



Faculty of
Business
Administration

Program
Handbook for
B.A. in
Management

Department of Banking and Investments

TSUE 2023

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I. Academic calendar

The academic year for students at the university begins in September. According to the university's academic schedule, the first week of September is the "Orientation week" for the ones who are joining the university. Courses for academic groups are organized for 15 weeks per semester. Final control exams are scheduled for the last three weeks at the end of each semester. The academic year at the university ends in the end of May. In June and July, courses and summer school is organized for students who failed certain subjects during the semesters and are wishing to retake.

II. Mission of the University

University's mission: Making a worthy contribution to the development of the economy and humanity through the development of science, education, and innovation, training future leaders.

The main directions of the mission:

- Scientific justification of solutions to economic problems within the framework of integration of science, education, and production;
- training of qualified personnel with modern economic knowledge and practical skills, competitive in the labor market for economic sectors;
- active participation in the development and implementation of innovative technologies in the sustainable development of the country;
- make a significant contribution to the development of human capital to achieve the goals of sustainable development;
- to ensure continuous development based on best practices of leading foreign higher education institutions.

III. About the faculty

In the development of the national economy of our republic, the financial and banking system has been operating stably and reliably and has been showing high indicators. It is important to further reform and increase the stability of the republic's financial and banking system. In this respect, the Faculty of "International Economic Relations" was established by the order of the Minister of Higher and Secondary Special Education of the Republic of Uzbekistan dated April 28, 1990. Consequently, its name has been changed twice, according to the regulation from October 3, 2011, to "Investment activity" and from January 2, 2013, according to the order of the university No. 1, "Banking" faculty. In 2016, the faculty started functioning under the new name "Corporate Governance", which has now been replaced by the name of "Faculty of Business Administration". Currently, 1,600 students study at the faculty.

Departments within the faculty:

Banking and Investments

Management

Corporate governance

World economy

English language

Main programs offered

Specializations of Bachelor's degree

60410500 – Banking and auditing

60411200 – Management

60411600 – Corporate governance

60411900 – World economy and international economic relations

Specializations of Master's degree

70411201 – Management (by industries and sectors)

70410501 – Banking and auditing

70410403 – Investment management (by industries and sectors)

70411601– Corporate governance

70310107 – Antimonopoly management and development of competition

70411901 - World economy (by regions and activity type)

70411902 - Foreign economic activity (by sectors and activity type)

