



American University
of Technology

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Student Handbook

Academic Year 2026 / 2027



AMERICAN UNIVERSITY OF TECHNOLOGY

Student Handbook

Academic Year 2026—2027

Our practical guide to student success at AUT

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Welcome from the Rector

Dear Students,

Welcome to the American University of Technology.

Whether you are joining AUT for the first time or continuing your studies with us, you are an important member of our University community. AUT is committed not only to providing you with an excellent education, but also to ensuring that you feel supported, included, and able to succeed throughout your student journey.

University life brings opportunities, responsibilities and, at times, challenges. You should never have to wonder where to go, whom to contact or what to do when you need academic guidance, personal support, or practical assistance. This Student Handbook has therefore been designed as your guide to everyday life at AUT—from your first day and First-Year Experience through your academic progression, participation in University life, professional development and graduation.

At AUT, student success is a shared responsibility. We will provide you with teaching, guidance, support, and opportunities. In return, we expect you to attend, participate, act with integrity, treat others with respect, take responsibility for your decisions, and ask for help when you need it.

Please read this Handbook carefully and keep it as a reference throughout your studies. Each section explains what you need to know, what is expected of you, what support is available, and exactly where to go for assistance.

I wish you every success at AUT. Make the most of your time here, contribute positively to our community, and never underestimate what you can achieve through commitment, curiosity, and hard work.

Professor Victoria C. Fontan, PhD, EdD
Rector
American University of Technology

Purpose of the Student Handbook

The AUT Student Handbook is the University's authoritative guide to student experience.

It explains:

- how to begin and navigate your studies at AUT;
- how the First-Year Experience and peer-mentoring program support new students;
- how to access academic advising and student-success support;
- what services, facilities and opportunities are available;
- the standards of academic integrity and personal conduct expected at AUT;
- how concerns, complaints and disciplinary matters are handled;
- how to access medical, wellbeing and emergency support;
- how to participate in clubs, leadership, volunteering, sports and University events;
- how to access career, international and professional-development opportunities; and
- how to prepare for graduation and remain connected to AUT.

The Handbook applies to all AUT students, including undergraduate, graduate, full-time, part-time, exchange and visiting students, where relevant.

Its conduct requirements apply:

- on University premises;
- during classes and examinations;
- in online learning and digital University spaces;
- during internships, placements and work-based learning;
- during University-sponsored travel, events, and activities;
- when using University facilities, systems or resources; and
- whenever a student represents AUT.

The Student Handbook and the Academic Catalog

AUT has two authoritative student-facing documents:

The Academic Catalog

The Academic Catalog establishes the University's formal academic framework. It contains the official rules governing:

- admission and transfer;
- academic programs and Plans of Study;
- registration and course loads;
- attendance;
- grading and GPA;
- academic standing and progression;
- failed courses and course repetition;
- academic appeals;
- degree requirements; and
- graduation.

The Student Handbook

The Student Handbook explains how students experience and navigate AUT in practice. It governs and describes:

- orientation and the First-Year Experience;
- academic advising and student-success pathways;
- academic-integrity procedures and sanctions;
- student conduct and discipline;
- student rights and responsibilities;
- complaints and grievance procedures;
- health, safety, wellness and wellbeing;
- student life, clubs, leadership and volunteering;
- responsible use of technology;
- financial responsibilities and scholarship obligations;
- career and international opportunities; and
- the focal points, offices, and escalation routes are available to students.

The AUT Honor Code, contained in the Academic Catalog, establishes the values and standards expected of every AUT student. This Handbook mirrors and operationalizes the Honor Code by explaining how those standards apply to academic work, personal conduct, the Honor Code by explaining how those standards apply to academic work, personal conduct and participation in University life.

The Catalog and the Handbook must be read together:

- for formal academic requirements, the Academic Catalog is authoritative;
- for student conduct, disciplinary procedures, student support and everyday University life, the Student Handbook is authoritative; and
- applicable laws and regulations of the Republic of Uzbekistan prevail over both documents.

AUT does not require students to locate or reconcile separate stand-alone policies. Forms, schedules, instructions and administrative guidance may be used to implement the Catalog and Handbook, but they do not create independent student policy.

Any approved change affecting students must be incorporated into the Academic Catalog or Student Handbook, as appropriate, and communicated through official University channels.

How to Use This Handbook

The Handbook follows the student journey from admission to graduation.

Each major section will tell you:

- What you need to know
- What is expected of you
- What you should do
- Who can help
- Where the responsible office is located
- How to contact the responsible focal point
- When you should expect a response
- How to escalate the matter if it remains unresolved

Students are expected to:

- read the Handbook and Academic Catalog;
- check their AUT email and official University platforms regularly;
- meet all published deadlines;
- provide accurate information when contacting University offices;
- include their full name and student ID in official requests;
- use the correct focal point for their concern;
- allow the stated response time before following up; and
- raise questions promptly rather than waiting until difficulty becomes more serious.

No student will be disadvantaged for seeking guidance, reporting a genuine concern, or requesting appropriate support.

Where to Seek Urgent Help

If you or another person faces an immediate threat to health or safety:

- contact the appropriate national emergency service immediately;
- notify the University's designated campus safety or emergency focal point;
- follow the instructions of University personnel or emergency responders; and
- do not place yourself or others at additional risk.

The complete emergency numbers, campus contacts, Medical Office location and wellbeing escalation pathway are provided in Section 10: Campus Safety and Emergencies and Section 9: Health, Wellness and Wellbeing.

1. AUT and Your University Community

AUT is more than a place of study. It is a community in which students, faculty and staff share responsibility for creating an environment grounded in academic excellence, integrity, respect, inclusion and student success.

This section introduces the University, the values that guide it, and the rights and responsibilities that come with being a member of the AUT community.

1.1 About AUT

The American University of Technology (AUT) is an international university in Tashkent established under Presidential Resolution No. PQ-261 of the Republic of Uzbekistan.

AUT provides undergraduate and graduate education designed to combine international academic standards with the educational, professional and economic priorities of Uzbekistan. Its programs promote critical thinking, communication, innovation, technological capability, ethical leadership and readiness for employment in a changing global environment.

Powered by Arizona State University through the ASU-Cintana University Alliance, AUT benefits from internationally informed curricula, academic collaboration, faculty development and opportunities for global engagement. Students may also have access to approved dual-degree, mobility and international-learning pathways, subject to the requirements of their program.

AUT is committed to providing a student-centred learning environment in which students are expected to participate actively, take responsibility for their progress and contribute positively to the University community.

1.2 Mission, Vision and Values

Our Vision

To become a leading, internationally connected university in Uzbekistan, recognised for high-quality education, innovation, practical learning and its contribution to the development of globally competitive graduates.

Our Mission

AUT's mission is to provide high-quality, student-centred and career-oriented education that meets international standards and prepares students for success in a rapidly changing world.

Through its partnership with Arizona State University and the ASU-Cintana Alliance, AUT connects students to global academic resources, practical skills-based learning and international progression opportunities.

Our Values

AUT is guided by five institutional values:

Quality

We deliver education aligned with international standards. Students contribute to quality by attending, participating actively, completing their work responsibly and providing constructive feedback.

Innovation

We prepare students for emerging fields, new technologies and new ways of working. Students are encouraged to be curious, creative and willing to explore new ideas responsibly.

Relevance

We connect learning to careers, industry and the development priorities of Uzbekistan. Students are expected to apply their knowledge to practical challenges and prepare actively for professional life.

Integrity

We build our University community on trust, honesty, responsibility and academic seriousness. Students must act truthfully, submit their own work, acknowledge the contributions of others and accept responsibility for their decisions.

Opportunity

We expand access to high-quality education and support students in achieving their potential. Students are expected to make responsible use of the opportunities, guidance and resources available to them.

These values inform the AUT Honor Code contained in the Academic Catalog and guide student conduct, academic work and participation in University life.

1.3 The ASU–Cintana University Alliance

AUT is powered by Arizona State University through the ASU-Cintana University Alliance, an international network of universities committed to expanding access to high-quality, innovative and globally connected education.

Through this relationship, AUT benefits from:

- internationally informed curricula and course materials;
- academic quality-assurance practices;
- faculty development and professional collaboration;
- master classes and learning opportunities involving international experts;
- innovation-focused and applied learning approaches;
- access to the wider ASU-Cintana global network; and
- approved international progression, mobility and dual-degree opportunities.

AUT is an independent university established and licensed in the Republic of Uzbekistan. It is not a branch campus of Arizona State University. Students who complete an AUT degree program receive an AUT degree unless they apply for, satisfy the requirements of and enrol separately in an approved dual-degree or international progression pathway.

Participation in a dual-degree, exchange or mobility opportunity is not automatic. Each pathway has its own academic, English-language, financial, visa and application requirements. Complete information about available opportunities, eligibility and responsible focal points is provided in Section 14: Global Opportunities and International Student Support.

