

Student handbook

2022 - 2023

Dear Student,

Welcome to #Our IAU Student Handbook. This is a guide to a range of services and facilities to support and inform you in your student journey. The purpose of the handbook is to provide information on university life. It briefs about Attendance Policy, Examination Appeals Policy and Academic Regulations. It informs about the Students Union, Students Affairs Committee, Student Support Services, Sports and social networking opportunities, the accommodation and leisure activities. We hope you will refer to it regularly, throughout your time at the IAU, so that you can take full advantage of all that the University has to offer.

International Agriculture University has been established with the Decree of the President of Uzbekistan in May 2022. The aim of our university is to provide quality, science-based, practice-oriented higher education, fundamental and applied research and professional development to build capacity of stakeholders in the agri-food industry. The Royal Agricultural University is chosen as a founding partner of our university.

The partnership offers IAU students an equivalent educational experience to that of students at the RAU, with IAU students accessing a blend of face to face and online lectures and resources, by franchising some of the RAU's existing degree programmes. It also develops new degrees and modules to suit Uzbekistan's conditions and its international trade ambitions as the new university grows and develops.

The Royal Agricultural University (RAU) has been at the forefront of agricultural education and a key contributor to the land-based sector for 175 years. Today, the RAU has more than 1,100 students studying agriculture, business, environment, equine science, farm management, food, real estate and rural land management. The University, which is based in Cirencester, Gloucestershire, prides itself on its links with industry and all courses are designed to meet the demands of the employment market for land-based expertise, both in the UK and worldwide. Our vision is to become the leading specialist University providing a fresh perspective for the land agri-food and rural enterprise sectors.

Academic Support Tutor

The IAU is committed to providing an effective tutoring system as a key component of the academic experience. The purpose of the tutoring system is to support the students as they progress through studies. It assists and empowers students to become independent learners and encourages students' development as individuals. Tutoring gives the opportunity for deeper learning and personal development to really make the most of your studies.

An Academic Support Tutor will be allocated for your student period at the IAU. IAU encourages the students to stick to this Personal Tutor for a more sustained and consistent level of help and support. Tutors schedule sessions and it is requisite for students to attend group or individual tutorials at key points during the year. The AST will also be available to students on request for additional support if required.

S.No.	Group	Academic Support Tutor	Email id
1.	Group 1	Dr. Akmal Asrorov	akmal.asrorov@iau.uz
2.	Group 2	Dr. Emilda Josephine	emilda.josephine@iau.uz
3.	Group 3	Mr. Arturo Morales	arturo.morales@iau.uz
4.	Group 4	Dr. Dianara Muzzafarova	dinara.muzzafarova@iau.uz
5.	Group 5	Dr. Abdullah Primov	abdullah/primov@iau.uz
6.	Group 6	Dr. Bakhtiyor Abdusattorov	bakhtiyor.abdusattorov@iau.uz
7.	Group 7	Dr. Jahongir Alimov	jahongir.alimov@iau.uz
8.	Bachelors	Dr. Aziz Karimov	aziz.karimov@iau.uz

Teaching dates for 2022-2023

The International Agricultural University will function similarly to its official partner, Royal Agricultural University, UK. It operates its academic delivery via semesters. Programmes are taught across two semesters. For most students, the course will be taught and assessed in each semester with an examination period towards the end of each semester.

