

**Approved by
Resolution No. 2 of the University Council
of Alisher Navoi Tashkent State University of Uzbek Language and
Literature
dated 2 October 2024**

**ALISHER NAVOI TASHKENT STATE UNIVERSITY OF UZBEK
LANGUAGE AND LITERATURE
CODE OF ETHICS AND PROFESSIONAL CONDUCT**

CHAPTER I. GENERAL PROVISIONS

Article 1. Scope of regulation

This Code of Ethics and Professional Conduct (hereinafter referred to as the “Code”) of Alisher Navoi Tashkent State University of Uzbek Language and Literature (hereinafter referred to as the “University”) has been developed in accordance with the Law of the Republic of Uzbekistan “On Education”, the Concept for the Development of the Higher Education System of the Republic of Uzbekistan until 2030, the Presidential Decree No. PF-5729 of 27 May 2019 "On Measures to Further Improve the Anti-Corruption System in the Republic of Uzbekistan", the relevant provisions of the Roadmap for the Implementation of the "Corruption-Free Sector" Initiative in Higher Education, and other applicable legislative and regulatory acts.

The Code establishes the fundamental principles and standards of professional ethics and conduct for the University's academic and administrative staff, students, and doctoral researchers (hereinafter collectively referred to as members of the University community). It also regulates the standards of behaviour expected in academic, professional, and service-related activities.

For the purposes of this Code, the following terms shall have the meanings set out below:

education – a systematic process aimed at providing learners with in-depth theoretical knowledge, professional competencies, and practical skills, while fostering their intellectual development and enhancing their general and professional capabilities;

university campus – an integrated educational environment comprising academic buildings, research institutes and centres, production facilities and technology parks, student accommodation, laboratories, information resource centres (libraries), sports facilities, dining facilities, and other infrastructure that supports effective teaching, learning, research, and personal development;

education and upbringing – a purposeful and systematic process based on social and historical experience, intended to promote the comprehensive development of learners and to cultivate their ethical values, civic responsibility, and worldview;

conflict of interest – a situation in which the personal (direct or indirect) interests of an employee influence, or may reasonably be perceived to influence, the impartial and proper performance of official duties, resulting in an actual or potential conflict between personal interests and professional responsibilities;

corruption – the unlawful use of an official position or authority by an individual for personal benefit or for the benefit of others in order to obtain material or non-material advantages, as well as the unlawful offering or provision of such advantages;

corruption-related offence – any act containing elements of corruption for which liability is established under the legislation of the Republic of Uzbekistan;

personal interest of an employee, student or doctoral researcher – any opportunity to obtain personal benefit, whether financial, material, non-material, social, political, commercial or non-commercial, either directly or through close relatives or associated persons, which may influence or appear to influence the objective performance of official, academic, or research responsibilities.

Article 2. Purpose and objectives of the code of ethics and professional conduct

The code of ethics and professional conduct is intended to:

- promote a culture of professionalism, ethical awareness, and mutual respect among academic and administrative staff, students, and doctoral researchers;

- strengthen the university's contemporary image and institutional reputation while fostering respect for its mission, values, and traditions among all members of the University community;

- establish a common understanding of ethical conduct and introduce a consistent institutional approach to standards of professional and academic behaviour.

The objectives of the code are to:

- prevent misconduct, disciplinary violations, and criminal offences, as well as unethical behaviour among members of the University community, including the promotion of violence, cruelty, indecency, and other forms of inappropriate conduct;

- protect members of the University community from harmful ideologies and influences that are inconsistent with national values and social responsibility, including extremism, separatism, fundamentalism, and the adverse effects of so-called mass culture;

identify and eliminate the causes and conditions that may give rise to unethical or inappropriate behaviour;

cultivate a strong legal culture and encourage strict compliance with the Constitution of the Republic of Uzbekistan, national legislation, and other applicable legal and regulatory acts;

promote respect for and protection of the rights, freedoms, and legitimate interests of all individuals;

foster patriotism, integrity, and high ethical standards among academic and administrative staff, students, and doctoral researchers, while encouraging respect for national values and cultural heritage;

create and maintain a healthy, inclusive, and supportive socio-psychological environment within the University;

promote standards of professional appearance and appropriate dress consistent with the university's academic environment;

preserve and enhance the university's reputation, prestige, and public trust within society and the higher education sector;

ensure the protection of the rights, freedoms, and legitimate interests of women, including safeguarding them against all forms of harassment, intimidation, and violence.