IV. Mission of the Faculty

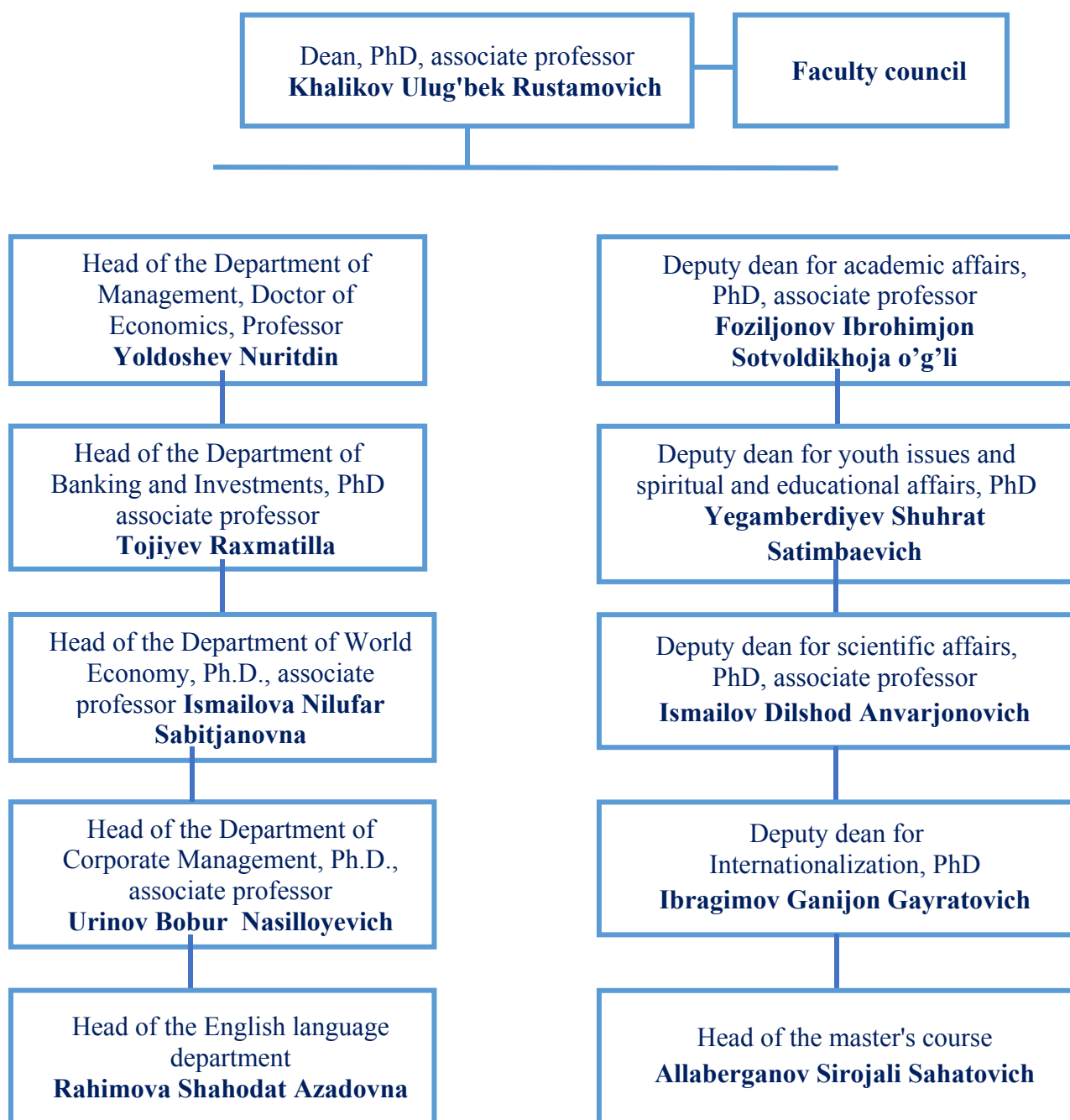
“Our mission is to foster innovation in our academic areas and furthering knowledge. We are dedicated to give our students a life-changing educational experience that will enable them to lead and be successful in their chosen professions. By encouraging civic responsibility, ethical conduct, and social participation, we want to be a catalyst for positive change in society.”

Our faculty builds the culture of its work environment based on the following values:

- commitment - faculty members' commitment to their academic specialties, students, and the organization they work for inspires them to strive for academic greatness and makes a positive contribution to the community's growth and development.
- cooperativeness - the faculty's readiness to collaborate and work well in teams with their peers, students, and stakeholders to accomplish shared goals and objectives, build a welcoming atmosphere, and advance a culture of respect and understanding.
- social engagement and networking - through networking, partnerships, and community service initiatives that improve their students' learning experiences and encourage social responsibility and ethical behavior, the faculty participates actively in the community and contributes to the social, economic, and cultural development of society.
- innovation - the capacity of professors to think innovatively and unconventionally, to create novel and cutting-edge theories, technologies, and methods that advance academic and societal advancement and open up fresh prospects for development and achievement.
- research excellence - the faculty's dedication to carrying out excellent research that advances knowledge, offers solutions to contemporary issues, and builds their institution's status as a premier academic one.

- conscious citizenship - faculty's dedication to ethical behavior, social justice, and sustainability through their teaching, research, and service activities as well as by setting an excellent example for their students and colleagues. Faculty's feeling of responsibility and accountability as members of their community.