1.4 Student Rights

AUT is committed to providing a fair, safe, respectful and student-centred learning environment. Every student has the right to:

Education and Academic Fairness

- receive education consistent with the requirements of their program;
- receive clear information about course requirements, assessment methods, deadlines and grading criteria;
- have their academic work evaluated objectively, professionally and consistently;
- receive appropriate academic feedback;
- access academic advising and available learning-support services;
- review their academic record and request correction of verified administrative errors; and
- use the academic appeal procedures established by the University.

Dignity, Respect and Inclusion

- be treated with dignity, courtesy and respect;
- study in an environment free from discrimination, harassment, bullying, intimidation, hazing and violence;
- express ideas and participate in academic discussion respectfully;
- be considered fairly regardless of nationality, ethnicity, language, religion, gender, age, disability, socioeconomic background or other protected status; and
- request reasonable support or accommodation for a documented disability, medical condition or other recognised need.

Information, Privacy and Communication

- receive accurate information about University requirements, services and procedures;
- have access to the Academic Catalog and Student Handbook;
- receive important University communications through official channels;
- have their personal information and student records handled confidentially and accessed only for legitimate academic, administrative, legal, safety or regulatory purposes; and
- know which person or office is responsible for addressing a question or request.

Support, Participation and Student Life

- access available academic, personal, medical, wellbeing, career and student-life support;
- participate in recognised student clubs, events, leadership opportunities, volunteering and Student Council activities, subject to applicable requirements;
- provide constructive feedback about their educational and student experience; and
- be represented through the elected Student Council.

Complaints, Reports and Fair Procedures

- raise a genuine concern, submit a complaint or report misconduct without intimidation or retaliation;
- receive clear information about how their concern will be handled;
- be informed of an allegation made against them;
- have a meaningful opportunity to respond before a disciplinary decision is made;
- receive a written decision where a formal process is used; and
- appeal a decision on the grounds and within the timelines established in this Handbook or the Academic Catalog.

Student rights must be exercised responsibly and with respect for the rights, safety and dignity of others. Nothing in this section permits conduct that violates the Honor Code, disrupts teaching or University operations, threatens safety, or contravenes the laws of the Republic of Uzbekistan.

1.5 Student Responsibilities

Membership in the AUT community requires students to take responsibility for their learning, conduct and decisions. By enrolling at AUT, every student agrees to uphold the AUT Honor Code and comply with the Academic Catalog and Student Handbook.

Academic Responsibility

Students are expected to:

- attend classes regularly and arrive on time;
- participate actively and constructively in learning activities;
- complete assignments and assessments by the required deadlines;
- submit work that is their own and acknowledge all sources and assistance;
- understand the requirements of their program and monitor their academic progress;
- seek academic advice before making decisions that may affect their progression;
- respond promptly to an academic warning or early-alert intervention; and
- ask for help when academic difficulties arise.

Respectful and Responsible Conduct

Students must:

- treat fellow students, faculty, staff, visitors and external partners with dignity and respect;
- contribute to a safe, inclusive and professional learning environment;
- respect differences of background, identity, belief, culture and opinion;
- refrain from discrimination, harassment, bullying, intimidation, hazing, retaliation and violence;
- respect University property and the property, privacy and rights of others;
- follow lawful and reasonable instructions given by authorised University personnel; and
- behave responsibly when representing AUT on campus, online, during placements or at University activities.

Communication and Information

Students are responsible for:

- using their AUT email account for official communication;
- checking AUT email, Canvas and other official University systems regularly;
- reading and responding to University communications within the stated timeframe;
- using respectful and professional language;
- including their full name and student ID in official requests;
- providing complete, truthful and accurate information; and
- keeping their telephone number, address, emergency contact and other personal information current.

Failure to read an official communication does not normally exempt a student from the requirement, decision or deadline communicated.

Administrative and Financial Responsibility

Students must:

- complete registration and administrative requirements by the published deadlines;
- submit authentic and accurate documents;
- understand and meet their tuition and other financial obligations;
- monitor their registration, timetable, attendance, grades and academic record;
- report a suspected administrative error promptly; and
- return University property and complete required clearance procedures when leaving or graduating.

Safety and Wellbeing

Students share responsibility for the safety and wellbeing of the AUT community. They are expected to:

- follow health, safety and emergency instructions;
- report an immediate danger, serious safety concern or threatening behaviour;
- avoid conduct that may place themselves or others at risk;
- seek support when a health, personal or academic difficulty begins to affect their wellbeing or studies; and
- raise concerns about another student responsibly when there is a genuine risk to that person or to others.

Taking responsibility does not mean facing difficulties alone. AUT encourages students to seek assistance early and will provide appropriate guidance, support or referral through the focal points identified in this Handbook.

1.6 Respect, Inclusion and Belonging

AUT is an international academic community bringing together students, faculty and staff from different backgrounds, cultures, languages, beliefs and experiences. These differences strengthen the University and contribute to meaningful learning, intellectual growth and preparation for professional life.

Every member of AUT has a role in creating a community in which people feel welcomed, respected and able to participate.

Respect

Respectful conduct means:

- listening to others without intimidation or ridicule;
- communicating professionally, including during disagreement;
- respecting personal boundaries, privacy and property;
- allowing others to participate in learning and University life;
- avoiding stereotypes, degrading language and personal attacks; and
- recognising that academic disagreement must address ideas rather than demean individuals.

Respect does not require agreement. Students are encouraged to question, debate and express different perspectives, provided they do so responsibly and without disrupting teaching, threatening others or violating their rights.

Inclusion

AUT does not tolerate discrimination, harassment, bullying or exclusion based on nationality, ethnicity, language, religion, gender, age, disability, socioeconomic background or another protected status.

Students who require reasonable support because of a disability, medical condition, language need or other recognised circumstance are encouraged to contact the appropriate focal point identified in this Handbook. Seeking support will not diminish a student's standing within the University.

Belonging

Belonging is created through participation and shared responsibility. Students are encouraged to:

- take part in orientation and First-Year Experience activities;
- engage with their peer mentors and academic advisers;
- participate in clubs, events, sports, volunteering and Student Council;
- welcome new students and help others feel included;
- seek support when they begin to feel disconnected; and
- speak up responsibly when they witness conduct that undermines the dignity or safety of another person.

AUT will address reported concerns fairly and will not tolerate retaliation against a person who seeks support, makes a good-faith report or participates honestly in a University process.

Detailed provisions regarding discrimination, harassment, bullying, reporting and disciplinary procedures are provided in Section 7: Living the AUT Honor Code: Student Conduct and Discipline.

1.7 Official University Communications

AUT uses official digital channels to communicate academic information, decisions, deadlines, announcements, and individual student matters.

AUT Email

Every student receives an AUT email account. AUT email is the University's primary official communication channel.

Students must:

- use their AUT email when communicating with faculty and University offices;
- check their inbox regularly on working days;
- read messages carefully and respond within any stated deadline;
- use a clear subject line;
- include their full name, student ID and program when making a request; and
- communicate respectfully and professionally.

Important academic or administrative information sent to a student's AUT email address is considered officially communicated. Failure to check email does not normally excuse a missed deadline or requirement.

Faculty members and University offices should normally acknowledge or respond to a student email within two working days. A complex request may require additional time, but the student should be informed that the matter is being reviewed.

If no acknowledgement is received after two working days, the student should send one polite follow-up before using the escalation route identified in the relevant section of this Handbook.

Canvas

Canvas is AUT's official learning management system. Faculty use Canvas to provide:

- course syllabi and learning materials;
- assignments and submission instructions;
- assessment information;
- grades and feedback;
- course announcements; and
- messages related to teaching and learning.

Students are responsible for checking each Canvas course regularly and ensuring that their submissions have been uploaded successfully.

Student Information System

The Student Information System is the official platform for information relating to registration, enrolment, academic records and other student-status matters.

Students should review their information regularly and report a suspected administrative error promptly through the appropriate channel.

Website and Official Announcements

The AUT website and formally authorised University announcements may be used to communicate academic calendars, deadlines, events, opportunities and general institutional information.

Telegram and Other Informal Channels

Telegram groups may support peer mentoring, First-Year Experience activities, clubs, events and informal communication. However, Telegram, WhatsApp, personal social-media accounts and other informal channels do not replace AUT email, Canvas or the Student Information System.

A formal academic or administrative request, decision, complaint, appeal or disciplinary notification must be communicated through an official University channel.

Students must protect their passwords and University accounts. They are responsible for communications sent through their accounts unless unauthorised access is reported promptly to IT Support.

1.8 Keeping Your Personal Information Current

The Registrar's Office maintains each student's official University record. Students are responsible for ensuring that the personal information held by AUT is complete, accurate and current.

Students must notify the Registrar's Office promptly of any change to:

- legal name;
- passport or national identification details;
- citizenship or immigration status;
- home or residential address;
- telephone number;
- personal email address;
- emergency contact information; or
- other information required for the student's official record.

A change to a legal name, identity document, citizenship or immigration status must be supported by valid official documentation. The student's name in AUT records must correspond with their legal identification, particularly for transcripts, certificates, visa documentation and graduation credentials.

Updating information with a faculty member, peer mentor or another University office does not automatically update the official student record. The student must submit the change through the Registrar's Office using the required process.