Article 3. Scope of application

The provisions of this code of ethics and professional conduct apply to all academic and administrative staff, students, and doctoral researchers of Alisher Navoi Tashkent state university of Uzbek language and literature.

CHAPTER II. PRINCIPLES OF THE CODE OF ETHICS AND PROFESSIONAL CONDUCT

Article 4. Fundamental principles governing the conduct of academic and administrative staff, students, and doctoral researchers this code is founded on the principles of:

compliance with the law; respect for and protection of the rights, freedoms, and legitimate interests of individuals; patriotism; commitment to professional responsibilities and academic duties; fairness; integrity; impartiality; effectiveness; and responsible stewardship of resources.

Article 5. Principle of compliance with the law

Academic and administrative staff, students, and doctoral researchers of the university shall fully comply with the legislation of the Republic of Uzbekistan.

They shall perform their professional and academic responsibilities in accordance with their job descriptions, employment contracts, the provisions of

this code of ethics and professional conduct, the university's internal regulations, and all other applicable policies and regulatory documents governing higher education.

Article 6. Principle of respect for the rights, freedoms, and legitimate interests of individuals

Respect for the rights, freedoms, and legitimate interests of every individual is recognised as a fundamental value of the university.

Academic and administrative staff, students, and doctoral researchers shall respect and protect these rights and freedoms, refrain from any actions that may result in their violation, and, where such violations occur, contribute to their restoration through appropriate institutional and legal procedures.

Article 7. Principle of commitment to patriotism, professional responsibilities, and academic duties

Academic and administrative staff, students, and doctoral researchers shall carry out their professional and academic activities in accordance with high ethical standards, loyalty to their country, and a strong commitment to their professional responsibilities and academic obligations, thereby maintaining public confidence in the university.

All members of the university community shall fulfil their professional and academic duties conscientiously, respectfully, and responsibly, irrespective of their personal interests, beliefs, or ideological views.

Article 8. Principle of fairness, integrity, and impartiality

Academic and administrative staff, students, and doctoral researchers shall perform their professional and academic responsibilities with fairness, integrity, and impartiality.

They shall also demonstrate these principles in all interactions with individuals and legal entities communicating through the University's official website, social media platforms, and other communication channels, ensuring respectful, professional, and equitable treatment at all times.

Article 9. Principle of effectiveness and responsible use of resources

Academic and administrative staff, students, and doctoral researchers shall continuously enhance the effectiveness of their academic, research, and professional activities through the adoption of innovative technologies and other appropriate approaches.

They shall exercise due care and responsibility in the use of University property and resources and shall respect their own time as well as the time of others by using institutional resources efficiently and responsibly.

CHAPTER III. ANTI-CORRUPTION

Article 10. Zero tolerance for corruption in any form

The university maintains a zero-tolerance approach to corruption. Academic and administrative staff, students, and doctoral researchers shall neither engage in nor tolerate corruption in any form and shall take all lawful and appropriate measures to prevent and address corrupt practices.

Members of the university community are expected to actively support anti-corruption initiatives and preventive measures, contribute to the prevention of corruption-related offences within the university, conduct their activities transparently, fairly, and responsibly, uphold the highest standards of ethical conduct, and strictly observe the rule of law.

Academic and administrative staff, students, and doctoral researchers are prohibited from using their official position or status to obtain, directly or indirectly, money, securities, material assets, gifts, loans, property-related benefits, or any other tangible or intangible advantage from individuals or legal entities in exchange for performing or refraining from performing any action intended to serve the interests of those parties.