V. Organization chart of the faculty with contacts



Faculty staff list with contacts

№	Full name of the staff	Position	Email
1.	Khalikov Ulug'bek	Dean,	u.khalikov@tsue.uz
2.	Faziljonov Ibrahimjon	Deputy dean for academic affairs, associate professor	ifoziljonov@tsue.uz
3.	Yegamberdiyev Shuhrat	Deputy dean for youth issues and spiritual and educational	sh.egamberdiev@tsue.uz
4.	Ismailov Dilshod Anvarjonovich	Deputy dean for scientific affairs,	d.ismailov@tsue.uz
5.	Ibragimov Ganijon Gayratovich	Deputy dean for Internationalization, PhD	g.ibragimov@tsue.uz
6.	Allaberganov Sirojali Sahatovich	Head of the master's course	s.allaberganov@tsue.uz
7.	Maksudov Temurkhan	The leader of the youth union of the faculty	temurkhanmaksudov@tsue.uz
8.	Yoldoshev Nuritdin Kurbanovich	Head of the Department of Management, Doctor of	n.yuldoshev@tsue.uz
9.	Tojiyev Raxmatilla Rahmonovich	Head of the Department of Banking and Investments,	r.tojiev@tsue.uz
10.	Ismailova Nilufar Sabitjanovna	Head of the Department of World Economy, Ph.D.,	nilufar.ismoilova@tsue.uz
11.	Urinov Bobur Nasilloevich	Head of the Department of Corporate Management,	b.urinov@tsue.uz
12.	Rahimova Shahodat Azadovna	Head of the English language department	sh.rakhimova@tsue.uz

VI. About the Department

The department of management was first established as “Trade management” in 1990 which was previously referred as the department of “Scientific organization and management of labor”. Our department aims at training of managers in various directions, who have studied the economic-analytical, organizational-commercial foundations of trade organization and management in depth. Since 1990 until present the department was headed by its founder N.K. Yoldoshev.

The department offers the following undergraduate degree:

1. BA in Management

The following subjects are taught by the department for the baccalaureate education level:

1. Introduction to management
2. Operational management
3. Organizational behavior
4. Quality management
5. Market theory and experience in Central Asia
6. Evolution of management thinking
7. Food industry technology
2. Strategic management
3. Production management
4. Innovative management
5. Management processes
6. Brand management
7. PR management
8. Innovative management
9. Production technologies
10. Project management

11. Strategic planning
12. Environmental management
13. Risk management
14. Time management
15. Social management
16. Business management

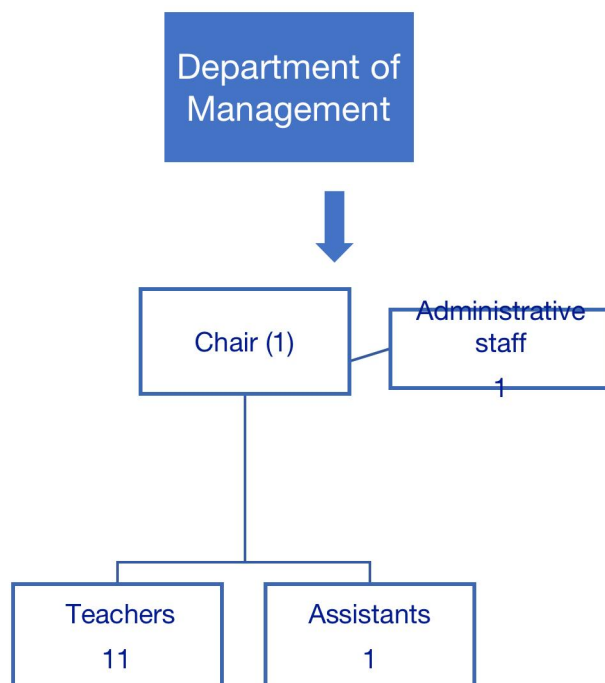
Throughout the department, students can choose the language of conduct of classes.