**STUDENTS CALENDAR
2022-2023**

September	
2 nd – 10 th	Orientation and Registration for Freshmen
07 th	International Day of Clean Air for Blue Skies
08 th	International Literacy Day
12 th	Induction Program
16 th	International Day for the Preservation of the Ozone Layer/ Semester begins
27 th	Grand Opening - IAU Campus
29 th	World Maritime Day / International Day of Awareness of Food Loss and Waste
October	
1 st	Teacher's and Mentor's Day
03 rd	World Habitat Day
07 th	World Cotton Day
3 rd – 20 th	Students Election
16 th	World Food Day
28 th	Masquerade Party
November	
06 th	International Day for Preventing the Exploitation of the Environment in War and Armed Conflict
7 th – 11 th	Reading Week / Staff Internship at UK
11 th	Zakovat Tournament
16 th	Kibersport Tournament
17 th	International Student's Day
18 th	Chess Tournament
20 th	World Children's Day
25 th	QVZ Concert
December	
2 nd	International Conference on
2 nd	Kibersport Tournament
05 th	World Soil Day
8 th	World Constitution Day
10 th	Human Rights Day
11 th	Zakovat Tournament
18 th	Last submission date for course work and practical assessments
20 th	International Human Solidarity Day
19 th Dec – 23 rd Dec	Semester 1 Examination Period
21 st	QVZ Concert
26 th Dec	Semester I ends / Winter Break
28 th	New Year Party
January	
14 th	Homeland Defender's Day (Men's' Day)

15 th	Semester II begins / College reopens
	Plagiarism Workshop
24 th	International Day of Education
February	
2 nd	World Wetlands Day
3 rd	Student Union Election
6 th	Semester 1 Results released to students
10 th	World Pulses Day
11 th	International Day of Women and Girls in Science
14 th	Zahiriddin Muhammad Babur Day
24 th	Zakovat Tournament
March	
01 st	World Seagrass Day
03 rd	World Wildlife Day / QVZ Concert
08 th	International Women's Day
17 th	Kibersport Tournament
20 th Mar – 24 th Mar	Spring Break / Navruz Holiday
21 st	International Day of Nowruz / International Day of Forests / World Water Day
April	
06 th	International Day of Sport for Development and Peace
07 th	World Health Day
21 st	World Creativity and Innovation Day/ Classes End
21 st – 24 th	Eid al-Fitr Break
22 nd	International Mother Earth Day
23 rd	English Language Day
24 th Apr – 28 th Apr	Reading Week
28 th	Last Submission date for coursework and practical examinations/ QVZ Concert
May	
1 st – 5 th	Semester 2 Examination Period / Semester II ends
02 nd	World Tuna Day
9 th	Memorial Day
12 th	International Day of Plant Health / Zakovat Tournament
20 th	World Bee Day
22 nd	International Day of Biological Diversity
June	
05 th	World Environment Day
06 th	Russian Language Day
08 th	Results released to students / Students Appeals open
9 th	SU Summer Party
12 th – 16 th	Referral assessments and exams
17 th	World Day to Combat Desertification and Drought

23 rd	Students Appeals close
July	
3 rd	Final submission date for Re-sit assessments
5 th – 7 th	Re-sit examinations period
15 th	World Youth Skills Day
August	
7 th	Students Appeals open
12 th	International Youth Day
19 th	World Humanitarian Day
22 nd	Students Appeals close

Attendance policy

Students are responsible for organising their time and commitments to ensure they are able to attend teaching, participate fully in course activities, and complete any assessment and examinations as scheduled. This is because the University takes the view that students are partners with the University in their learning.

The University expects engagement with all timetabled activities because there is ample evidence to show that engagement with learning increases the probability of a good outcome for students and provides an effective route for feedback to improve your performance. Additionally, students should plan to be available for any resit examination that may be required.

Students are responsible for informing themselves of the attendance requirements for their programme. These are set out in their programme specification. Some programmes have additional attendance requirements, such as study visits, and may have differing semester start and end dates. Some timetabled activities are compulsory because they represent part of the assessment of the programme.

Some timetabled activities take the form of planned educational study visits to local businesses, enterprises and field sites. Attendance at study visits is encouraged as the visits provide significant educational and applied learning opportunities and the hosts for such visits often provide placement and employment opportunities for IAU students.

The University wants to support all students to succeed, through a proactive approach to providing support when needed and to enable students to maximise their full potential, increasing achievement and enhancing employability. Changes in attendance pattern may be used as an early warning of a student experiencing difficulties and may trigger intervention from student services.