CHAPTER IV. STANDARDS OF CONDUCT AND OFFICIAL COMMUNICATION FOR ACADEMIC AND ADMINISTRATIVE STAFF, STUDENTS, AND DOCTORAL RESEARCHERS

Article 11. Dress code and standards of professional appearance

Academic and administrative staff, students, and doctoral researchers are expected to maintain a professional appearance by wearing attire appropriate to the academic and professional environment of the university.

Academic and administrative staff, students, and doctoral researchers shall not be permitted to enter or remain on university premises while wearing shorts, torn or patched clothing, sportswear or athletic footwear, transparent or revealing garments, clothing that exposes the shoulders, chest, abdomen, or areas above the knees, excessively tight-fitting attire, conspicuous metal chains or other attention-drawing accessories, body piercings, untrimmed beards, headscarves fastened beneath the chin, face-covering veils, or any other form of dress that does not comply with the university's established dress code and standards of professional appearance.

Female students are expected to wear modest professional attire, including blouses in light or neutral colours, skirts extending below the knee or business-

style suits, together with dark-coloured shoes. Students are also expected to bring the learning materials required for their classes.

Male members of the university community are expected to wear white, light blue, or other light-coloured shirts with classic-style trousers or business suits and dark-coloured shoes. Students shall also bring the necessary learning materials for their classes.

Clothing or accessories displaying affiliation with religious denominations, subcultures, or other symbols that conflict with the University's established dress requirements and institutional regulations shall not be worn while representing the university or attending its premises. This includes, but is not limited to, items such as kippahs, kashayas, large crosses, face-covering veils, or any form of head covering that conceals the identity of the wearer.

Outer garments such as coats, jackets, raincoats, and similar clothing shall not be worn inside classrooms, laboratories, offices, or other official working areas unless required by weather conditions or health and safety regulations.

Academic and administrative staff, students, and doctoral researchers shall ensure that their personal appearance is consistently neat, clean, and appropriate for the university's academic and professional environment.

Article 12. Participation in meetings and official events

Academic and administrative staff, students, and doctoral researchers shall demonstrate respect towards speakers and participants during official events, including meetings, ceremonial gatherings, conferences, receptions, and University celebrations.

During such events, participants are expected to maintain order, observe appropriate standards of conduct, and refrain from interrupting speakers or taking the floor without the permission of the chairperson or moderator. Where necessary, participants may leave or re-enter the venue between presentations or speeches in a manner that does not disrupt the event.

Article 13. Conduct Within University Buildings

When entering or leaving University buildings, and while moving through corridors and common areas, students shall give priority to academic and administrative staff, men shall give priority to women, and younger members of the University community shall show courtesy to senior members.

All persons entering University buildings shall present a valid identification document, such as a staff or student identification card or passport, to the authorised security personnel on duty, or access the premises through the designated facial recognition or electronic access control system, where applicable.

Within the university campus, members of the University community are expected to walk on the designated side of pedestrian pathways and refrain from speaking loudly on mobile phones in corridors, hallways, and other shared areas.

Members of the university community shall greet one another in a courteous and respectful manner. As a matter of academic etiquette, students are encouraged to greet academic and administrative staff first, and younger individuals are encouraged to greet senior members of the University community.

Article 14. Standards of official communication

When interacting with organisations, institutions, representatives of the media, and members of the public, academic and administrative staff, students, and doctoral researchers shall observe the following standards of official communication:

- act in the best interests of the university, safeguard and promote its reputation, and refrain from any conduct that may harm the University's image, reputation, or the dignity of its academic and administrative staff, students, or doctoral researchers. Members of the University community shall demonstrate professionalism and integrity in both direct communication and correspondence conducted through social media and other digital platforms;

- refrain from disseminating false, misleading, or misrepresented information concerning the university or its academic and administrative staff, students, and doctoral researchers, and avoid making public statements or social media posts that could contribute to the spread of such information;

- respect the privacy of academic and administrative staff, students, and doctoral researchers by not disclosing personal information without their prior consent;