Classes are delivered in 3 languages:

- Uzbek
- Russian
- English

*** Students who are willing to have their classes in English must already be enrolled in the program. Enrollment exams are conducted in Uzbek and Russian languages.*

VII. Organization chart of the department, staff list with contacts



Department staff list with contacts

No.	Staff name	Designation	Contact details:
Teachers			
1	Yoldoshev Nuritdin Kurbanovich	Chair of the Department of Management, Doctor of Economic Sciences, professor	n.yoldoshev@tsue.uz
2	Saidov Mash'al Samadovich	Management Department, Doctor of Economic Sciences, professor	m.saidov@tsue.uz
3	Rashidov Jamshid Khamidovich	Management Department, Assistant Professor, PhD	j.rashidov@tsue.uz
4	Yusupova Dildora Turadzhanovna	Management Department, Assistant Professor, PhD	d.yusupova@tsue.uz
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9	Azlarova Munira Muhammed Amin qizi	Management Department, Senior Teacher, PhD	m.azlarova@tsue.uz
10	Shanazarova Gulyora Bakhtiyarovna	Management Department, Senior Teacher, PhD	g.shanazarova@tsue.uz
11	Yusupov Ulugbek Shukrullaevich	Management Department, Senior Teacher	u.yusupov@tsue.uz
7	Djuraeva Guzal Shavkatovna	Management Department, Senior Teacher	g.djuraeva@tsue.uz
12	Israilova Feruza Nazrillaevna	Management Department, Senior Teacher	f.isroilova@tsue.uz
Assistants			
13	Miss Abdiganieva Sitara Murodulla	Management Department, Assistent	s.abdiganieva@tsue.uz
Administrative staff			
14	Kadyrhodzhaeva Nilufar Rakhmatullaevna	Management Department, Department Manager	n.kadirxodjaeva@tsue.uz

VIII. Admissions & Language requirements

Admission process

For domestic applicants

Higher educational institutions carry out admissions by admission quotas based on state grants and payment contracts approved by the relevant decision of the President of the Republic of Uzbekistan or the Cabinet of Ministers. Admission of applicants outside the admission quotas is carried out based on the permission of the State Commission. Admission to higher education institutions is carried out for everyone (both on grants and a fee-contract basis), and applicants with the highest scores on the tests are admitted first based on state grants. The rest of the applicants are accepted within the payment-contract quotas established based on the test score rating. The "[Evaluation of Knowledge and Skills](#)" agency conducts entrance exams to higher education institutions.

For international applicants:

Admission of foreign applicants to the higher education institution is carried out based on the requirements of the regulation "On the admission of foreign citizens to the Tashkent State University of Economics".

Admission requirements

For submitting application for admission to the program, applicants are registered on a special electronic system developed by the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan *annually* from *July 10* to *August 10*.

Applicants register themselves in a special electronic system with their personal data, and the following documents are to be uploaded:

- a copy of a document on higher education (or copy from a diploma - for graduates of higher educational institutions of the Republic of Uzbekistan who studied on a scholarship);
- a copy of the supplement to the diploma of higher education.

Form of entrance exam is multiple-choice based tests that are structured according to the respective areas of study. Each applicant is to solve 50 test questions. Each correct answer is worth 2 points. The maximum number of points that can be obtained is 100 points. Exam lasts 60 minutes.

Admission rate, exam dates vary every year. Please check out university's website through the following link for up-to-date information: <https://tsue.uz/en>

IX. About course registration matters

According to specialization and study period, the total amount of study load for bachelor's courses is 240 credits. The number of credits that a student should earn in one semester is 30 credits. The amount of study load for a semester may occasionally be decided upon by the University Council using a different number of credits. The schedule of the educational process and education for the academic year, curriculums of majors and specialties, and syllabus of subjects are announced at least one month before the beginning of the academic year on the official website of the university (<https://tsue.uz/en/university>) and educational platform (<http://hemis.tsue.uz>). Before the academic term begins, students should familiarize themselves with the core subjects indicated in the curriculum and register for elective subjects by the deadline.

X. Program structure

The program lasts four calendar years (hence the total number of weeks below).

Components of the educational process	Number of weeks	Semester	State certification
Theoretical and practical education	112	1-8 sem.	Defense of graduation qualification work or State certification exams in specialized subjects
Qualifying practice	4	8 sem.	
Attestations	24	1-8 sem.	
Graduate thesis	4	8-sem.	
Getting to know the credit system	5	1-8 sem.	
Holiday	55	1-8 sem.	
TOTAL	204		

Students develop general and professional competencies, knowledge, and skills by completing mandatory and elective courses in the curriculum in a logical order, participating in internships, and engaging in other educational activities and tasks.