Students should also verify their personal and academic information in the Student Information System. Any suspected error should be reported promptly. Requests to correct an administrative or system error must be supported by appropriate information or documentation.

A request to change a grade, academic judgment or substantive academic decision is not a personal-information correction and must follow the relevant academic appeal procedure.

AUT is not responsible for missed communications or administrative difficulties resulting from a student's failure to maintain current contact or identification information.

Personal information will be handled confidentially and accessed only by authorised individuals or entities for legitimate academic, administrative, legal, regulatory, accreditation, immigration, safety or student-support purposes.

1.9 Where to Go and Who to Contact

All offices listed below are located at the AUT campus:

American University of Technology
1 Beshyogoch Street
Tashkent, Uzbekistan

Unless a different timeframe is stated, students should normally receive an acknowledgement or initial response within two working days.

General Student Experience, Inclusion and Belonging

Focal point: Mr. Khurshidbek Abdumukhtarov

Office: Student Experience Office

Contact for: student life, belonging, inclusion, clubs, activities, peer support, volunteering, and general non-academic guidance

Email: studentaffairs@aut-edu.uz

Office location: Room 205

Office hours: Monday-Friday, 9:00-18:00

A student who is unsure where to take a non-academic concern may begin with the Student Experience Office. The Office will either assist directly or refer the student to the correct focal point.

Academic Rights, Responsibilities and Academic Guidance

Focal point: Mr. Fakhridin Polatkhanov

Position: Academic Affairs Coordinator

Contact for: academic policies, academic rights and responsibilities, academic standing, progression, appeals, exceptions and referral to the relevant Program Coordinator

Email: f.polatkhanov@aut-edu.uz

Office location: Room 310

Office hours: Monday-Friday, 9:00-18:00

Academic Affairs is the first point of contact for questions requiring academic interpretation or an academic decision. The Registrar's Office processes and records decisions after they have been approved through the appropriate academic channel.

Personal Information and Official Student Records

Office: Registrar's Office

Contact for: updating personal information, student records, registration records, transcripts, enrolment confirmation and official academic documents

Email: registrar@aut-edu.uz

Office location: Room 312

Office hours: Monday-Friday, 9:00-18:00

Requests to change legal names, identification details or other official information must be supported by the required documentation.

AUT Email, Accounts and Technical Access

Office: IT Support

Contact for: AUT email, account access, passwords, network access and technical problems

Email: ithelpdesk@aut-edu.uz

Office location: Room 410

Office hours: Monday-Friday, 9:00-18:00

A lost password, suspected account compromise or loss of access to an official University system should be reported promptly.

Concerns about Discrimination, Harassment or Retaliation

A student seeking initial support may contact the Student Experience Office. Formal reporting, confidentiality, protection from retaliation and escalation procedures are explained in:

- Section 7: Living the AUT Honor Code: Student Conduct and Discipline; and
- Section 8: Raising a Concern, Making a Complaint or Seeking an Appeal.

If there is an immediate threat to health or safety, the student should use the emergency procedures provided in Section 10: Campus Safety and Emergencies.

2. Getting Started at AUT

Beginning university involves several academic, administrative and practical steps. This section explains what students must complete before the semester begins, how to access University systems and services, and where to seek assistance during the transition into AUT.

Students should complete each requirement by the stated deadline. A delay in submitting documents, signing the tuition contract, making a required payment or completing another admission condition may delay enrolment, registration or access to University services.

2.1 From Admission to Enrolment

Admission and enrolment are related but separate stages.

An applicant becomes an admitted student when AUT issues a formal offer of admission. The offer may be unconditional or may require the applicant to satisfy specific conditions before enrolment.

An offer of admission does not, by itself, mean that the applicant has completed enrolment or is registered for classes.

The normal pathway is:

Step 1: Receive and Review the Offer

The applicant receives a formal admission decision identifying:

- the degree program offered;
- any academic or English-language conditions;
- documents still required;
- tuition and scholarship information, where applicable;
- the deadline for accepting the offer; and
- the next steps required to secure enrolment.

Applicants should review the program title and all conditions carefully before accepting the offer.

Step 2: Accept the Offer

The applicant confirms acceptance using the process and deadline stated in the offer.

Failure to accept by the deadline may result in the offer being withdrawn or the place being made available to another applicant.

Step 3: Complete Admission Requirements

The applicant submits all outstanding documents and completes any required:

- English-language assessment;
- mathematics or program-specific assessment;
- document verification;
- transfer-credit evaluation; or
- other condition stated in the admission offer.

Submitting false, altered or misleading information may result in withdrawal of admission or disciplinary action.

Step 4: Complete the Financial Process

The applicant:

- reviews and signs the tuition contract;
- confirms any approved scholarship or financial assistance;
- makes the required initial payment by the stated deadline; and
- retains evidence of payment.

A scholarship offer does not remove the student's responsibility to understand its conditions, renewal requirements and any costs not covered by the award.

Step 5: Confirm Enrolment

Once the required admission, documentation and financial steps have been completed, AUT confirms the applicant's enrolment status.

The student should verify that their name, program and personal information are recorded correctly.

Step 6: Prepare to Begin Studies

The enrolled student receives information about:

- orientation;
- AUT email and digital accounts;
- the Student Information System;
- Canvas;
- the academic calendar;
- the class timetable;
- the student identification card;
- the First-Year Experience, where applicable; and
- the first day of classes.

Students who have not received essential start-of-semester information should contact the responsible office promptly rather than waiting until classes begin.

The Admissions Office manages the applicant's journey through admission and confirmation of enrolment. After enrolment, the Registrar's Office maintains the official student record, while Academic Affairs and the relevant Program Coordinator manage academic advising and progression.

2.2 Completing Your Admission Documents

Applicants must submit all documents requested by the Admissions Office by the stated deadline. The exact requirements depend on the applicant's educational background, program, nationality and admission route.

Documents may include:

- passport or national identification document;
- secondary-school diploma or completion certificate;
- official school transcript;
- post-secondary diploma and transcript, where applicable;
- records from every college or university previously attended;
- English-language proficiency evidence;
- program-specific test results;
- certified translations;
- apostille, legalisation or notarisation, where required;
- transfer-credit documents and course descriptions;
- visa or immigration documents for international students;
- passport photographs; and
- any additional document specified in the admission offer.

Accuracy and Completeness

All information and documents submitted to AUT must be complete, accurate and authentic.

Applicants must disclose all previous secondary and post-secondary education. Failure to disclose attendance at another institution, or submission of false, altered or misleading information, may result in:

- refusal of admission;
- withdrawal of an admission offer;
- cancellation of enrolment;
- removal of incorrectly awarded transfer credit; or
- disciplinary action after enrolment.

Official Documents and Verification

AUT may initially review electronic copies, but students may be required to present original or officially certified documents for verification.

A document issued in a language other than English, Uzbek or Russian may require an official translation. Documents issued outside Uzbekistan may also require apostille, legalisation, recognition or another form of authentication under the applicable requirements.

Admission based on incomplete documentation may remain conditional until all outstanding documents have been received and verified.

Outstanding Documents

A student permitted to enrol while an authorised document remains outstanding must submit it within the deadline communicated by the Admissions Office.

The student is responsible for monitoring outstanding requirements and retaining copies of all documents submitted. Failure to complete the student file by the deadline may affect registration, access to official documents, progression or continued enrolment.

Transfer Applicants

Students seeking transfer credit may be required to provide:

- an official transcript;
- detailed course descriptions or syllabi;
- information about course credits and contact hours;
- evidence of the institution's recognition or accreditation; and
- certified translations where necessary.

Submitting a transcript does not guarantee that credit will be awarded. Transfer credit is evaluated separately through the process established in the Academic Catalog.

Applicants should send admission documents only through the application system or the official channel identified by the Admissions Office. Sensitive personal documents should not be submitted through informal messaging platforms or personal social-media accounts.

2.3 Tuition Contract and Initial Payment

After accepting an offer of admission, you must complete the required financial steps before your enrolment can be finalized.

Review Your Tuition Contract

Before signing, carefully check that the tuition contract correctly states:

- your name and program of study;
- the applicable tuition fee;
- the payment schedule and deadlines; and
- any approved scholarship or discount.

If any information is incorrect or unclear, contact the Finance Office before signing. A scholarship, discount or alternative payment arrangement applies only when it has been formally confirmed in writing by the University.

Keep a copy of your signed tuition contract for your records. The detailed financial terms governing your studies are contained in the contract and the Academic Catalog.

Make the Initial Payment

Make the required initial payment using only the official payment instructions or invoice issued by AUT. When making the payment:

- include your full name and applicant or student identification number;
- use the correct payment reference;
- keep the payment receipt or bank confirmation; and
- submit proof of payment through the official channel indicated by the University.

Do not transfer University fees to a personal account or make a payment based solely on informal instructions.

Obtain Confirmation

A payment is considered received after it has been verified and recorded by the Finance Office. A bank receipt alone does not confirm that the payment has been correctly allocated to your account.