The University recognises that many students may wish to combine their studies with part-time work, including voluntary work. However, full-time study is not compatible with full-time work. Work commitments will not normally be accepted as a reason for a student not being able to meet their academic commitments

Conduct & discipline

The International Agricultural University is committed to providing a high-quality teaching and learning environment that is conducive to the academic and social well-being of the University community. High standards of conduct are necessary for the benefit of all members of the University and the maintenance of the University's reputation.

Students are expected to behave at all times in a way which demonstrates respect for the University, its students, staff and the wider community. It is the responsibility of all students to ensure that they have read and are familiar with the IAU Academic Misconduct Procedure. Please refer to the IAU Student Charter, the Student Code of Conduct and the Non-Academic Disciplinary Policy, Policies & Procedures.

IAU Appeals Policy

The University seeks to minimise the student problems with respect to their performances in their assessment. In the case of any issue arising in regard to their student performance or the assessment, the student is liable to appeal for the same. The student should understand that the academic appeals are against the decisions made by the University's examination board. It is followed by the publication of end year results and progression of awards and decisions.

Academic Appeals will be considered only if they meet the following criteria:

- Appeals must be received within 10 working day of the notification of the results
- Any appeal must include relevant and timely supporting evidence. This evidence should support the claim(s) you are making in your appeal, and cover the timeframe of the assessment(s) you are appealing against.
- The appeal must meet at least one of the grounds for appeal listed below.

Any appeal which does not meet all the three of the criteria above will be automatically dismissed. Independent help and advice about completing this form can be obtained from Student Support Services or the Students' Union. Appeals should be sent to Student.appeals@iau.uz.

Complaints Policy

The University seeks to minimise student complaints by ensuring that students have opportunities to participate in formal decision-making processes at all levels and by

encouraging regular feedback through the student rep system. In the event that any student is dissatisfied with a University Service, the University seeks to:

- a) Resolve the matter at the earliest opportunity;
- b) Investigate thoroughly and fairly;
- c) Ensure the process is unbiased.

It is the intention of the procedure that complaints are resolved as quickly and at as early a stage as is possible. In order to achieve this, the University asks that every student will observe the obligations and raised the problem as soon as it arose. The details of the complaints will remain confidential to the parties concerned. In the interest of natural justice, any student involved, will be entitled to see all evidence to be considered and to put their case. If there is to be panel hearing, everyone involved will have the right of attendance and to be heard. Anonymous complaints or evidence will not be considered. If there are allegations of a criminal offence, the University may refer the matter to the police and suspend its own proceedings until the outcome of any criminal proceedings are known. No student will be disadvantaged as a result of making a complaint. However, if it is later discovered that a complaint was not genuine; the University may consider initiating the disciplinary procedure.

Students Affairs:

International Agriculture University Office of Student Affairs and Student support service divisions under the supervision of the University's 'Student Social and Civic Life' department (SS&C). It is responsible for the development and implementation of various programs and services aimed at the non-academic aspects of student life at the university, such as the acquisition of values and skills for lifelong learning. Activities and services that support this student-centered academic learning are expected to support the holistic development of students to actively participate in nation-building. The University's Student Affairs and Services consists of student welfare and development programs and services.

Role of the Office of the Students Affairs and Student Support Service

- Participates in the formulation and effective implementation of policies, plans, programs, activities, and other matters related to student discipline, welfare, and development.
- Oversees student services and administration of student publications, organization, and leadership programs.
- helps to improve the emotional, social, moral, spiritual and physical well-being of students
- Assists in the approval and recognition of student organizations on campus as recommended by the Student Organizations and Publications Advisor
- Facilitates the issuance of a Recommendation to all graduating or transfer students

- Approves and supervises student activities that may take place on campus

The Department of Student Affairs and Services undertakes the following responsibilities:

- Grants and Scholarships
- Publication
- Student organizations
- Discipline of students
- Campus Life

Sports and pitches

Should you wish to enquire about the availability of sports pitches.