Names of academic subjects, blocks, and types of activities	Allocated credit
Compulsory subjects	144
Elective subjects	60
Qualifying practice	24
Final state certification	12

60411200 - Structure of the educational program for the bachelor's degree in *management* (by branches and sectors):

T.r.	Qualification code of science	Names of academic subjects, blocks, and types of activities	Credits	Semester
1.00		Compulsory subjects	144	

1.01	APPMAT16	Applied mathematics 1	6	1
1.02	ECOTHE6	Economic theory	6	2
1.03	ICTECO6	Information communication technologies and systems in the economy	6	1
1.04	APPMAT26	Applied mathematics 2	6	2
1.05	FORLAN16	Foreign language 1 (English, French, German, Korean)	4	1
1.06	FORLAN26	Foreign language 2 (English, French, German, Korean)	6	2
1.07	LANGUA4	Uzbek (Russian) language	4	2
1.08	HISSET2	History of economic doctrines	4	1
1.09	PHILOS4	Philosophy	4	1
1.10	MRHUZ4	The latest history of Uzbekistan	4	2
1.11	RELST4	Religious studies	4	2
1.12	INTMAN6	International Management	6	1
1.13	STATIS6	Statistics	6	4
1.14	OPEMAN6	Operational management	6	3
1.15	BUSMAT6	Business mathematics	6	3
1.16	MICROE6	Microeconomics	6	3
1.17	MACROE6	Macroeconomics	6	4
1.18	ORGBEH6	Organizational behavior	6	3
1.19	QUAMAN6	Quality management	6	4
1.20	ACCOUN6	Accounting	6	4
1.21	STRMAN6	Strategic management	6	5
1.22	FINANC6	Financial basics	6	6
1.23	INTECON6	Introduction to Econometrics	6	6
1.24	INNMAN6	Innovative management	6	6
1.25	PROMAN6	Production management	6	5
1.26	RESMS6	Research methods and skills	6	7
2.00		Elective subjects	60	
2.00		<i>Elective subjects (10)</i>	60	4,5,7
		Total	204	
		Internship	24	6,8

		Final state attestation	12	8
		Total	36	
		Total	240	

XI. Definition of credit hours / credit

A credit is a unit of measurement of the educational load mastered by a student in a particular subject according to the results of education. Credits can be expressed in whole, fractional numbers according to the rule.

In the credit-module system, 1 credit is equal to 30 academic hours of study (1 academic hour consists of 40 minutes). That is, in order for a student to collect the appropriate credits in a particular subject, it is necessary to master a certain amount of educational load. The study load is divided into 40% classroom hours and 60% independent working hours in the bachelor's degree. The number of credit hours and the amount of the academic load are determined by the University Council and are transparently posted on the University's website.

The main tasks of monitoring and evaluating students' knowledge based on the credit system of education are as follows:

- a. control and analyze the level of students' formation of relevant knowledge, skills, and qualifications in accordance with state education standards, qualification requirements, and professional standards;
- b. assessment of students' knowledge, skills, and qualifications is based on the principles of providing assessment based on State educational standards, accuracy, truthfulness, reliability, and convenient form;
- c. organization and analysis of mastering of subjects by students in a systematic manner and within specified periods;
- d. development of students' independent work skills, organization of effective use of information resources;
- e. impartial and fair assessment of students' knowledge and timely announcement of its results;
- f. organization of an electronic system of assessment in the educational process (introduction of an electronic journal and its effective maintenance, online and local acceptance of independent assignments in subjects).