Once the initial payment has been confirmed, the University can continue the enrolment process. If you have made a payment but have not received confirmation, contact the Finance Office promptly and provide your payment evidence.

Failure to complete the required financial steps by the stated deadline may delay your enrolment and access to University systems and classes.

Detailed information about payment schedules, scholarships, refunds and other financial matters is provided in Section 13 of this Handbook, the Academic Catalog and your tuition contract.

2.4 Orientation and Induction

Orientation helps you prepare for your studies and become familiar with AUT before classes begin. All new students—including undergraduate, graduate and transfer students—are expected to participate in the orientation activities arranged for them.

Before orientation, check your AUT email regularly for the confirmed schedule, venue and any documents or equipment you should bring.

What to Expect

Orientation and induction activities may include:

- a welcome to AUT and an introduction to the University community;
- an overview of your program and first-semester expectations;
- meetings with your Program Coordinator and relevant support teams;
- guidance on using your AUT email, Canvas and the Student Information System;
- information about academic support, wellbeing and student services;
- an introduction to the AUT Honor Code and expectations for student conduct;
- a campus tour and essential safety information; and
- opportunities to meet fellow students, faculty members and student representatives.

Some sessions may be organized separately for undergraduate, graduate, transfer or international students.

How to Prepare

Before attending orientation, you should:

- activate your AUT email account;
- review the orientation schedule sent to you;
- complete any requested forms or preparatory activities;
- bring your identification and any documents requested by the University;
- note any questions you would like to ask; and
- inform the Student Experience Office if you require accessibility support or another reasonable accommodation.

If You Cannot Attend

If you cannot attend a scheduled orientation activity for a serious reason, notify the Student Experience Office as soon as possible. You remain responsible for obtaining the information you missed and completing any required induction steps.

Orientation is the beginning of your transition into university life. The First-Year Experience and Peer Mentoring program available to new undergraduate students is explained in Section 3.

2.5 Student Identification Card

Your AUT student identification card confirms your status as an enrolled student and helps the University provide you with secure access to campus facilities and student services.

Receiving Your Student ID Card

The University will inform you through your AUT email when and where your card is available for collection. You may be asked to present an official identity document before the card is issued.

When you receive your card, check that your name, photograph and student identification number are correct. Report any error promptly to the office responsible for issuing the card.

Using Your Student ID Card

You may be asked to present your card when:

- entering the campus or designated University facilities;
- using the library or other student services;
- sitting an examination or completing an assessment;
- attending an AUT event;
- requesting assistance with your student record; or
- accessing services or benefits reserved for AUT students.

Carry your card while on campus and present it when reasonably requested by an authorized AUT employee or campus security officer.

Your card is issued for your personal use. Do not lend it to another person, use another student's card, alter it or allow anyone else to use it to access University facilities or services.

Lost, Stolen or Damaged Cards

If your card is lost or stolen, report it immediately to the Student Experience Office and Campus Security so that unauthorized use can be prevented. If it is damaged or no longer works, contact the Student Experience Office for replacement instructions.

The University will advise you of any replacement process and applicable charge. Until a replacement is issued, follow the temporary identification or campus-access instructions provided to you.

If you find another student's identification card, give it to the Student Experience Office or Campus Security. Do not use it or share a photograph of it.

2.6 AUT Email Account

Your AUT email account is your primary communication channel with the University. Important information about your classes, assessments, deadlines, services and University activities will be sent to this account.

Activating Your Account

After the relevant enrolment steps have been completed, you will receive instructions for activating your AUT email account. Follow the instructions promptly and:

- create a strong, unique password;
- activate multi-factor authentication if requested;
- confirm that you can send and receive messages; and
- add the account to a device that you check regularly.

If you do not receive your account details or cannot sign in, contact IT Support. Be prepared to provide your full name, student identification number and a brief description or screenshot of the problem.

Using Your AUT Email

Check your AUT email every working day and respond promptly when a response is requested. When contacting a University office:

- write from your AUT email account whenever possible;
- use a clear subject line;
- include your full name and student identification number;
- explain your request clearly and respectfully; and
- attach any relevant documents in a readable format.

Your responsibilities concerning official University communications are explained in Section 1.7.

Protecting Your Account

Never share your password or authentication code with another person. AUT employees will not ask you to disclose your password.

Be cautious of unexpected links, attachments or requests for money or personal information. If you suspect that your account has been accessed by someone else, change your password immediately and contact IT Support.

Your AUT email account should be used responsibly and professionally. Further guidance on cybersecurity, data protection and appropriate use of University technology is provided in Section 12.

2.7 Student Information System

The Student Information System is the University's administrative platform for accessing key information connected with your enrolment and student record. It is different from Canvas, which is used for individual courses and learning activities.

Depending on the functions available to you, the Student Information System may allow you to view:

- your personal and contact information;
- your program and enrolment status;
- your registered courses;
- your timetable;
- your grades and academic progress;
- financial information or holds; and
- administrative notices or documents.

Accessing the System

Your access instructions will be sent to your AUT email account. Sign in as soon as access is provided and confirm that the information displayed is correct.

Keep your login details secure and always sign out when using a shared device. If you cannot access the system or experience a technical problem, contact IT Support and provide a screenshot where possible.

Checking Your Information

Review your information regularly, particularly:

- at the beginning of each semester;
- after adding, dropping or repeating a course;
- when grades are released; and
- before requesting an official academic document or applying for graduation.

Do not assume that an error will correct itself. Report any apparent discrepancy promptly and include your full name, student identification number, a clear description of the issue and supporting evidence.

Contact:

- the Registrar's Office for an error in your personal or official biographical information;
- the Academic Affairs Coordinator for a question about your program, course registration, timetable, grade or academic progression;
- the Finance Office for a payment, balance or financial-hold question; and
- IT Support for a login or technical problem.

The Academic Affairs Coordinator will direct academic matters to the relevant Program Coordinator or responsible office when necessary.

Information displayed in the system should not be altered through informal requests. Any correction must be reviewed and processed by the responsible University office.

2.8 Canvas and Digital Access

Canvas is AUT's learning management system. Your instructors use it to provide course materials, announcements, assignments, feedback and other learning activities.

Canvas does not replace the Student Information System. Your official course registration and academic record are maintained through the University's administrative systems.

Accessing Canvas

You will receive access instructions through your AUT email account. Sign in as soon as access is provided and:

- confirm that you can open the platform;
- check that your correct courses appear;
- review the information posted for each course;
- set your notification preferences; and
- become familiar with submitting assignments and viewing feedback.

Your instructor may introduce additional digital tools for a particular course. Use only the access links and instructions provided through official AUT channels.

Check Your Courses

At the beginning of the semester, compare the courses displayed in Canvas with your official registration and timetable.

If a course is missing or an incorrect course appears:

- take a screenshot of your Canvas dashboard;
- confirm your official registration in the Student Information System; and
- contact the Academic Affairs Coordinator promptly.

The Academic Affairs Coordinator will refer the matter to the relevant Program Coordinator or responsible office. Do not rely on a faculty member to change your official course registration.

If You Have a Problem

Contact:

- your faculty member if you can access the course but cannot find particular course materials, instructions or feedback;
- IT Support if you cannot sign in, open Canvas or use a required technical function; and
- the Academic Affairs Coordinator if the issue concerns which courses you should be taking.

When requesting assistance, include your full name, student identification number, course title, section if known, a clear description of the problem and a screenshot where possible.

Report access problems immediately. A technical difficulty should not be left unresolved until an assignment deadline has passed.

Further guidance on Canvas, cybersecurity and the responsible use of digital tools is provided in Section 12.

2.9 Finding Your Timetable and Classrooms

Your timetable shows the courses, class times, instructors and rooms assigned to you for the semester. Check it before classes begin and continue to review it regularly, as adjustments may occasionally be required.

Finding Your Timetable

Your timetable will be made available through the Student Information System or another official AUT channel communicated to you. When it is released:

- confirm that all your registered courses appear;
- check the day, starting time and classroom for each session;
- note whether any session is online or held at another location;
- compare it with the courses displayed in Canvas; and
- report any missing course, duplication or scheduling conflict promptly.

Information shared through an unofficial student group or social media channel should always be verified against an official AUT source.

Finding Your Classroom

Room numbers and locations will be indicated on your timetable. During your first week:

- arrive early enough to locate the room before the class begins;
- consult campus signs or the campus map;
- ask Reception, Campus Security or the Student Experience Office if you need directions; and
- check your AUT email before travelling to campus in case a room has changed.

If a classroom is empty or another activity is taking place there, first recheck the date, time and room number. If the information still appears incorrect, contact the Academic Affairs Coordinator.

Reporting a Timetable Problem

Contact the Academic Affairs Coordinator if:

- a registered course does not appear;
- a course appears that you should not be taking;
- two required courses are scheduled at the same time;
- the timetable differs from your official registration; or
- you cannot identify where or when a class is taking place.

Include your full name, student identification number, program, course code, and a screenshot of the timetable. The Academic Affairs Coordinator will refer the matter to the relevant Program Coordinator when necessary.

Do not stop attending a course or begin attending a different course solely based on informal advice. Wait for confirmation through an official AUT channel.