Notices and posters

Please only post notices and posters on designated noticeboards.

All notices must be taken down after the event and before the end of term.

Contact details: Dr. Ravshan Asamov, +998888013600, Ravshan.asamov@iau.uz

IAU Student Union

IAU Students' Union is the representative and self-governance body of the students of International Agriculture University. It is formed to assist, support and engage students with and in their academic and social life, represent their rights and cooperate with the administration on behalf of the Students and in their best favor, as well as organize nonacademic activities. The IAU Student Union will be established on campus upon the launch of the first semester. Every academic year begins with the students Election. The candidates who will to take leadership will campaign for a week, present their plans to the students. The Students Election is conducted by the Department of 'Student Social and Civic Life'. Freshers are welcome to drop in and have a chat or pick up the latest branded merchandise of IAU.

The Role of the Student Union

The Student Union is crucial to the students' progress as a holistic person.

It

- approves the posting of notices, announcements, and posters from the University organizations and divisions, as well as outside agencies or organizations.
- Ensures strict compliance and enforcement of student handbook regulations.
- Liaises with other agencies on student welfare and developmental program
- Submits annual reports and other periodic reports and proposals for inclusion in the annual report and the University SU's consolidated budget proposal.

- Performs other appropriate functions assigned by the Head of the department “Student Social and Civic Life” or the President of the SU.

For further details contact: Mr. Abdulbosit Juraboev +998949945157, abdulbosit@uzitra.uz

Student representation

Student representatives sit on the Governing Council, Academic Board and the Academic Quality and Standards Committee (AQSC), in addition to many other University committees. They therefore contribute to University decision-making at the highest level. The Student Union President is also a full member of the Governing Council which meets six times a year.

Student representation on the Academic Board is by two selected members, normally the SU President and SU Vice-President Academic. Representation on the AQSC is by one selected member of the student body, usually the SU Vice President Academic. It is very important to the University that students actively participate in these roles. If you are interested, please contact the Student Union Office. Where relevant, the elections are held before the end of the academic year. Each programme elects (normally two) representatives from each year group to represent student views at Programme Committee meetings that occur at least twice each year. These meetings enable issues relating to the academic programme to be raised with staff.

IAU Counselling and Mental Health Services

Counselling and Mental Health Services is a confidential space to talk about personal issues to understand them more clearly and find new ways to cope. Many personal decisions are made and problems solved through discussions with friends or family, however at times, it is right to seek help away from one’s familiar daily environment. Seeking counselling is about making a positive choice to get help by talking confidentially with a professionally trained listener who has no other role in your life.

Counselling and mental health support will be offered via phone or video call (zoom). Please request an appointment by emailing services@iau.uz

IAU IT services

Information Technology Services is the department that provides and supports all the computing facilities available to you at the IAU: PCs, software, printers, Wi-Fi access and connections to the internet. A range of printed help sheets in the computer rooms and in the IT Service Desk is also available. IAU IT Service Desk is the first point of contact for all things relating to IT services and printing at the IAU.

Opening Hours

The IT Department is located in Room 220. IT Services are open Monday to Friday from 8.30 a.m. to 5.30 p.m.

Mr. Yuldoshev Ibrohim Husan ugli +998 881959955, it.services@iau.uz

If there is no reply, please leave a message. The IAU IT Service Desk will return the call as soon as possible.

Uni-Card

The IAU Uni-card will be a key part of the student life at the IAU. It is a contactless smart card, which is a means of identification. It gives

- Access to IAU buildings, rooms and dormitory
- Access printing, photocopying and scanning
- Report your attendance at lectures and at teaching events
- Check books out of the Library

Email

Every student will have their own University email account at the IAU. The IAU email service is the only official method of electronic communication between staff and students, so students are advised to check the University email account at least once a day. This account is used for sending emails to IAU staff and to other students. The University email account could be added to personal laptops, tablets and smartphones – for details on the process of creating a University mail id, check the IT pages on the intranet.