XII. Students transfer and academic mobility

Students transfer

Transfer students are required to fill in the online application form centralized by the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan and take the state exam, students who score higher than the required rate are approved to continue their studies at TSUE. For detailed information, please refer to <https://transfer.edu.uz/en>

Academic mobility

The following records are required for the university to accept student's credits earned and approve mobility in another institution:

- catalog of Subjects;
- educational agreement;
- academic reference;
- credit evaluation and recognition table;

These documents reflect educational outcomes and serve as the foundation for credit recognition and transfer to a higher education institution. These documents reflect the results of education and are the basis for recognizing and transferring credits to a higher education institution. The amount of credits acquired by the student for the achievements in the educational program of another educational institution corresponding to the educational outcome is equal to the number of credits acquired for the educational outcomes determined by the university. According to the agreement on education, all credits acquired by the student within the framework of academic mobility are considered by the university without any additional assignments for the student in mastering the educational program. The learning outcomes specified in partner organizations' educational programs abroad must match or complement the learning outcomes specified in the university's educational program. The results of education are recognized after the period of study abroad.

XIII. About ECA (Educational Credit Assessment)

The university controls student knowledge by conducting Formative assessment, Midterm, and Final (Summative assessment) types of assessments based on the nature of the subject. Student knowledge is evaluated on a 100-point scale. From this, 30 points are given for the student's participation in classes and independent work, 20 points for midterm control, and 50 points for Summative assessment (Final Examinations). Final examinations are done in written form. The total score of the student in the subject during the semester is calculated by the following formula according to the established rules for each control type:

$$\mathbf{FR = FA + MCW + SA}$$

FR - Final result, FA= Formative assessment, MCW- Midterm control work, SA- Summative assessment (final examinations).

A student who misses 25% or more of the class time allotted to one subject will be excluded from that subject, will not be allowed to take the final exam, and will not receive the corresponding credits. A student who was not allowed to take the final examination or failed the final exam is considered an academic debtor.

Academically indebted students may re-study unlearned subjects at their own expense during the holidays or the following semesters after making a payment based on the amount of the base payment agreement in accordance with the number of non-acquired credits in the relevant subjects.

Note: a student who has not scored at least 60% of the total points (50 points) allocated for participation in classroom activities, summative assessment, and midterm control work is not allowed to take final examinations. In addition, a student who does not score at least 60% of the total 50 points allocated for the final exam is considered to have academic debt.

XIV. About co-op / Industrial training / practicum

Co-operation of the Department

The department actively collaborates with the following educational institutions:

- The Ural State Agricultural University
- The Ural State University of Economics
- Peter the Great St. Petersburg Polytechnic University
- Chelyabinsk State University
- The Ural State University of Means of Communication

With our partner-universities we organize staff training and staff exchange programs in each academic year.

Industrial training/practicum

In the last year of studies students are required to do internship in management companies, insurance companies, SMM enterprises or any institution that provides relevant experience. This internship is compulsory and accounts for 12 credits. Qualification practice integrates theoretical knowledge from various disciplines like Production Management, Marketing, and Management with practical application. Students gather practical information through internships, analyzing the socio-economic and managerial context of their chosen organization to inform their graduation project.

The structure of the internship

Internship is carried out on the basis of the calendar work plan developed by the head of practice established in the department and approved by the head of the department. It is necessary for the head of the internship to approach each student and the practical object in an individual way. Also, "Student's calendar work plan" should be clear, purposeful and result-oriented.

The management of the company appoints a manager for the internship period to the student among the host institution's qualified specialists.

****Sample week-based plan with the example of commercial bank. Plan can be changed accordingly depending on the type of the internship institution.*

Week	Plan to be followed
Week 1	To study the history of establishment and development of the enterprise, to give it a socio-economic description. To study the organizational structure of management in the enterprise.
	Analyze the internal structure of the enterprise by examining its constituent departments and their respective operational roles.
Week 2	Assessing the enterprise's effectiveness through a lens of social, economic, and financial metrics.
	Analyze the utilization of the enterprise's assets
Week 3	Learn the displacement of financial resources of an enterprise
	Learn the organization of employee's responsibilities
Week 4	Learn the organization of marketing service and management practice
	Learn the organization of marketing service and management practice with innovation activities
Week 5	Learn to identify the roadblocks hindering the enterprise's organizational and managerial efficiency
	Discussion of the issues of implementation of proposals for improving the enterprise's activities and preparation of the qualification practice report.