- refrain from requesting, collecting, or disclosing information relating to an individual's private life where such information is unrelated to their academic, research, or professional activities;

- comply with the university's policies governing the handling, disclosure, and communication of official information;

- ensure that information provided in response to official requests is accurate, reliable, complete, and proportionate to the purpose for which it is requested;

- use information obtained in the course of professional duties solely for authorised purposes and not disclose or transfer such information to third parties without prior authorisation from the university administration;

- refrain from making unfounded or unsubstantiated criticism of the academic performance or professional activities of academic and administrative staff, students, or doctoral researchers. Likewise, members of the university community shall not publicly discuss or evaluate the activities of the university,

public authorities, or their representatives through the media or social media without verified facts or objective evidence.

Article 15. Punctuality and attendance

Academic and administrative staff, students, and doctoral researchers shall attend work and academic activities on time and comply with the university's requirements regarding professional discipline, attendance, and academic responsibilities.

Article 16. Prohibited misconduct and unacceptable behaviour

To ensure a safe, respectful, and productive academic environment, academic and administrative staff, students, and doctoral researchers shall refrain from any conduct that interferes with study, work, research, or university activities.

The following conduct is strictly prohibited:

- committing any unlawful act or criminal offence, including defamation, insult, or harassment;

- possessing, consuming, distributing, or being under the influence of narcotic drugs, psychotropic substances, their analogues, alcohol, tobacco products, or other prohibited substances on university premises;

- engaging in violence, disorderly conduct, fighting, gambling, or any other activity based on games of chance that disrupts public order or the academic environment;

- causing material damage to university property or engaging in conduct that damages the university's reputation or public image;

- causing physical, psychological, or material harm to academic and administrative staff, students, doctoral researchers, or other members of the university community;

- polluting or intentionally damaging university buildings, facilities, grounds, or the surrounding environment;

- consuming alcoholic beverages, smoking tobacco or similar products, or appearing under the influence of alcohol or other intoxicating substances within university buildings, on university grounds, or within the restricted area established around the university campus in accordance with applicable legislation;

- entering the university in a manner that does not comply with the established standards of professional appearance and dress;

- creating, accessing, storing, distributing, or promoting unauthorised, unlawful, obscene, or discriminatory materials using university information

systems or equipment, including content that promotes hatred, violence, extremism, separatism, fundamentalism, racial, ethnic, or religious intolerance;

using radios, televisions, multimedia equipment, loudspeakers, or other electronic devices in a manner that disrupts teaching, learning, research, or the normal operation of the university;

publishing or distributing through the internet or social media any material that undermines universal ethical values, national values, or the reputation of the university and its academic community, or using digital platforms for purposes inconsistent with the university's mission and values.

The creation, possession, use, or distribution of photographs, video recordings, audio recordings, or other media containing violence, cruelty, vandalism, humiliation, discrimination, pornography, terrorism, extremism, fundamentalism, or content that incites hatred or hostility is prohibited where such materials undermine human dignity, the academic environment, or the reputation of the university.

Likewise, the dissemination through the internet, social media, or other public communication platforms of false, misleading, defamatory, or unsubstantiated information concerning public authorities, the university, or members of the university community, as well as endorsing or promoting such content, including through reposting or similar forms of online engagement, shall be regarded as unacceptable conduct that is incompatible with continued study or employment at the university.

CHAPTER V. RESPONSIBILITIES OF THE UNIVERSITY LEADERSHIP AND PREVENTION OF CONFLICTS OF INTEREST IN PROFESSIONAL ACTIVITIES

Article 17. Responsibilities of university leaders

The university leadership and heads of structural units (hereinafter referred to as leaders) shall demonstrate the highest standards of professionalism, integrity, impartiality, and fairness in their interactions with employees under their supervision. They shall promote a positive moral and psychological working environment within the university and its structural units.

Leaders shall not require employees to perform duties that fall outside their official responsibilities or encourage them to engage in any unlawful or unethical conduct.