Library

The main library hall is for (quiet) study, and any student can browse the book shelves and borrow, return and renew books. The students are encouraged to take necessary measures to ensure safety at all times inside University buildings, including the Library. The students should also bring and keep the IAU student ID card while at campus. The students will not be able to borrow books without the IAU student ID

Library Opening Hours:

Monday to Friday from 9.00 am - 6.00 pm

Contact Details

Please don't hesitate to contact us if you need help. If you are unable to do so in person then please use: **Email:** services@iau.uz, [+998946935708](tel:+998946935708)

Changes to personal details

Changes to your mobile number, term time or home address must be updated via the IAU and RAU Student Portal. If you experience any problem updating your details, please contact the Registrar's Office via registrars@iau.uz

IAU Career services and Support

The IAU Career and Employability Service is established as a comprehensive career advice service that ensures that a consistently high number of IAU graduates go on to enjoy success in their specialist area of study and make a significant contribution to a wide range of professions internationally. It is to support IAU students seeking information and advice on finding internships, work, gap year and vacation work opportunities, further study and all other aspects of their career planning. Service will also be responsible for outreach and cooperation with employers. Whatever stage you are at, we will be here to help.

Student Support

- Advice and guidance to help with career planning and finding a suitable job. Any student can pre-book a confidential 30 minutes interview to help identify the skills, decide which career areas to investigate and provide any further support at any time during the study period and up to three years after graduation. Permanent and temporary vacancies are advertised on the Student Jobs portal, accessed via the 'Student Job Search' link on the Intranet (also available to students after they have left).
- Advice on writing a CV, completing application forms and writing covering letters
- Weekly informal CV clinics
- Advice on going for interviews. Find out more about assessment centres, psychometric tests and giving a presentation at interview
- An email careers service offering advice on specific enquiries, and a CV checking service

Career support:

- Access to a wide range of resources about occupations, employment, and study opportunities
- One-to-one guidance from a professionally trained careers adviser
- Access to a wide range of job vacancies on the University's job portal
- An email careers service offering advice on specific queries and a CV checking service
- Skills training sessions focusing on CV writing and interview skills
- Annual careers fairs open to all students

- As you know, it is never too early to start thinking about where you want your postgraduate course to take you. So make sure you speak to your personal tutor at the beginning of the year to start building your career plan.

Contact us

IAU Career services is located in the IAU building. IAU Career services is also responsible for arranging internships and outreach to employers. Appointments can be done in the Careers Office. Please email: careers@iau.uz or (+99899) 8981680 – Mr. Oybek Odilov.

Opening Hours

Monday 9:00am - 17:00pm

Wednesday 9:00am - 17:00pm

General Safety:

Staying safe and looking out for your friends is really important. Here are a few tips to help you when you are out of the campus:

- Try to walk home with a friend, or make sure your friends know where you are and what time you are due home.
- Look confident.
- Keep to busy, well-lit roads, short cuts are risky.
- Walk facing the traffic.
- Carry enough cash for a registered taxi.
- Minimise the number of valuables that you carry with you.
- Be aware of your surroundings at all times.
- If you are a cyclist, avoid dark and badly lit routes and remember to lock your bike in a secure place.

Disability Support

Disability and inclusive learning support cover dyslexia and a wide range of other specific learning difficulties (including but not limited to ADHD, mental health and well-being difficulties such as depression or anxiety, autistic spectrum disorder, hearing impairment, visual impairment and long-term health conditions, such as chronic fatigue or epilepsy). Our support covers all conditions that might affect your studies and life at the University.

Emergency situations

In case of need for an ambulance, call: 103

For Police, call:102.

In case of fire, call: 101.

In a life-threatening emergency call: 1050.

