

**MINISTRY OF HIGHER AND SECONDARY SPECIAL EDUCATION
OF THE REPUBLIC OF UZBEKISTAN
TASHKENT STATE UNIVERSITY OF ECONOMICS**

APPROVED

**Rector of Tashkent
university of economics**

K.Sharipov
2021 year” __ ” _____

**CHARTER
OF
CAREER CENTER**

1. General rules

- 1.1. Career center (hereinafter referred to as the center in **the following places it is referred as the center**) of Tashkent State University of Economics (hereinafter referred to as the university) periodically updated information on the number of graduating students, monitoring of their employment, available jobs for graduating students in a large, medium and small state and non-state enterprises and institutions - the structural structure of the academic management and registrar department of the university, which carries out tasks such as presenting information, sending all course students to practices based on memorandums and contracts, preventing the occurrence of bureaucratic obstacles in the system, forming analytical data and optimizing the decision-making process.
- 1.2. In the activity of the center, the Law of the Republic of Uzbekistan "On Education", decrees, decisions and orders of the President of the Republic of Uzbekistan on the regulation of the field of education, decisions and orders of the Cabinet of Ministers of the Republic of Uzbekistan, decisions of the Board of the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan, as well as higher and secondary Orders of the Minister of Special Education, decisions of the University Council, orders of the Rector of the University, and other normative-legal and local documents are followed.
- 1.3. The center is regarded as a separate entity and operates under the authority of the university's academic and registrar administration, focusing on academic activities.

2. Formation of the center

- 2.1. The center consists of the head of the center and chief experts.
- 2.2. The head of the center is selected based on their higher education, proficiency in foreign languages and the ESTS credit-module system, experience in a foreign higher education institution, and ability to utilize modern information technologies. Their responsibilities as the head of the center encompass the following:
 - Managing the operations of the center, allocating responsibilities to staff members, and overseeing that tasks are completed efficiently and promptly.
 - Monitoring the adherence to work and production rules by employees at the center.
 - informing students about the knowledge, skills and qualifications required for jobs;
 - forming a portfolio of orders, assigning graduates to work;
 - continuously carry out marketing research in the market of educational services to study the compliance of professional knowledge of graduates with the requirements of employers;
 - preparation of proposals for the opening of new educational directions and specializations, taking into account the development prospects of the economy of the republic and the relevant regions, as well as social networks;

formation of the current and prospective "portfolio of orders" for personnel, taking into account the needs of employers in terms of education and specialties;
conclusion of contracts on personnel training and employment with employer enterprises and organizations, as well as establishing cooperation relations with them;
publishing information about graduates to employers through mass media and posting them on the university's website;
providing the Ministry of Higher and Secondary Special Education with information on the real needs for personnel and the results of the distribution and placement of graduates to the final job;
participation in international exhibitions and fairs for the purpose of demonstrating the university's academic, scientific and personnel potential and establishing cooperation with foreign higher education institutions.

2.2. A person with a higher education, a perfect knowledge of foreign languages and the ESTS credit module system, who has graduated from a foreign higher education institution or has experience in a foreign higher education institution, and who can use modern information technologies, is appointed to the position of the chief specialist of the career center.

Duties of the chief specialist include the following:

Creating a database about graduates;

Informing university students and graduates about the vacancies currently available and demanded by the labor market;

Planning and arranging a "Career Day" event and networking session for recent college graduates.

Creation of a database on the needs and opportunities of consumers of educational services, taking into account the demand and supply of personnel in the labor market.

3. The main tasks of the center

- 3.1. To inform students about the knowledge, skills and **qualifications which are required for jobs;**
- 3.2. Forming a portfolio of orders, assigning graduates to work;
- 3.3. Studying the compatibility of graduates' professional knowledge with employers' requirements by continuously conducting marketing research in the market of educational services;
- 3.4. Preparation of proposals for the opening of new educational directions and specialties, taking into account the development prospects of the economy of the republic and related regions, as well as social networks; (**To organise proposals for new educational disciplines and specialties by taking into account**)
- 3.5. Current and prospective personnel requirements, taking into account the needs of employers in terms of education and specializations formation of "portfolio of orders";

- 3.6. Conclusion of contracts on personnel training and employment with employer enterprises and organizations, as well as establishment of cooperative relations with them;
- 3.7. Publish information about graduates to employers through mass media and on the university website placement;
- 3.8. Details about the actual requirements of staff and the outcomes of assigning graduates to their respective positions, which are then reported to the Ministry of Secondary Special Education.
- 3.9. Demonstrating the university's academic, scientific and personnel competence and cooperation relations with foreign higher education institutions participation in international exhibitions and fairs for the purpose of installation;
- 3.10. Creating a database about graduates;
- 3.11. Providing information to university students and graduates about the current vacancies and job requirements in the labor market.
- 3.12. Organizing "Career Day" information-introduction events and job fairs for graduates at the university;
- 3.13. Creating a database on the needs and opportunities of consumers of educational services, considering the supply and demand ratio for personnel in the labor market.

4. Rights and obligations of the center

- 4.1. The Center has the following rights in performing its functions.
 - 4.1.1 Submitting and requesting the execution of an order to the department of specialization and the relevant dean's office on the formation and periodic updating of the database on the contingent of graduating students;
 - 4.1.2. To request suggestions and recommendations from the departments regarding the data and other documents being prepared;
 - 4.1.3. Obtaining information from the dean's office and departments;(getting information about students` progress from the departments and dean`s office)
 - 4.1.4. Informing potential employers through taking course work, graduation work, master's dissertation topics from departments every academic year;
 - 4.1.5. Reviewing coursework, graduate work, master's thesis topics by involving potential employers and making changes and additions with them if there required;
 - 4.1.6. Getting information about textbooks and study guidebooks(for special majors) and other types of academic materials which are organised in the departments.

4.2. The center may also request other documents and information related to the educational process and employment of graduates from dean's offices, departments and other departments.

4.3. **The center has the following responsibilities:**

4.3.1. **Making proposals to the rectorate and the ministry for quality and timely preparation and approval of database and normative document for projects;**

4.3.2. To organize the process of employment of graduate students at the university and its monitoring on the basis of existing requirements, to introduce all legal and regulatory other documents and their requirements into this process.

5. Final Provisions

5.1. **Disputes arising on the specified issues in this regulation will be legally resolved .**

5.2. This regulation was discussed and adopted at the meeting of the University and the University Trade Union Committee, the Vice-Rector for Academic Affairs, the Vice-Rector for Youth Affairs and Spiritual-Educational Affairs, agreed with the vice-rector for scientific affairs and innovations, **The head of human resources department and the senior jurisconsult.**

AGREED:

Vice-rector for academic affairs

M.Eshov

Vice-rector for youth issues and spiritual educational works

S.Khudoykulov

Vice-rector for scientific affairs and innovations

G.Abdurakhmanova

The head of the trade union committee

A.Akhmedov

The head of human resources department

S.Khasanov

The senior jurisconsult

A.Rakhmonov