2.10 Campus Orientation and Facilities

Becoming familiar with the campus will help you arrive at classes on time, access support quickly and participate fully in University life.

New students will be offered an introduction to the campus during orientation. You should also take time to locate the spaces you are likely to use regularly.

Essential Locations

Make sure you know how to find:

- your classrooms, lecture rooms and laboratories;
- the Student Experience Office;
- the Academic Affairs Coordinator's office;
- your Program Coordinator's office;
- the Registrar's, Finance and Admissions offices;
- the library and learning-support spaces;
- CommLabAUT and the American Corner;
- IT Support;
- Reception and Campus Security;
- toilets and accessible facilities;
- first-aid points; and
- emergency exits and assembly points.

A campus map and office-location guide are provided in Appendix C. If a room or service changes location, updated information will be communicated through official AUT channels.

Using Campus Facilities

Different facilities may have specific opening hours, access arrangements or booking procedures. Check the information posted at the facility or ask the responsible office before using specialist rooms, equipment or student-event spaces.

Help keep shared facilities welcoming and functional by:

- leaving classrooms and study areas ready for the next users;
- disposing of waste appropriately;
- handling furniture, equipment and learning resources carefully;
- reporting damage, hazards or technical problems promptly; and
- respecting spaces designated for quiet study or particular activities.

Detailed expectations concerning conduct, safety and the use of University property are provided in Sections 7 and 10.

Accessibility and Practical Assistance

If you experience difficulty accessing a classroom, service or facility because of a disability, health condition or temporary injury, contact the Student Experience Office as early as possible. The University will work with the appropriate teams to identify reasonable practical support.

For directions or an immediate campus-related question, ask Reception, Campus Security or the Student Experience Office. Report a maintenance problem or physical hazard immediately rather than assuming that someone else has already done so.

2.11 Information for International Students

Students arriving from outside Uzbekistan must complete additional steps, alongside the general admission and onboarding requirements described earlier in this section, before and during their first weeks at AUT.

Before You Arrive

- confirm your admission and visa category with the Admissions Office before booking travel;
- complete any visa application, invitation letter or entry-permission step identified by AUT;
- arrange accommodation in Tashkent for your first weeks before you arrive;
- confirm your arrival date against the academic calendar and orientation schedule;
- prepare certified or translated copies of your passport, diploma and other required documents; and
- check your AUT email regularly for arrival instructions before travelling.

On Arrival

- complete the immigration and address-registration steps required by current government regulations;
- provide AUT with copies of your passport, visa and entry documents;
- confirm your local address and emergency contact details with AUT;
- collect your student identification card and activate your AUT email, Student Information System and Canvas accounts; and
- attend orientation and any international-student briefing session offered.

Staying in Status

Keep your passport, visa and registration documents valid throughout your studies, and notify AUT promptly of any change to your passport, address, visa or immigration status. Seek advice from the International Student Focal Point before travelling internationally during the semester or interrupting your studies. Ongoing visa and residency requirements are explained in Section 14.8.

If a Problem Arises

Contact the International Student Focal Point as early as possible if you experience a visa, immigration, accommodation or arrival-related difficulty. Do not wait until a deadline, registration requirement or class has already been missed.

2.12 Your Getting-Started Checklist

Use this checklist to confirm that you are ready to begin your studies at AUT. If an item remains incomplete, contact the responsible office identified in Section 2.13.

Before Your Enrolment Is Finalized

- I have accepted my offer of admission.
- I have submitted all required admission documents.
- I have checked that my personal information is accurate.
- I have signed the correct tuition contract.
- I have completed the required initial payment.
- I have received confirmation that my payment has been recorded.
- I have informed AUT of any outstanding document or unresolved issue.

Before Classes Begin

- I have activated my AUT email account.
- I can access the Student Information System.
- I can access Canvas.
- I have reviewed my official course registration.
- I have checked my timetable and identified my classrooms.
- I know the name of my Program Coordinator.
- I know how to contact the Academic Affairs Coordinator.
- I have reviewed the academic calendar and noted important dates.
- I have attended or made arrangements to complete orientation.
- I have collected my student identification card or know when it will be issued.

During Your First Week

- I have confirmed that the same correct courses appear in my official registration, timetable and Canvas.
- I have introduced myself to my Program Coordinator or attended the relevant program meeting.
- I know where to find the Student Experience Office, Academic Affairs, Registrar, Finance, IT Support, library and Campus Security.
- I know where the emergency exits and assembly points are located.
- I understand where to seek academic, personal, accessibility or wellbeing support.
- I am checking my AUT email every working day.
- I have reported any missing access, incorrect information or timetable conflict.

Additional Checklist for International Students

- I have completed the applicable visa, entry and address-registration steps.
- I have provided AUT with the required immigration and identity documents.
- I know the expiry dates of my passport, visa and other relevant documents.
- I have confirmed my accommodation and emergency contact arrangements.
- I know how to contact AUT's international student focal point.

Do not wait until a deadline or assessment is approaching to report an unresolved onboarding problem. Asking for help early allows the University to direct you to the appropriate support.

2.13 Where to Go and Who to Contact

You do not need to determine which individual employee has authority to resolve every issue. Begin with the office identified below. If another person or office is responsible, your request will be redirected appropriately.

When contacting an office, use your AUT email and include your full name, student identification number, program, and a clear explanation of the assistance you need.

Getting-Started Contacts

Your Question or Concern	First Point of Contact	Contact Details
Admission offers or outstanding admission documents	Admissions Office	Email: admission@aut-edu.uz Office: Room 508
Tuition contract, initial payment or payment confirmation	Contract manager/Finance office	Email: ukhikmatullaeva@aut-edu.uz , Ms. Umida Khikmatullaeva Hshermatov@aut-edu.uz Mr. Hojiakbar Shermatov Office: Room 210/514
Orientation, student ID card or general campus assistance	Student Experience Office	Email: studentaffairs@aut-edu.uz Office: Room 205
AUT email, Canvas, Student Information System or another technical problem	IT Support	Email: itsupport@aut-edu.uz Office: Room 410
Personal information, enrolment confirmation, transcript or official student record	Registrar's Office	Email: registrar@aut-edu.uz Office: Room 312
Timetable, course registration, incorrect course assignment or academic progression	Mr. Fakhridin Polatkhanov, Academic Affairs Coordinator	Email: academicaaffairs@aut-edu.uz Office: Room 310
Program structure, course sequencing or academic advice within your program	Your Program Coordinator	See the program list below
Visa, residency or international-student documentation	International Student Focal Point / Office of Global Engagement	Email: oge@aut-edu.uz Office: Room 511
Immediate directions or campus-access assistance	Reception or Campus Security	Location/telephone: Room 101 Reception Tel. +9989951511 63 Room 315 Security Tel. +998773803893

Program Coordinators

Your Program Coordinator is your principal academic contact for questions concerning the structure, sequencing, and academic expectations of your program. Administrative changes to registration or your official student record must still be processed through the responsible University office.

School of Business — Undergraduate Programs

Program	Program Coordinator	Contact Details
International Trade	Aisena Ivanova	Email: aivanova@aut-edu.uz Office: Room 510
Business Administration	Indira Rakhmanova	Email: irakhmanova@aut-edu.uz Office: Room 407
Data Science	Dr Alisher Jalilov	Email: ajalilov@aut-edu.uz Office: Room 406
Tourism and Hospitality	Indira Rakhmanova	Email: irakhmanova@aut-edu.uz Office:
AI in Business	Dr Rajan Prasad Tripathi	Email: rtripathi@aut-edu.uz Office: Room 206
Finance and Fintech	Daniyarbek Razmukhammedov	Email: drazmukhamedov@aut-edu.uz Office: Room 417
International Relations and Diplomacy	Dr Adam Jones	Email: to be confirmed Office: to be confirmed
Logistics and Supply Chain Management	Dr Alisher Jalilov	Email: ajalilov@aut-edu.uz Office: Room 406
Marketing and Communication	Zarrina Rakhmanova	Email: z.rakhimova@aut-edu.uz Office: Room 405
Psychology	Dr Kubanych Takyrbashev	Email: k.takyrbashev@aut-edu.uz Office: Room 415

School of Business — Graduate Programs

Program	Program Coordinator	Contact Details
Master of Global Management	Dr Khamidullo Normuradov and Dr Alisher Jalilov	Email: khnormuradov@aut-edu.uz, ajalilov@aut-edu.uz Office: Room 406
Master of Business Administration	Dr Khamidullo Normuradov	Email: khnormuradov@aut-edu.uz Office: Room 406
MA TESOL	Dr Dennis Balint	Email: d.balint@aut-edu.uz Office: Room 309

School of Digital Technologies — Undergraduate Programs

Program	Program Coordinator	Contact Details
Software Engineering	Mohamed Uveze Ahamed Ayoobkhan	Email: mayoobkhan@aut-edu.uz Office: Room 413
Cybersecurity	Mohamed Uveze Ahamed Ayoobkhan	Email: mayoobkhan@aut-edu.uz Office: Room 413
Industrial Engineering	Dr Rajan Prasad Tripathi	Email: rtripathi@aut-edu.uz Office: Room 206
Computer Science	Prof. Shirin Noekah	Email: shnoekhah@aut-edu.uz Office: Room 418

School of Digital Technologies — Graduate Programs

Program	Program Coordinator	Contact Details
MSc Software Engineering	Mohamed Uveze Ahamed Ayoobkhan	Email: mayoobkhan@aut-edu.uz Office: Room 413
MSc Cybersecurity	Dr Muhammad Nabeel Talib	Email: m.nabeel@aut-edu.uz Office: Room 408

Program-coordinator assignments may occasionally change. Any change will be communicated through an official AUT channel.