In carrying out their responsibilities, leaders shall:

ensure that recruitment, appointment, promotion, and other employment decisions are based solely on professional merit and qualifications, without discrimination based on family relationships, regional affiliation, personal loyalty, or any other non-professional considerations;

prevent favouritism, nepotism, regionalism, group interests, and any other practices that may compromise fairness, objectivity, or professional integrity in the workplace;

treat all members of the university community with dignity and respect, refraining from rude behaviour, humiliation, psychological pressure, physical intimidation, or any other form of inappropriate treatment;

take timely and appropriate measures to identify, prevent, disclose, and effectively manage actual, potential, or perceived conflicts of interest;

implement effective measures to prevent corruption and promote a culture of integrity and accountability throughout the university;

create, within the university's available resources, favourable working conditions that support the professional and intellectual development of employees, including access to modern technologies, internet services, library collections, information resources, opportunities for rest and well-being, and conditions that promote a healthy working environment;

ensure the protection of the rights, freedoms, and legitimate interests of women and take appropriate measures to prevent all forms of harassment, intimidation, discrimination, and violence;

cooperate with authorised public authorities and other relevant organisations responsible for preventing and responding to harassment and violence against women, where required by law;

organise the work of employees effectively and ensure the responsible, efficient, and economical use of the university's property, financial resources, and other institutional assets.

Leaders are responsible for ensuring that employees under their supervision comply with labour discipline and shall take appropriate measures to promote and maintain such compliance.

CHAPTER VI. STANDARDS GOVERNING RELATIONSHIPS AMONG ACADEMIC AND ADMINISTRATIVE STAFF, STUDENTS, AND DOCTORAL RESEARCHERS

Article 18. Relationships among academic and administrative staff, students, and doctoral researchers

Relationships among academic and administrative staff, students, and doctoral researchers shall be based on national values and traditions, a shared institutional culture, mutual respect and consideration, collegiality, cooperation, integrity, and fairness.

Any conduct that undermines human dignity or mutual respect is strictly prohibited. This includes discrimination, humiliation, misappropriation of

another person's intellectual property, rude or offensive language, and physical violence.

Academic staff shall maintain high academic expectations while respecting the dignity, individuality, and rights of every student throughout the teaching and learning process.

Article 19. Relationships between academic staff and students inside and outside the classroom

When an academic staff member enters a classroom, students shall greet them respectfully by standing until they have been greeted and invited to take their seats. Likewise, at the conclusion of the class, students are expected to stand as a gesture of respect when the academic staff member leaves the classroom.

Throughout the educational process and in all professional interactions, academic staff shall respect the dignity of students and maintain relationships based on openness, courtesy, professionalism, and goodwill.

Academic staff shall perform their teaching responsibilities objectively and without personal bias. They shall not discriminate against students, use offensive or disrespectful language, adopt an arrogant attitude, or show favouritism or preferential treatment. All students shall be treated fairly, impartially, and with equal respect.

Outside scheduled classes, academic staff shall respond to students' academic enquiries in accordance with accepted standards of professional ethics and communication. They shall encourage students' intellectual curiosity, support their academic development, and promote sustained interest in their fields of study.

Article 20. Prohibition of academic coercion and harassment

Students shall not be required by the university administration or academic staff to perform work or participate in activities without their voluntary consent, nor shall their labour be used without appropriate remuneration, except where participation in voluntary community activities has been organised in accordance with the decisions of the President or the Cabinet of Ministers of the Republic of Uzbekistan and in full compliance with applicable health and safety requirements.

A student's refusal to participate in such activities shall not result in lower academic grades, discrimination, harassment, retaliation, or any other form of adverse treatment by academic staff. Any such conduct shall constitute a violation of this Code and may result in disciplinary action.

Likewise, interference with the professional activities of academic staff, attempts to influence the fair and objective assessment of students' academic performance, or obstruction of the proper performance of academic duties shall not be permitted.

Article 21. Use of Mobile Communication Devices

The use of mobile communication devices during classes is prohibited for all members of the university community.

The use of such devices may be permitted only in exceptional and justified circumstances with the prior permission of the academic staff member conducting the class.

