



# Academic information for students of Ajou University in Tashkent

## I. Academic Information

### 1. Academic Schedule

- a. Period of semester: September 14<sup>th</sup> ~December 29<sup>th</sup>
- b. Day of Classes: 16 weeks per semester
- c. Makeup classes: We have to fill 16 hours of class hours for each credit to get Korean degree  
(2 hours for laboratory, design classes)
- d. Class hours
  - 75 minutes (for 3 credits 2 times of 75 minutes of classes and 15 minutes of rest)
  - 50 minutes (for 1 credit class of 50 minutes of class and 10 minutes of rest)
- e. Important Academic Schedule

### 2023-2024 Academic Year

1 <sup>st</sup> Semester (Fall semester)	Sep.14 (Thu),2023	Start of semester
	23-24 Sep. (Sat-Sun)	Retaking exam (for 2022-2023 2 <sup>nd</sup> sem)
	Oct. 2 (Mon)	Alternative Holiday of Teacher's Day
	Oct 30 (Mon) ~ Nov 3 (Fri)	Mid-term
	18-19 Nov. (Sat-Sun)	Retaking exam (2 <sup>nd</sup> years expected)
	Dec.8(Fri),2023	Holiday(Constitution Day)
	Dec.25(Mon).~29 (Fri),2023 Dec.29 (Fri),2023	Final term End of semester
2 <sup>nd</sup> Semester (Spring Semester)	Feb. 1 2024 (Thu)	Start of semester
	Mar. 8 (Fri)	Women's Day
	Mar 21(Tue) - 22(Thu)	Navruz(Expected)(3)
	Mar 26(Tue) – Apr. 1(Mon)	Mid-term
	Apr 10(Wed)~ 12(Fri),2024	Ramadan Hayit (Expected)(3)
	May 9(Thu)	Victory Day(1)
	May 27(Mon)~31(Fri),2024 May 31(Fri),2024	Final Term End of semester

- Academic Schedule can be changed for university or government reasons.

## 2. Classes

### a. Time table

○ Time table will be fixed by course registration by Academic affairs. Course registration will be done by each group. It will be noticed by group coordinators or tutors.

○ Detailed information of courses will be provided on each syllabus

### b. Class rooms.

c. Academic affairs team office: B-305

### d. Lecture evaluation

○ Students will make evaluation of each class once in each semester.

○ The results of evaluation will be used for assessment of the classes.

### f. LMS ( AIS, Blackboard )

○ Class materials will be proceeded in LMS(AIS or Blackboard system) which will be prepared middle of September. Detailed explanation session will be informed separately.

### g. Attendance

○ Students shall attend at least 3/4 of the class hours per semester for each course

(If attendance is below 3/4 of the class hours, students will get F in that subjects)

- If the reason for absence corresponds to any of the following items, the absence may be recognized as attendance. However, reasons no. 2 and 3 shall not be recognized as attendance during the examination period.

No.	Reasons for Recognition	Period for Recognition	Documentary Proof
1	Death of a spouse, Lineal ascendant, lineal descendant, sister or brother	Lineal ascendant & lineal descendant: within 5 days Others: within 3 days	Death certificate & family relation certificate
2	Military service	Corresponding date	Draft notice, Military training notice, etc.
3	Menstruation absence	Once every month (within five days every semester)	Hospital report (menstruation cramps must be specified)
4	Hospitalized due to illness or accident	Period of hospitalization (within ten days every semester)	Hospitalization confirmation note (from general hospital)
5	Educational training, etc.	Training period	Confirmation note (from relevant department)
6	Other unavoidable		

	circumstances approved by Rector		
--	----------------------------------	--	--

### 3. Grades

a. Taking the exams.

- Time: Mid-term and Final exam will be proceeded in a class time or designated time of the mid-term and final term period.

b. Test and grading : Relative Grade system

- Grade: Assessment by Attendance, Midterm, Final Exam, Quiz, Practice, Verbal test, Assignment, etc. as written on syllabus
- Grading system

Grade	GPA	Grade	GPA	Grade	GPA
A <sup>+</sup>	4.5	B <sub>0</sub>	3.0	D <sup>+</sup>	1.5
A <sub>0</sub>	4.0	C <sup>+</sup>	2.5	D <sub>0</sub>	1.0
B <sup>+</sup>	3.5	C <sub>0</sub>	2.0	F	0

○ Grading is relative evaluation.

- Basic rule (Grade : Ratio)

Grade & Relative Grading Ratio
A <sup>+</sup> ~ A <sub>0</sub> : Not more than 30%
A <sup>+</sup> ~ B <sub>0</sub> : Not more than 70%
Not more than C <sup>+</sup> : Not less than 30%

- Courses with Lab and practical training courses, practice courses, design courses, and courses recognized and approved for special operation methods

Grade & Relative Grading Ratio
A <sup>+</sup> ~ A <sub>0</sub> : Not more than 40%
A <sup>+</sup> ~ B <sub>0</sub> : Not more than 90%
Not more than C <sup>+</sup> : Not less than 10%

○ Acquired credits cannot be given up.

