regular updating of the rating database;
- archive data of students;
- formation of transcript forms and data entry of students;
- keeping statistics on the number of students.

13.3. Registration services (Registrar) are carried out within the educational and methodological department. Depending on the financial capabilities of the institute, a department for managing the credit education system can be created.

13.4. The registration service (Registrar) registers students by discipline in accordance with the established schedule and forms the student's personal learning trajectory.

13.5. The student's personal learning trajectory is created independently with the help of the head of the Direction for the general education period on the basis of a standard curriculum

and a catalog of optional subjects. Before the start of each academic year, changes or additions can be made to the individual learning trajectory.

13.6. The registration service (Registrar), based on the individual trajectory of student learning, forms academic groups and informs students about the need to change the individual trajectory of training, if enrollment in any subject is not enough.

13.7. After the formation of the student's personal training course, the registration service (registrar) provides information about the study groups to the educational and methodological department for scheduling classes.

13.8. The Registration Service (Registrar) determines the date and time of enrollment for each student (usually depending on whether the student has received a sufficient GPA and made contract payments). Registration of first-year students begins after the completion of educational and career guidance activities with them (acquaintance week).

13.9. Students can change their chosen subject during the first week of each semester.

13.10. The registration process of first-year students is carried out in the following order:

- The head of the Direction explains to the student the educational process, introduces the educational program, gives the appropriate login and password and teaches to use the student portal;

- The student participates in introductory presentations on subjects conducted by professors and teachers, gets acquainted with compulsory and optional subjects and registers in subjects through the student portal in the education management system;

- The student determines the timetable and attends classes through the portal in the education management system.

Article 14. Organization of rest

14.1. Students of the institute are provided with days off provided by the current legislation of the Republic of Uzbekistan, documents of the President of the Republic of Uzbekistan and these Rules.

14.2. If the institute has financial resources and (or) material and technical base, it can organize a full-fledged stay of students in sports and health camps, as well as create preferential conditions for recreation in rest houses, sanatoriums, excursion and tourist events.

14.3. Exams, laboratory and practical exercises can be held on weekends if necessary.

CHAPTER 4. STUDENT KNOWLEDGE ASSESSMENT SYSTEM

Article 15. Examination. Exam forms. Verification and announcement of written works.

15.1. Students are assessed within the educational program based on the assessment criteria established by the Institute, regardless of the form of study.

15.2. Assessment methods include types such as written, oral, practical work, project, portfolio, and control works that reflect and validate student achievement within a subject or module. Assessment criteria should reflect the achievement of the learning outcome. The form of the exam is agreed with the head of the department and the head of the educational and methodological department.

15.3. Questionnaires (options) for the exam are prepared by the responsible professor of the department at least two weeks before the exam.

15.4. The number of questions in the questionnaire must be at least 200. Questions are

prepared in accordance with the language of the subject.

15.5. Variants created for written exams can contain from 3 to 10 questions (problem, test, picture, table, diagram, etc.) in one variant.

15.6. For test exams, the questionnaire must contain at least 400 questions.

15.7. Test questions and options are handed over personally by the head of the department to the head of the educational and methodological department.

15.8. Variants of questions for the written exam are issued in paper form by the Educational and Methodological Department.

15.9. Questionnaires for exams in the form of tests are loaded by the Teaching and Methodological Department into a special test program.

15.10. Distribution, demonstration, discussion of the prepared options to other persons in whole or in part before the exam is prohibited. If these cases are established, the issue will be considered until the termination of the employment contract with the guilty employee or professor-teacher, exclusion of the guilty student from the ranks of students.

15.11. Students can be introduced to the written work questions in the form of a general list, test questions with remote answers, sample questions, etc., depending on the specifics of the subject taught.

15.12. The test results are automatically announced to the student on the computer screen at the end of the exam.

15.13. The written work performed is encrypted by the teaching and methodological department and submitted to the appropriate department head for evaluation.

15.14. Verification and evaluation of written works should be carried out within no more than 5 days.

15.15. In each reviewed and evaluated written work, the professor is required to provide a statement substantiating this assessment.

15.16. The results of the checked written work are entered into the electronic database by the Educational-Methodological Department, and the written work is stored in the Educational-Methodical Department for 2 years.

15.17. The results of the exam will be announced to students by the heads of educational areas within 10 working days from the date of the exam.

15.18. A student can appeal to the head of the relevant field of study within 3 working days from the date of publication of the exam results. The result of the appeal will be announced to the student within 5 working days from the date of application.

Article 16. Eligibility to take the exam

16.1. A student who missed, without a valid reason, more than 20% of the total hours allotted for this subject will not be admitted to the final exam.

16.2. A student who has not fully paid the contract fees for the relevant semester will not be admitted to the final exam.

16.3. A student who fails the final exam for unjustified reasons is considered to have received an unsatisfactory grade (FAIL) in the relevant subject.

Article 17. The order of the exam.

17.1. Exams are held within the timeframes specified in the curriculum. It is forbidden to take exams during the lessons. If necessary, exams can be held on weekends.

17.2. The exam is held according to the approved schedule at the appointed time and in the assigned auditorium. Arbitrary change of exam time and place is prohibited.

17.3. The examination is conducted by the responsible supervisors on the basis of the approved list. Unauthorized persons are strictly prohibited from entering the auditorium.

17.4. Students will be admitted to the auditorium based on the list provided by the Educational and Methodological Department, half an hour before the exam. Students who are not on the list are not allowed to enter the auditorium.

17.5. Before the exam, the student must present the original identity card (ID card), passport, or replacement document to the head invigilator. A student who does not present an ID or identity document will not be admitted to the exam.

17.6. In case of falsification of documents, enrollment of another student instead of one, plagiarism, use of aids, the student will be suspended from the exam and the question of his expulsion will be considered.

17.7. To pass the exam, there should be no objects next to the student entering the classroom other than a ballpoint pen with blue ink, which is used for writing. It is prohibited to bring and use mobile phones and other means of communication and telecommunications in the hall. Depending on the nature of the subject, the use of a simple calculator and other aids approved by the head of the department may be permitted during the exam.

17.8. A student arriving after the start of the exam, i.e. with a delay, admitted to the exam only with the permission of the management of the institute (Rector and / or vice-Rector for academic affairs).

17.9. The student is suspended from the exam in the following cases and the issue of applying appropriate disciplinary or other measures to him is considered:

a) brings, uses or tries to use a mobile phone, technical means, "cheat sheet" and other similar devices;

b) during the exam, students talk to each other, exchange papers, gesticulate, help or ask for help;

c) if it disturbs students and supervisors during the exam, creates noise.

17.10. Suspension of a student from an exam is equivalent to an "unsatisfactory" grade in the relevant subject.