For more information, please contact the department staff.

XV. Graduation requirements

Students should earn 240 units of credits to be able to graduate from the program. Students who fail the courses can retake courses or register for another course that gives the same unit of credits.

Students are successfully passed from course to course at the end of each academic year based on the grade point average indicator, or GPA (hereafter referred to as GPA). The student's GPA must be at least 2.7 on a scale of 5 to advance to the next year. Regardless of GPA, the student must have accumulated 240 credits by the end of the fourth year and successfully complete the subjects specified in the 4-year curriculum, professional practice, and graduation work. If an undergraduate student's GPA at the end of the fourth year (average for 4 years) is 2.7 on a 5-point scale or higher, but the number of credits is less than 240 credits, in this case, a student is not qualified to graduate and retakes the fourth year. After being admitted as a freshman, a student is allowed to complete the undergraduate degree up to 8 years. Re-studying and restarting studies after the completion of the entire educational period is not allowed.

XVI. About examination system: barring, GP, GPA, CGPA, Supplementary, Attendance & Absenteeism, Non-performance, etc.

Each course has their different requirements for its successful completion. Please refer to the syllabus of the course to find out more about the requirements to pass the course.

XVII. Students complaints

Dedicated process exists for students to address any troubling situations through the following complaint mechanism:

1. Submitting case: Share your concerns (name, contact, details, issue) through email, phone, meeting, or online portal (if available).
2. Getting registered: Each appeal gets a unique ID for tracking and assigning responsible individuals.
3. Expert review: Specialists analyze your appeal, gather details, and determine its urgency and review timeline.
4. Finding solutions: Based on the analysis, responsible persons take action: consulting you, investigating, forming committees, providing info/recommendations.
5. Keeping you informed: We communicate progress updates and request additional info if needed, ensuring transparency throughout the process.
6. Closing the loop: Once resolved, you'll be notified of the outcome, actions taken, and any explanations/recommendations.
7. Continuous improvement: We analyze all appeals and their outcomes to identify areas for improvement and refine our student appeal process further.

XVIII. About Industry advisory board

The department continuously works with the relevant institutions of management industry to keep balance between theory and practice. The following commercial banks are official partners of the department:

1. Uztuqimachilik Association
2. Uzsanoatqurilishmateriallari Association
3. Uzbekistanpaxta-toqimachilik klasterlari
4. Uzeltexsanoat Association
5. Uzbekistan Marketing Association
6. Partner Tex LLC
7. Fergana Polytechnical Institute
8. Semurg Insurance
9. New Times Buildings LLC

Department collaborates with aforementioned institutions in terms of dissertation themes for graduating students, household contracts, students' internship, employment matters and many more. Responsible staff from both sides are assigned to maintain continuous partnership.

XIX. Behavioral rules, dress code

University students should wear modern clothes in accordance with the rules of etiquette formally and appropriately. Students are obliged to treat team members and other students with respect, fully complying with the rules of conduct and internal discipline established by the university. Students should not go beyond the limits of discipline and etiquette during the educational process, exams, and other university activities.

The following cases are among the violations committed by students:

- having an uncivil attitude toward team members, students, and university equipment;
- aggressive and disrespectful behavior towards professors and teachers, exam supervisors;
- putting physical and mental pressure on professors and examiners;
- deliberately disobeying instructions given by professors, examiners, or an authorized team member;
- trying to bring mobile devices, electronic devices of various types, books, or notebooks into the exam, which are not authorized by professors and exam supervisors;
- taking exam papers out of the room, exchanging them, talking to each other during the exam, and cheating.
- participating in the exam on behalf of another student, submitting a false document (administrative and criminal liability is established for this);
- plagiarism and copyright infringement.

**Note: The Faculty of Business administration reserves the right to make changes to the content of this software guide without prior notice*

There is no specific dress code required to attend classes. However, students are asked not to wear jeans, leggings, low-cut tops, short and tight outfits.

FOUNDERS OF FUTURE



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