### 4. Registration

- Students should register, that is pay, on designated period before start of the academic year.

## 5. Expulsion, Academic Warning

### ○ Expulsion

Students who fall into any of the following items shall be expelled.

1. Students who failed to complete registration, that is payment of tuition, within the designated period without any reason
2. Students who have been expelled in accordance with disciplinary procedures
3. Students who dropped out
4. Students who received 3 consecutive academic warnings during their enrollment period
5. Students who exceeded their duration of enrollment
6. Students whose actions are in breach of their duties as students

### ○ Academic warning

Academic warnings shall be given to students who fall under any of the following items.

1. Those with a GPA of 1.75 or lower in the semester
  2. Those with an F for 6 credits or higher in the semester
  3. Those who paid the tuition but did not register for classes
- Students who received academic warnings shall be notified on their report card when grades are sent.
- Students who receive third consecutive academic warnings during enrollment shall be expelled.

## 6. Graduation

### ○ Graduation Requirements

1. The credits required for graduation shall be no less than 128 credits.
2. In order to be recognized for completion of each year in the undergraduate program, students shall earn no less than the credits calculated according to '(graduation credits/study duration) × year level.'
3. The graduation requirements for the undergraduate program are as follows.
  - a. Those who have completed the prescribed registration(payment) ,designated curriculum
  - b. Those with a cumulative GPA of 2.0 or higher
  - c. Those who meet the graduation requirements set by each department (major)

### ○ Revocation of Degree

In the event it is found that a student received a degree conferment through cheating, the Rector may revoke the conferment of the degree.

## 7. ETC

Other things related to academic affairs are followed as written in the Student regulation which is approved by Committee from Ajou University in Korea and other rules in Ajou University.

## II. Student Behavior Guidelines of AUT

### Academic Integrity

Having integrity means believing in the principles and standards of AUT and making sure your behavior is consistent with those principles and standards. Through the academic integrity you can trust each other and you can add value to your degree.

#### Academic misconduct

Academic misconduct can be defined generally as all acts of dishonesty in an academic or related matter. All forms of academic dishonesty and misconduct are considered academic integrity violations and are subject to suitable sanctions.

#### [Actions considered as Cheating]

All examples offered below are illustrative only, and do not preclude the imposition of sanctions up to dismissal for other forms of academic misconduct behavior that do not fall within a given category listed below or that impact the classroom experience in any way.

Specific examples include, but are not limited to, the following:

- Refusing to submit when supervisors demand identification or inspections
- Not accepting the exam proctor's guides and directions
- Disrupting the staff from testing or causing any other distractions
- Taking the exam for someone else or allowing someone to take the exam for you
- Using or accessing any kinds of electronic devices or wearable technology including mobile phone, calculator, electrical watch, etc)
- Using personal belongings not allowed during the exam
- Making the answers before or after the punctual exam time
- Not arriving or leaving the examination hall according to schedule
- Copying from other students.
- Revealing the answers to other students intentionally
- Forcing other students to show their answers coercively
- Exchanging any information of any kind with anyone during the exam
- Interrupting other students during the exam intentionally
- Scrawling on the desk and wall
- Trying to make the leakage of exam questions
- Duplicating and distributing test material without permission
- Performing other actions that are considered as cheating by proctors
- Being recognized as a cheating even after the exam finished
- Making and using forged or falsified transcript
- Using toilet in the exam time.
- Using correction tape in the exam time.

- During exam time, students cannot exchange paper, eraser, or any other items between students.
- When revising the answer, draw two lines with a ballpoint pen and correct it.

### **[Prohibited behaviors for students]**

- Due to the violation of these rules, disciplinary sanctions can be imposed up to dismissal
  - Bribery for gaining unfair academic advantage
  - Damaging campus computer system
  - Destroying evidence
  - Engaging in Conspiring to engage in, or Facilitating Academic Dishonesty
  - Helping someone else to commit an act of academic dishonesty.
  - Being rude to professors, speaking without reason during the classes
  - Discussing with the professors the grade of others
  - Disrespecting toward staff members in AUT
  - Any actions which are considered as cheating, misleading or distracting professors
  - Submitting assignments or written works, done by other people for their gain
  - Coming to classroom in drunk or without observing appropriate dress codes
  - Absence in classes and being late and giving others disturbance
  - Leaving the classroom without any permission of the professor in the classroom
  - Intentional harm to other's efforts.

### **[Students Should do..... in the Campus]**

- Respect professors.
- Have respect for university property.
- Follow the dress code and communication rules.
- Bring ID card to enter the campus.
- Not litter in the campus. Garbage should be thrown in dustbins
- Not use or distribute of narcotic drugs and psychotropic substances, alcohol and
- Be punctual all the time
- Turn off cell phones in classroom.
- Not have private conversation during class.
- Not write anything on the desk
- Not eat and chew the gum.

## **III. Contacts**

Sang Hyung Lee, Director of academic affairs, [klove@ajou.uz](mailto:klove@ajou.uz)

Eun Ha Jeong, Manager , Academic Affairs, [jeh@ajou.uz](mailto:jeh@ajou.uz)