Fire safety

At the IAU, the student safety, and that of the faculty, staff and guests etc. is taken into serious concern. It is essential that fire safety procedures are followed and always maintained. This is vital to provide early warning in the event of a fire and to prevent the potential of smoke and fire spread that could seriously hinder or even prevent the safe evacuation of you and others.

It is critical that students treat fire safety seriously and act in a responsible manner to maintain the safety of yourself, as well as friends and fellow students. A separate and more detailed fire safety information, guidance and instructions have been provided to all students. Further, fire safety information and instructions can also be found on the university intranet. Any misuse or tampering with fire safety equipment, including smoke detectors, call points, fire doors, fire extinguishers or other measures, will not be tolerated and may result in repair charges and disciplinary action, including eviction for serious offences. Interfering with fire safety equipment may also constitute a criminal offence, should it place people at risk.

Electrical equipment

All electrical equipment approved by the IAU meets the current state safety standards.

Energy

Every student can contribute to reducing our carbon footprint and the wider climate crisis by being considerate in the energy usage, for example, turning off your lights, heating appliances when not in the room.

Financial services

For any questions about finances, contact the Finance Office.

The Finance Office is open from Monday to Friday 9:00am – 5:00pm.

Telephone +99895 780 0028 – Mr. Ulugbek Choriev

Email services@iau.uz

Insurance

The University cannot accept responsibility for loss or damage to private property, which is brought onto and left on University premises entirely at the property owners' risk. The students are strongly advised to insure their belongings.

Recycling and waste

IAU is committed to reducing our waste.

Mixed recycling facilities throughout campus so please use them as much as possible.

Security team

The International Agricultural University's Security team are a group of people whose primary focus is safeguarding everyone within our campus community. We work extremely closely with all departments, ensuring the best possible service is given to our students, staff and visitors alike. We know that feeling safe and secure is understandably a top priority when it comes to choosing where you will study and we are pleased to be named one of the safest universities in the country at this time.

Smoking

Smoking in public buildings is prohibited by law and the IAU recognises that it is every person's right not to work in, nor be subject to, any risks related to passive smoking. We also recognise that smoking materials contribute to the highest number of fire-related casualties and fatalities with around 35% in 2018 (ONS). As such, smoking and vaping (e-cigarettes) is prohibited in all IAU-owned and managed buildings, including accommodation blocks. The IAU aims to have a 'Smoke-free campus' which requires smokers to use designated smoking areas only and otherwise prohibits smoking within 10 metres of a building or allowing smoke to become a nuisance (to enter a building).

IAU Accommodation

Welcome to your new home at the IAU. The IAU Accommodation team are here to help make your stay as trouble-free as possible and will help you with any accommodation-related queries. The Student Services Officer, Dr. Ravshan Asamov, is available by email; services@iau.uz or if you would like to meet with Mr. Azizbek, he is available for Zoom meetings or by appointment. Please contact accommodation in the first instance to set up your appointment. You will need to complete a room inventory form upon moving in and email your findings to the accommodation office.

Tips for keeping your accommodation safe:

- Make sure your room is locked every time you go out.
- Keep the keys/access cards safely and do not leave them in your room.
- Don't hold the entrance doors open for someone you don't know.
- Always ask contractors or staff to show you their ID before letting them into your room.

- If you see someone or something suspicious, tell a member of staff or alert the security team.
- Take your valuables home with you during vacations
- Consider contents insurance to protect your belongings

Laundry provision

Each floor of the student dormitory is equipped with a laundry machine and students have free-of-charge access to laundry services.

Reporting a fault

If you need to report a fault with your room during office hours email services@iau.uz. If you have an urgent fault that needs reporting out of office hours you can contact the Student Services, Dr. Ravshan Asamov, +998888013600, ravshan.asamov@iau.uz

Reporting a fault

If you need to report a fault at the university, during office hours email services@iau.uz. If you have an urgent fault that needs reporting out of office hours you can contact the Assistant Registrar, Tel; +998957880438 – Mr. Jakhongir Niyozov