Article 22. Attendance and Participation in Classes

Students are expected to arrive on time for all scheduled classes and shall not leave classes before they have concluded without prior permission.

A student arriving late for a justified reason may enter the classroom only after apologising and obtaining permission from the academic staff member, after which they may take their seat.

Likewise, a student who has a legitimate reason to leave before the end of a class shall first obtain the permission of the academic staff member.

Where a student's behaviour disrupts the teaching and learning process, the academic staff member may require the student to leave the classroom after informing the Dean of the relevant faculty, the Deputy Dean, or the tutor responsible for the student group.

The educational process shall be organised in accordance with a student-centred approach that promotes open communication among students, employers, academic staff, and the university administration while ensuring compliance with established academic standards.

Within this process, the views and expectations of both students and employers shall be taken into account. All relevant stakeholders may be involved in discussions concerning the design, implementation, and continuous improvement of educational programmes.

Article 23. Communication outside scheduled classes

Where a student needs to communicate with an academic staff member outside scheduled classes, such communication may take place:

- during designated consultation hours;
- during independent study sessions; or
- at another mutually agreed time.

Students are encouraged to know the academic staff member's position, full name, and academic affiliation before initiating communication.

Where there are substantiated and serious concerns, including inappropriate behaviour, solicitation of personal benefits, poor teaching quality, or repeated disruption of classes attributable to the academic staff member, and where such concerns are supported by objective evidence and the collective opinion of the student group, students may submit a request to the Dean of the relevant faculty for the replacement of the academic staff member.

To ensure academic support, consultation hours for students shall be scheduled by the head of the department in accordance with an approved timetable.

Article 24. Subordination

Official relationships among academic and administrative staff, students, and doctoral researchers shall follow the university's established reporting structure. This principle shall not prevent students from addressing the Rector directly where necessary.

Article 25. Initiative and engagement

Academic and administrative staff, students, and doctoral researchers are encouraged to demonstrate initiative by contributing ideas and proposals that promote an ethical and inclusive university environment, enhance the quality of education, encourage the effective implementation of innovative practices, and support the organisation of academic, cultural, social, and community engagement activities. The university shall encourage and support constructive initiatives that contribute to institutional development and continuous improvement.

CHAPTER VII. RESPONSIBILITIES OF ACADEMIC AND ADMINISTRATIVE STAFF, STUDENTS, AND DOCTORAL RESEARCHERS UNDER THE CODE OF ETHICS AND PROFESSIONAL CONDUCT

Article 26. Ethical responsibilities

All persons joining or enrolling at the university shall be introduced to this code in writing and acknowledge it by signature.

- Academic and administrative staff, students, and doctoral researchers shall:
 - comply with this code and all applicable legislation;
 - uphold integrity, honesty, fairness, and respect in their academic and professional activities;
 - respect national traditions, cultural values, and ethical principles;
 - respect the rights, dignity, and legitimate interests of all members of the university community, particularly women, and contribute to the prevention of harassment, discrimination, and violence;
 - continuously improve their professional knowledge and competence and perform their duties responsibly;
 - refrain from any conduct that may damage the reputation or prestige of the university;
 - use university property, facilities, equipment, natural resources, and utilities responsibly and efficiently;

promptly report any incident or misconduct that may adversely affect the university or its community to the university administration;

comply with established institutional policies and fulfil their responsibilities conscientiously;

respect the privacy and dignity of others by refraining from discussing or disclosing personal or family matters and by avoiding discrimination or offensive remarks based on gender, race, nationality, language, religion, social background, position, or other personal characteristics;

refrain from spreading rumours, false information, slander, or defamatory statements;

avoid conflicts and any behaviour that may undermine the reputation, authority, or public trust of the university;

avoid any conduct that may intentionally hinder the work or academic activities of others;

implement decisions and instructions issued by public authorities and the university administration within the scope of their official responsibilities in a timely and professional manner;

refrain from abusing their position for personal benefit or for the benefit of others;