3. First-Year Experience and Peer Mentoring

3.1 Purpose of the First-Year Experience

The First-Year Experience is designed to help new undergraduate students make a successful transition into university life at AUT.

Beginning university involves more than attending classes. Students must adjust to new academic expectations, develop effective study habits, build relationships, and learn how to seek help when they need it. The First-Year Experience brings these elements together through structured orientation, peer mentoring, regular check-ins, and early referral to University support.

The program aims to ensure that every first-year student:

- feels welcomed and connected to the AUT community;
- knows at least one trained peer mentor who can provide practical guidance;
- understands where to seek academic, personal and wellbeing support;
- receives timely contact if signs of disengagement appear;
- develops confidence in navigating University systems and expectations;
- has opportunities to participate in academic, social and co-curricular activities; and
- begins building the habits needed for long-term academic success.

The opening weeks of the semester are especially important. During the first three weeks, AUT uses closer attendance and engagement monitoring so that a student who begins missing classes or withdrawing from University life can be contacted promptly. After this initial period, support continues through regular check-ins and referrals throughout the first year.

The purpose of this contact is supportive, not punitive. A mentor may ask whether you are experiencing an academic, financial, health, family, transport or other difficulty and help connect you with the appropriate office.

The First-Year Experience does not replace your faculty members, Program Coordinator, Academic Affairs Coordinator or professional support services. Peer mentors do not make academic or administrative decisions and are not counsellors. Their role is to help you remain connected, identify where assistance is available, and encourage you to seek help early.

Participation in the First-Year Experience does not change the academic requirements established in the Academic Catalog. It provides practical human support that helps students understand and meet those requirements.

3.2 Your First-Year Cohort

Each new undergraduate student is assigned to a first-year cohort. A cohort is a smaller community of students who begin their AUT journey together and are supported by a team of peer mentors.

Cohorts will normally include approximately 40 students, although the number may vary according to enrolment. Because AUT has a common first-year focus on General Education, your cohort may include students intending to pursue different programs. This gives you an opportunity to build relationships across the University from the beginning of your studies.

How Your Cohort Supports You

Your cohort provides:

- a familiar group of fellow first-year students;
- one or more designated peer mentors;
- practical reminders and guidance during your transition to AUT;
- regular opportunities to ask questions and share concerns;
- encouragement to participate in University activities; and
- a direct connection to the First-Year Experience team.

You will be introduced to your cohort and mentor during orientation or at the beginning of the semester. If you have not received your cohort information by the first day of classes, contact the First-Year Experience Coordinator.

Your Cohort Communication Group

Each cohort will have a dedicated communication group, normally on Telegram or another platform identified by AUT. Join the group using your real name so that your mentors can identify and support you.

Use the group to:

- receive practical First-Year Experience information;
- ask general questions relevant to the cohort;
- learn about support services and activities; and
- remain connected with your peers and mentors.

The cohort group does not replace your AUT email, Canvas, or the Student Information System. Academic instructions, deadlines, and official University decisions must always be verified through the appropriate official AUT channel.

Respecting Your Cohort

Communicate respectfully and protect the privacy of other students. Do not share screenshots, telephone numbers, personal disclosures, or other information from the group without permission.

Personal, sensitive, or urgent concern should not be posted in the group. Contact your mentor or the appropriate University office privately.

If you cannot use the designated platform because of an accessibility, privacy or technical concern, inform the First-Year Experience Coordinator so that an appropriate communication arrangement can be considered.

3.3 Your Peer Mentor

Your peer mentor is a trained continuing AUT student who has been selected to help you adjust to University life. Wherever possible, mentors are matched with students according to program interests, language, and other practical considerations.

A mentor understands the experience of being an AUT student and can offer guidance from a student perspective. Your mentor will welcome you, help you become familiar with the University and maintain contact with you during your first year.

Connecting with Your Mentor

You will normally meet your mentor during orientation or at the beginning of the semester. At that time:

- save your mentor's contact details;
- make sure your mentor has your correct contact information;
- join your cohort communication group;
- ask how and when regular check-ins will take place; and
- let your mentor know about any communication or accessibility needs.

If you do not know who your mentor is, or if you have been unable to establish contact, inform the First-Year Experience Coordinator.

Working with Your Mentor

You can approach your mentor when you:

- are unsure where to find a University service or office;
- need practical guidance on adjusting to student life;
- are finding it difficult to become involved or meet other students;
- do not know who can answer an academic or administrative question;
- have missed classes and need help reconnecting;
- are experiencing a difficulty that is affecting your engagement; or
- would benefit from encouragement to seek further support.

Respond when your mentor checks in with you, even if you do not currently need assistance. A brief reply lets the mentor know that you are safe, engaged, and receiving the messages sent to you.

You are encouraged to speak honestly with your mentor, but you decide how much personal information to share. You do not need to disclose private details to explain that you need help. Your mentor can connect you with the appropriate support based on the information you are comfortable providing.

If the relationship is not working well, raise the matter respectfully with the First-Year Experience Coordinator. Requesting assistance with a mentor relationship will not affect your academic standing.

3.4 What a Peer Mentor Can and Cannot Do

Peer mentors provide practical, student-to-student support. They are trained to listen, encourage and connect you with the right people, but they do not replace faculty members, professional advisers or University offices.

A Peer Mentor Can	A Peer Mentor Cannot
Welcome you and help you become familiar with AUT	Make academic or administrative decisions
Explain where to find services, offices and reliable information	Add or drop courses, change your timetable or correct your student record
Check in with you and listen to a concern	Change an attendance record, grade or academic decision
Share practical experience of managing university life	Complete academic work for you or provide unauthorized assistance
Encourage attendance, engagement and participation	Excuse an absence or authorize an exception
Help you identify the appropriate University contact	Represent you in a complaint, appeal or disciplinary case
Refer you for academic, wellbeing or practical support	Act as a counsellor, doctor, lawyer or financial adviser
Contact the First-Year Experience team when further help is needed	Promise a particular outcome from a University office
Escalate a concern when your safety or wellbeing may be at risk	Keep information secret when someone may be at risk of harm

Healthy Boundaries

A mentor should never ask you to:

- share a password or authentication code;
- give access to your AUT email, Canvas or Student Information System account;
- provide money, gifts or confidential financial information;
- share academic work for copying;
- conceal a serious safety, wellbeing or conduct concern; or
- enter a personal relationship that involves pressure, exploitation, or misuse of the mentor role.

You should not ask a mentor to perform any of these actions either.

Privacy and Escalation

Mentors should treat personal information respectfully and share it only with the appropriate AUT employee when support or action is needed.

A mentor must escalate a concern if they reasonably believe that:

- you or another person may be at risk of harm;
- urgent medical or psychological assistance may be required;
- harassment, violence, abuse or another serious conduct concern has been disclosed; or
- the issue is beyond the mentor's training or authority.

Where possible, the mentor should explain the referral to you and identify who will be contacted. In an emergency, the mentor may seek help immediately.

If you are concerned about your mentor's conduct or believe that appropriate boundaries have not been maintained, contact the First-Year Experience Coordinator or the Student Experience Office.

3.5 First-Year Orientation

First-Year Orientation is the starting point of the First-Year Experience and Peer Mentoring Program. It complements the general University orientation described in Section 2.4.

Its purpose is to ensure that every new undergraduate student begins the semester with a peer-support network and understands how AUT will respond when a student appears to be disengaging or having trouble.

During First-Year Orientation

You will:

- meet the other students in your first-year cohort;
- be introduced to your peer mentor or mentor team;
- join your cohort's official communication group;
- meet members of the First-Year Experience team;
- learn how mentor check-ins will work;
- receive an explanation of the first-three-weeks attendance and early-alert process;
- practice identifying where to seek different forms of assistance;
- learn how an academic, personal or wellbeing concern is referred; and
- take part in activities designed to build connections and belonging.

Bring a device that allows you to access your AUT email and the designated cohort communication platform. Inform the First-Year Experience team if you require assistance accessing.

Before You Leave Orientation

Make sure that:

- you know the name of your peer mentor;
- you have your mentor's contact details;
- your mentor can contact you;
- you have joined the correct cohort group;
- you know when the next check-in will take place;
- you know how to contact the First-Year Experience Coordinator; and
- you understand where to seek urgent help.

If any of these steps remain incomplete, speak to a member of the First-Year Experience team before leaving or contact the team promptly afterward.

