**Tashkent Information Technologies named after Muhammad al-Khorazmi**

**"Career Center and Student Affairs" department of the university**

**1. General rules**

 1.1. This Regulation is based on the decree of the President of the Republic of Uzbekistan dated December 24, 2021 "On additional measures to ensure the academic and organizational-management independence of state higher education institutions" and, "State higher education was developed on the basis of decisions PQ-60-61 "On measures to provide financial independence to local institutions".

 1.2. This Regulation is the main legal document in the activity of the "Career Center and Student Practice" department of the university.

 1.3. "Career center and student practice" department Constitution of the Republic of Uzbekistan, the Law "On Education", decisions and decrees of the President of the Republic of Uzbekistan on providing qualified personnel to economic sectors, the current Labor Code , works on the basis of legislation and relevant regulatory legal documents in the field of education.

**2. The purpose of the "Career Center and Student Services" department**

Development and implementation of specific strategies of the university's activity in the market of educational services, and the process of training personnel in undergraduate majors and master's specialties in order to increase the rating of the university, and the process of assigning them to work by consumers (employers) Directing the fulfillment of the requirements set for a potential specialist and leading this process, planning advertising and information and providing incentives for its promotion, implementation of job distribution and placement of graduates, and educational services. to prepare for the presentation in time, to establish an organic relationship between the university and the graduates, to post their future professional activities, achievements and experiences on the official website, to establish a relationship between them and students, skill It consists of organizing classes, organizing and supervising contracts.

**3. Duties of the "Career Center and Student Services" department**

 3.1. To teach university students the basics of labor laws, the skills of searching for suitable vacancies in the labor market, the methods of preparing a resume for employment and interviewing with an employer, introducing them to the documents required for employment;

 3.2. Involving advanced specialists and experts of the economic sectors, to guide students to the profession, to introduce and provide modern information about the current and prospective situation in the labor market, specific professions, workplaces and employers, prospective enterprises;

 3.3. Organization of job fairs, career days with the participation of labor authorities, interested agencies and organizations, and implementation of events that increase the interest of students in their future professional activities;

 3.4. Preparing and publishing other analytical materials on the university's training of specialists, employment of graduates, current work (career) of graduates who have already graduated from the university, quality indicators of the university's activities;

 3.5. Based on the current and prospective orders received from the main employers, the formation of a strategic database on the personnel needs of enterprises and organizations at the university, as well as its constant updating and expansion.

 3.6. Organization of various contests and labor fairs in order to organize dialogues between employers' organizations and students.

 3.7. Taking into account the prospects for the development of the economy and social networks of the republic and relevant regions (provinces), preparing proposals for opening new educational (preparatory) areas or specialties, as well as for stopping those that do not meet the requirements of the educational services market, sufficient identify a list of undergraduate majors and graduate majors that do not have an employer.

3.8. Preparation of recommendations for making specific changes to the content of current education based on the opinions of employers (consumers) about graduates (objections, shortcomings of young specialists, reasons for rejection) and suggestions for improving the quality of education.

3.9. All-round support for students' practice and employment, formulating a list of potential employers, cooperation, bringing to the attention of students information about vacant jobs through social networks and the official telegram channel. As well as effective use of the potential of graduates who have achieved high results;

3.10. Creation of a data bank about the graduates of the current year (with the last name, first name, first name indicated in the form of full-time and part-time education based on the state grant and payment contract in the field of education and specializations).

**4. Rights of the "Career Center and Student Services" department**

 The head of the "Career Center and Student Practice" department, who is responsible for the activities of the "Career Center and Student Practice" department of the university, has the following rights:

 4.1. To request information from relevant departments of the university (scientific and methodical councils, educational and methodical units, faculties, departments, etc.)

 4.2. Involve university pedagogues-staff and leading experts of employer (consumer) institutions, enterprises and organizations (on the basis of an agreement) to design and organize the system of conducting employment surveys, assigning graduates to work and distributing information about them (on the basis of an agreement) ;

 4.3. Supervision of the activities of faculties and relevant departments in accordance with the conditions set by the employer (consumer) institutions, enterprises and organizations of graduates' professional skills and training level;

 4.4. Taking into account the requirements and recommendations of employers (consumers), making suggestions on improving the professional qualities and competitiveness of graduates, introducing advanced pedagogical and information technologies into the educational process;

 4.5. Employers' (consumers') opinions about young professionals: analysis of their objections, shortcomings and reasons for rejection, and suggestions for improving the quality of education, as well as the formation of a new generation of graduates who meet the requirements of the educational services market, including making recommendations to basic higher education institutions;

 4.6. Based on the suggestions of employers (consumers), development of recommendations to eliminate deficiencies in existing educational methods (technologies);

4.7. Cooperation with the relevant institutions, enterprises and organizations on job distribution and placement of graduates;

4.8. Based on the current regulatory documents, make proposals to the University Council on making relevant changes to the existing system of job distribution of graduates or improving it;

4.9. Monitoring the activities of faculties, relevant departments, admissions commissions and evaluating their effectiveness regarding the content of advertisements about graduates and the publication and delivery of information to consumers through the mass media and printed publications;

4.10. Organizing the participation of university employees in national and international exhibitions, fairs, meetings and conferences in order to demonstrate the capabilities and advantages of graduates;

4.11. Determining the main directions of the activity of the "Career Center and Student Practice", determining the set of issues related to the responsibility of employees, approving their job duties;

**5. Obligations of the "Career Center and Student Practice" department**

 5.1. Full responsibility for the timely and high-quality performance of the tasks assigned to the "Career Center and Student Practice" department in accordance with this Regulation rests with the First Vice-Rector for Youth Affairs and Spiritual and Educational Affairs of the University and the "Career Center and Students practice" is entrusted to the head of the department.

 5.2. The level of responsibility of other employees and departments (vice-rectors, faculty deans, heads of relevant departments, heads of relevant departments) is determined in accordance with the duties of the position.

**6. The structure and financial support of the "Career Center and Student Practice" department**

6.1. The "Career Center and Student Internship" department is organized on the basis of the Career Center and Student Internship Department of the university.

6.2. The "Career Center and Student Internship" department is headed by the head of the Career Center and Student Internship Department, who coordinates the activities of all departments of the university related to student internships and graduates.

6.3. The number of employees of the "Career Center and Student Practice" department is formed on the basis of the model staff unit of the university, and the staff table is approved by the rector.

**7. Organization, management and control of the "Career Center and Student Practice" department**

7.1. The activities of the "Career Center and Student Practice" department will be under the authority of the university rector.

7.2. The "Career Center and Student Practice" department submits relevant information on the performance of the tasks assigned to it to the Ministry of Higher and Secondary Special Education in the specified forms and terms.

7.3. The activities of the "Career Center and Student Practice" department are coordinated and monitored by the first vice-rector for youth issues and spiritual and educational affairs.