communicate truthfully and refrain from misleading or manipulating colleagues, supervisors, or other members of the university community;

respect intellectual property rights and maintain the confidentiality of information obtained in the course of their professional or academic activities, taking all reasonable measures to protect confidential information;

promote a healthy lifestyle and contribute to environmental sustainability, ecological awareness, and civic responsibility;

express constructive criticism objectively, acknowledge shortcomings, and contribute to their improvement;

avoid seeking personal gain through improper means, including offering or accepting material benefits or engaging in inappropriate personal influence;

treat library and information resource centre staff with courtesy and use library materials, equipment, and facilities responsibly;

maintain a quiet study environment in the library by keeping mobile devices on silent mode, avoiding loud conversations, and leaving workspaces clean and orderly;

comply with library borrowing and return procedures;

enter sports facilities only in appropriate sportswear and footwear;

use sports equipment responsibly and return it to the designated storage area after use;

observe the rules governing the use of sports facilities;

maintain cleanliness in classrooms, university buildings, and surrounding areas;

dispose of waste only in designated bins and contribute to maintaining a clean and sustainable campus environment;

comply with traffic and parking regulations, refrain from obstructing traffic or creating safety risks, and use vehicles responsibly;

observe generally accepted standards of ethical conduct both within and outside the university and refrain from behaviour that is inconsistent with the values of the university.

Academic and administrative staff, students, and doctoral researchers have the right to be protected from all forms of harassment, intimidation, and violence against women. Any individual who experiences such conduct may report the incident through the university's designated reporting channel (@ToshDOTAU_qabulxonabot), the reporting mechanism of the Ministry of Higher Education, Science and Innovation (@himoya_otv_bot), or to the competent law enforcement authorities.

Article 27. Additional ethical requirements

a) Students

students shall:

continuously develop their communication and academic presentation skills;
actively participate in student self-governance, promote creativity, and contribute to a collaborative and inclusive university community;

respect the academic opinions of teaching staff and complete written assignments independently in accordance with the principles of academic integrity and the established assessment requirements;

submit only their own work and refrain from presenting work prepared by others as their own;

attend classes regularly, avoid unexcused absences, and arrive on time for all scheduled learning activities;

refrain from remaining on university premises during scheduled classes without a legitimate academic reason;

leave the university campus during scheduled class hours only with the permission of the dean, deputy dean, academic tutor, or other authorised university official;

resolve disagreements with academic staff or doctoral researchers through respectful dialogue and, where necessary, seek assistance from the relevant academic unit, academic tutor, dean, deputy dean, the student union, or other authorised university bodies;

participate actively in classes, remain attentive, and follow the reasonable academic instructions of teaching staff;

refrain from engaging in activities unrelated to the class during teaching sessions;

use university facilities, furniture, equipment, and learning resources responsibly, leaving classrooms clean and orderly after use;

refrain from eating, chewing gum, or using personal computers or other communication devices during classes unless authorised by the academic staff member;

ask questions or make comments during class only after obtaining permission from the academic staff member;

observe established procedures and maintain appropriate conduct in dining facilities and other shared university spaces;

comply with the university's internal regulations and other institutional policies;

support campus safety and, where reasonably practicable, use public transport when travelling to and from the university.

b) Academic and administrative staff

Academic and administrative staff shall:

comply with the university's internal labour regulations and maintain professional discipline in the workplace;

upon termination of employment, return all university property, documents, equipment, and materials entrusted to them, and properly hand over any unfinished duties to the designated employee;

observe professional etiquette in telephone and electronic communication by introducing themselves appropriately, communicating clearly and courteously, and providing accurate, concise, and relevant information. Where immediate information is unavailable, they shall arrange an appropriate follow-up response;

promote patriotism, civic responsibility, and ethical values among students;

encourage healthy lifestyles and raise awareness of the harmful effects of alcohol, narcotic drugs, tobacco, extremism, and other negative social influences;

contribute to the continuous improvement of educational and awareness-raising activities that support students' moral, ethical, and personal development;

perform their professional responsibilities conscientiously and refrain from any conduct that could undermine public confidence in their professional integrity;

respect students and refrain from discussing their academic or personal shortcomings with others in an inappropriate or unprofessional manner;

refrain from removing students from classes or recommending suspension, expulsion, or other disciplinary measures without lawful grounds and due process;

where necessary, provide the dean of the relevant faculty with objective written information regarding persistent behavioural concerns that may adversely affect the academic environment, enabling appropriate educational or disciplinary measures to be considered.