If You Miss First-Year Orientation

If you cannot attend for a serious reason, notify the First-Year Experience Coordinator as soon as possible. You will be responsible for completing a catch-up induction, meeting your mentor, and joining your cohort communication group.

Missing the orientation session does not remove you from the First-Year Experience Program or from its support and check-in arrangements.

3.6 The First Three Weeks

The first three weeks are an intensive transition period. AUT monitors first-year attendance and engagement closely so that difficulties can be identified early.

During this period, you should:

- attend all scheduled classes and activities;
- check your AUT email and cohort group daily;
- respond promptly to your mentor;
- report access, timetable or registration problems immediately; and
- ask for help as soon as a difficulty begins affecting your studies.

This additional contact is intended to support you, not to punish or monitor your private life.

3.7 Daily Attendance and Early Alert

Faculty members record attendance in each class. A student arriving more than 10 minutes after the scheduled start time is marked absent for that session. During the first three weeks, an absence may generate an early alert for the First-Year Experience team.

An early alert does not determine whether an absence is excused, change your attendance record or impose an academic sanction. It simply prompts someone to check that you are safe and determine whether you need support.

Attendance requirements and the process for submitting supporting documents are governed by the Academic Catalog.

3.8 Same-Day Mentor Follow-Up

If you are reported absent, your peer mentor will normally contact you on the same day with a brief, supportive message.

Please respond, even if only to confirm that you are safe and aware of the missed class. If you are experiencing a difficulty, you may explain only what you are comfortable sharing. Your mentor can refer you to the appropriate University office.

The mentor will record whether contact was made and whether a referral is needed. Mentors do not decide whether an absence is excused.

3.9 The Calling and Escalation Pathway

If you do not respond, AUT will make further reasonable attempts to contact you.

Stage	Action
Same day	Your peer mentor sends a supportive message.
Next working day	Your mentor attempts to telephone you and informs the First-Year Experience Coordinator.
Continued non-response	The Student Experience Office contacts you and considers whether a practical, academic or wellbeing barrier may be involved.

Stage	Action
Ongoing or serious concern	The matter is referred to the appropriate academic, wellbeing or safety focal point.

An emergency or credible concern for someone's safety may be escalated immediately without following each stage in sequence.

Family or emergency contacts will be approached only when appropriate, including where you have consented or where a serious safety concern justifies further action. Keeping your contact and emergency-contact information current helps AUT respond appropriately.

3.10 Academic, Personal and Wellbeing Referrals

A mentor or member of the First-Year Experience team may refer you to another AUT office when specialized assistance is needed.

Type of Concern	Usual Referral
Course content or assessment question	Faculty member
Program structure or course sequencing	Program Coordinator
Registration, timetable or academic progression	Academic Affairs Coordinator
Study skills or academic support	Learning Support, CommLabAUT or the relevant faculty member
Financial difficulty	Finance Office
Personal or practical difficulty	Student Experience Office
Mental health or wellbeing concern	AUT's wellbeing focal point or an appropriate external professional
Safety or emergency concern	Campus Security or emergency services

Only information reasonably necessary to arrange support should be shared. In an emergency, seek help directly rather than waiting for your mentor.

3.11 Weekly Check-Ins after the First Three Weeks

After the intensive three-week period, mentors will normally maintain weekly contact with their cohort. A check-in may be a group message, short meeting, activity or individual conversation.

Use these check-ins to raise emerging concerns, ask where to obtain help and remain connected with the cohort. Immediate follow-up may still occur whenever an attendance, engagement or wellbeing concern is reported.

3.12 Mid-Semester Progress Check

Around the middle of the semester, the First-Year Experience team will invite students to review how their transition is progressing. The check may consider:

- attendance and engagement;
- participation in assessments;
- academic feedback received;
- connection with the AUT community;
- practical or personal barriers; and
- support that may be helpful.

This is a supportive progress check, not an official grade or academic-standing decision. Where a concern is identified, you may be referred for assistance or invited to agree on practical next steps.

3.13 Student Responsibilities within the Program

To benefit from the First-Year Experience, you are expected to:

- keep your contact information current;
- join and monitor your cohort communication group;
- respond to reasonable check-in messages;
- communicate respectfully with mentors and other students;
- raise difficulties early and provide accurate information;
- attend agreed support meetings or advise if you cannot attend;
- use official University channels for academic and administrative decisions; and
- seek urgent professional help directly when necessary.

Mentor contact does not transfer responsibility for your attendance, coursework, deadlines or decisions to the mentor.

3.14 First-Year Experience Team and Contact Details

Role	Focal Point	Contact Details
First-Year Experience coordination	Dinora Gafurova	Email: dgafurova@aut-edu.uz Office: Room 205
Student Experience and escalations	Khurshidbek Abdumukhtarov	Email: kh.abdumukhtarov@aut-edu.uz Office: Room 205
FYE framework and faculty support	Dr Kubanych Takyrbashev	Email: k.takyrbashev@aut-edu.uz Office: Room 415
Academic matters and referrals	Mr Fakhridin Polatkhanov, Academic Affairs Coordinator	Email: f.polatkhanov@aut-edu.uz Office: Room 310
Peer-mentor support	Your assigned peer mentors	Provided during First-Year Orientation
Immediate safety concern	Campus Security	Telephone +998773803893 Location: Room 315

If you are unsure whom to contact, begin with the First-Year Experience Coordinator or the Student Experience Office. They will direct you to the appropriate person.

4. Your Academic Journey

The Academic Catalog is the authoritative source for AUT's academic requirements, regulations and program structures. This section explains how to navigate those requirements and whom to contact when you need assistance.

4.1 Academic Calendar and Important Deadlines

The Academic Calendar identifies the main dates of the academic year, including semester dates, registration periods, assessment periods, University holidays and relevant academic deadlines.

At the beginning of each semester:

- review the official Academic Calendar;
- add important dates to your personal calendar;
- check your AUT email regularly for authorized updates; and
- ask the Academic Affairs Coordinator if a deadline is unclear.

Do not rely solely on Canvas reminders, an unofficial group chat or information from another student. A faculty member's course schedule does not replace a University-wide deadline.

4.2 Academic Programs and Plans of Study

Your Plan of Study shows the courses you are expected to complete and their recommended sequence. It allows you to understand how each semester contributes to your degree.

Keep an approved copy and review it with your Program Coordinator when planning each semester. A Plan of Study is not the same as your timetable: the plan shows your degree pathway, while the timetable shows the classes scheduled for a particular semester.

Do not change your course sequence on the basis of informal advice. Any proposed change must be reviewed through Academic Affairs and confirmed through the appropriate University process. Detailed program and degree requirements are contained in the Academic Catalog.

4.3 General Education and the Common First Year

All first-year undergraduate students at AUT follow a harmonized first-year curriculum focused on General Education. Students from different intended majors may therefore study many of the same courses during their first year.

General Education develops the broad academic capabilities needed across all programs, including communication, critical thinking, quantitative reasoning, digital literacy, ethical judgment and understanding of local and global perspectives.

The common first year:

- provides a shared academic foundation;
- supports students as they adjust to university-level study;
- allows students from different programs to learn together; and
- prepares students for the more specialized courses that follow.

A common first year does not mean that every student will have the same timetable or class section. Approved transfer credits or other formally recognized circumstances may also affect an individual student's schedule.

Co-curricular activities related to particular disciplines may be offered during the first year, but they do not replace formal credit-bearing courses unless AUT confirms otherwise in writing.

4.4 Academic Advising

Your Program Coordinator serves as your principal academic adviser. Meet with your Program Coordinator when you need to:

- understand your Plan of Study;
- discuss course sequencing or prerequisites;
- review your progress within the program;
- consider an approved change to your academic pathway; or
- identify appropriate academic support.

Prepare for advising by reviewing your Plan of Study, registration and academic record in advance. Bring specific questions and retain any written guidance provided.

Academic advising does not replace formal approval. A conversation with an adviser does not itself change your registration, grade, academic standing or official record.

4.5 The Role of the Academic Affairs Coordinator

The Academic Affairs Coordinator is the central point of contact for academic administrative questions and directs students to the appropriate Program Coordinator or responsible academic office.

Contact the Academic Affairs Coordinator when:

- your registered courses do not match your Plan of Study;
- a course is missing or incorrectly assigned;
- you have a timetable conflict;
- you need guidance following a failed course;
- you are unsure which Program Coordinator or faculty member to approach; or
- an academic matter requires coordination across more than one office.

The Academic Affairs Coordinator does not replace your faculty member's academic judgment or your Program Coordinator's disciplinary expertise. The role is to ensure that your concern reaches the correct academic decisionmaker and that any approved action is properly coordinated.

Focal point: Mr. Fakhridin Polatkhanov, Academic Affairs Coordinator

Email: f.polatkhanov@aut-edu.uz

Office: Room 310

4.6 The Role of Your Program Coordinator

Your Program Coordinator oversees the academic coherence of your program and serves as your principal academic adviser.