CHAPTER VIII. RECOGNITION AND DISCIPLINARY MEASURES

Article 28. Recognition of academic and administrative staff and students

Academic and administrative staff and students who consistently comply with the provisions of this code and make a significant contribution to strengthening the university's ethical culture and academic environment may be recognised through material or non-material forms of appreciation in accordance with the established university procedures, upon the recommendation of the university leadership, deans, heads of departments, or other structural unit managers.

Article 29. Significance of compliance with the code in evaluation and career development

Compliance with this code shall be taken into account during staff performance evaluations, attestation procedures, promotion decisions, and the formation of the university's talent and leadership pool.

Article 30. Responsibility for violations of the code

Any violation of the provisions of this code by academic and administrative staff, students, or doctoral researchers shall constitute grounds for disciplinary action in accordance with the applicable legislation and the university's internal regulations.

Article 31. Relationship between the code of ethics and the internal regulations

Where academic and administrative staff, students, or doctoral researchers violate the provisions of this code, the disciplinary measures prescribed by the relevant provisions of the university's internal regulations shall apply.

CHAPTER IX. ORGANISATION OF THE ACTIVITIES OF THE ETHICS COMMITTEE

Article 32. Ethics committee

Matters relating to alleged violations of this code by academic and administrative staff, students, and doctoral researchers shall be reviewed by the university Ethics Committee.

The ethics committee shall operate in accordance with the regulations on the ethics committee, this code, and the orders of the Rector.

The ethics committee may consider cases:

- based on the findings of official inquiries or internal investigations;

- on its own initiative; or
- upon requests or complaints submitted by academic and administrative staff, students, doctoral researchers, or other individuals.

The ethics committee shall consist of at least five members.

The composition, functions, powers, and operating procedures of the ethics committee shall be determined by the regulations on the ethics committee approved by the rector.

Article 33. Decisions of the ethics committee

Following its review, the ethics committee shall determine whether a violation of this code has occurred and issue an appropriate decision.

Where a violation is established, the committee may recommend to the rector that disciplinary measures be initiated against the academic or administrative staff member, student, or doctoral researcher concerned.

Taking into account the nature and severity of the violation, the committee may also recommend issuing a formal warning where appropriate.

Draft disciplinary decisions shall be prepared by:

- the dean or deputy dean, in cases involving students; and
- the human resources department, in cases involving academic and administrative staff and doctoral researchers.

Academic and administrative staff, students, and doctoral researchers have the right to be informed of the allegations concerning them, to present evidence in their defence, and to appeal decisions in accordance with the procedures established by the university.

Article 34. Institutional oversight

To promote compliance with this code and strengthen ethical standards within the university, alleged violations of the code may, where appropriate, be reviewed by the university trade union committee, the advisory council on women's affairs, the primary organisation of the youth union of uzbekistan, or other authorised representative bodies.

CHAPTER X. FINAL PROVISIONS

Article 35. Entry into force and amendments

This code shall enter into force upon its approval by the university council.

Any amendments or additions to this code shall be made in accordance with a resolution of the university council.

Amendments to this code have been introduced to chapter I, article 2; chapter V, article 17; and chapter VII, article 26 of the *Code of Ethics and Professional Conduct*, originally approved by order No. 01-138 of the rector

of Alisher Navoi Tashkent state university of uzbek language and literature dated 2 August 2023.

This revised edition of the *Code of Ethics and Professional Conduct* of Alisher Navoi Tashkent state university of uzbek language and literature was approved by resolution No. 2 of the university council at its meeting held on 2 October 2024.