The Program Coordinator can:

- explain your Plan of Study and course sequence;
- advise you on prerequisites and academic progression;
- review proposed changes to your academic pathway;
- help address concerns affecting several courses within the program;
- refer you to appropriate academic support; and
- consider requests that require program-level academic approval.

A Program Coordinator does not alter an official record directly or replace the faculty member responsible for evaluating work in an individual course. Approved administrative actions must be processed through the appropriate University office.

4.7 The Role of the Registrar's Office

The Registrar's Office maintains AUT's official student records and processes formally approved academic actions.

Contact the Registrar's Office for:

- enrolment confirmation;
- corrections to your personal or biographical information;
- official transcripts and academic documents;
- approved changes that must be entered into your official record;
- leave or withdrawal forms; and
- graduation documentation.

Academic questions should normally begin with the Academic Affairs Coordinator, who will direct you to the relevant Program Coordinator. The Registrar's Office records and implements approved decisions; it does not determine course content, evaluate academic work or provide program advising.

4.8 Course Registration

Course registration confirms the courses for which you are officially enrolled in a particular semester.

Newly admitted first-year undergraduate students are normally registered into their common first-year courses by AUT. Continuing and graduate students will receive registration instructions through their AUT email.

When registration opens:

- Review your Plan of Study and academic record.
- Consult your Program Coordinator where advising or approval is required.
- Check for unresolved academic, administrative or financial holds.
- Complete registration through the official process.
- Confirm that the correct courses appear in the Student Information System.
- Compare your registration with your timetable and Canvas.

Being present in a classroom or having access to a course in Canvas does not, by itself, constitute official registration. Report a discrepancy immediately to the Academic Affairs Coordinator.

Registration dates, eligibility requirements and limitations are established in the Academic Catalog and Academic Calendar.

4.9 Adding and Dropping Courses

A request to add or drop a course must be completed through the official University process by the applicable deadline.

Before requesting a change:

- discuss its academic effect with your Program Coordinator;
- check whether it affects prerequisites or your expected graduation date;
- ask the Finance Office about any tuition or scholarship consequences; and
- submit the required form or request through Academic Affairs.

Do not assume that a change has been approved until it appears in the Student Information System or you receive formal written confirmation.

Telling a faculty member, ceasing attendance or beginning to attend another course does not add or drop a course. Until a drop is officially processed, you remain responsible for the course.

The Catalog governs deadlines and the academic, transcript and financial consequences of adding or dropping a course.

4.10 Course Load and Overloads

Your normal course load should follow your approved Plan of Study. Taking additional courses can create timetable conflicts, increase academic pressure and affect financial or scholarship arrangements.

If you are considering an overload:

- Meet with your Program Coordinator.
- Explain the academic reason for the request.
- Review your current performance, prerequisites and existing commitments.
- Complete the official overload request.
- Wait for written approval before attending or attempting work in the additional course.

An overload is exceptional and is not an automatic entitlement. Approval depends on the requirements and limits established in the Academic Catalog, the feasibility of the timetable, course availability and the student's capacity to succeed.

The Registrar's Office processes an overload only after the required academic approval has been obtained.

4.11 Prerequisites and Course Sequencing

A prerequisite is a course or requirement that must be completed before another course. A corequisite must be taken before or alongside the related course, as specified in the Catalog.

Before registering, compare your proposed courses with your Plan of Study and confirm that you meet the stated requirements. Access to a course in Canvas or the registration system does not constitute a prerequisite waiver.

If you believe that transfer credit, prior learning or another approved circumstance satisfies a requirement, contact the Academic Affairs Coordinator before the add/drop deadline. Any exception must receive formal academic approval.

4.12 Attendance and Participation

Attend every scheduled class, arrive on time and remain for the full session. A student arriving more than 10 minutes after the scheduled start time is marked absent for that session. Participation may include discussions, practical activities, group work, presentations and other requirements stated in the course syllabus.

Monitor your attendance and address any apparent error promptly with the faculty member. If the issue remains unresolved, contact the Academic Affairs Coordinator.

If you expect to miss several classes, seek advice immediately. Continued enrolment in a course does not guarantee that you have met its attendance requirements. The applicable attendance rules and consequences are stated in the Academic Catalog.

4.13 Excused Absences and Supporting Documents

If an absence may qualify as excused:

- Notify the faculty member as soon as possible.
- Contact the Academic Affairs Coordinator for the correct submission process.
- Provide authentic, complete and readable supporting documents within the Catalog deadline.
- Retain copies of everything submitted.
- Confirm whether further action or coursework is required.

The responsible office will verify the documents and arrange any required update to the official record.

An excused absence does not automatically remove missed learning requirements or guarantee a make-up assessment. Discuss the academic consequences with the faculty member. The Catalog identifies the recognized grounds, required evidence and submission deadlines.

4.14 Examinations and Assessments

At the beginning of each course, review the syllabus to understand:

- the assessment methods and weighting;
- submission requirements;
- examination dates or scheduling arrangements;
- permitted materials and technology;
- academic-integrity expectations; and
- how feedback will be provided.

Before an examination, confirm the date, time, location and required identification. Arrive early and follow the instructions of the faculty member or examination supervisor.

Report a scheduling conflict or accessibility need before the assessment. If illness or an emergency prevents participation, notify the faculty member and Academic Affairs immediately and submit the required evidence.

Questions about the academic evaluation of your work begin with the faculty member. Technical or administrative scheduling issues should be directed to the Academic Affairs Coordinator.

4.15 Grading and GPA

Each course syllabus explains how your work will be assessed. Faculty members are responsible for evaluating academic performance and assigning grades according to the approved course requirements.

Review feedback throughout the semester rather than waiting for the final grade. Grades displayed in Canvas may show your current progress but are not necessarily your final official grades. Confirm final results through the Student Information System.

Your academic record includes both:

- a semester GPA, reflecting performance in a particular semester; and
- a cumulative GPA, reflecting performance across your studies at AUT.

The official grading scales, GPA calculation rules and treatment of special grade designations are provided in the Academic Catalog.

If you believe that a grade has been entered incorrectly, first contact the faculty member promptly and identify the specific issue. A disagreement with academic judgment must follow the grade-appeal process described in Section 4.23.

4.16 Good Academic Standing

Good academic standing means that you are meeting the academic progression requirements applicable to your level and program.

At the end of each semester, check:

- your semester and cumulative GPA;
- whether all grades have been recorded;
- your progress against your Plan of Study;
- any failed, incomplete or repeated courses; and
- any notice concerning your academic status.

The Catalog defines the applicable requirements. Scholarship conditions may be higher than the University's general good-standing requirements and should be checked separately.

If your status is unclear, contact the Academic Affairs Coordinator promptly.

4.17 Academic Warning, Probation and Early Intervention

AUT may contact you before or after your academic performance reaches the threshold for formal probation.

An early intervention or academic warning is intended to help you improve. It may involve a meeting, referral to learning support, an Academic Improvement Plan or closer progress monitoring.

Academic probation is a formal academic status governed by the Catalog. A student on probation may be subject to conditions concerning course load, advising, progress monitoring or other academic requirements.

If you receive a notice:

- Read it carefully.
- Meet the Academic Affairs Coordinator.
- Review your academic record with your Program Coordinator.
- Agree on the actions required.
- Attend any scheduled support meetings.
- Monitor your progress throughout the semester.

Ignoring the notice does not remove the status or its conditions.

4.18 Failed Courses and Repeating a Course

Failing one or more courses does not normally mean repeating an entire academic year. You must repeat the failed course or courses, while continuing with other courses for which you remain eligible.

After receiving a failing grade:

- Contact the Academic Affairs Coordinator.
- Review the effect on prerequisites and course sequencing with your Program Coordinator.
- agree on a revised study plan;
- obtain written information from Finance about any additional cost; and
- register for the repeated course through the official process.

A failed prerequisite may delay later courses even when you continue to the next year of study. Course availability and workload may also affect when the failed course can be repeated.

The Catalog governs the number of permitted attempts, grade treatment and formal consequences of repeated failure.

4.19 No Examination-Only Retakes

AUT does not offer examination-only retakes as a means of replacing a failed course grade.

If you fail a course, you must repeat the entire course, including attendance, learning activities, coursework and assessments. An informal agreement with a faculty member to sit another examination does not replace this requirement and cannot change the official record.

Any exceptional examination-retake arrangement previously announced for a specific semester or group was a one-off transitional measure. It does not create an entitlement to examination retakes in future semesters.

4.20 Academic Suspension and Dismissal

Academic suspension temporarily prevents a student from registering for or participating in studies at AUT. Academic dismissal ends the student's enrolment because the applicable progression requirements have not been met.

A student affected by either decision will receive formal notification stating:

- the academic status applied;
- the basis for the decision;
- its practical effect;
- any available appeal or reinstatement process; and
- the relevant deadline.

The Academic Catalog defines the grounds for suspension and dismissal and whether an appeal is available.

If you receive such a notice, contact the Academic Affairs Coordinator immediately for an explanation of the next steps. Do not continue attending classes or assume that registration remains active unless the University confirms this in writing.

Returning after a suspension requires formal approval through the applicable reinstatement process. It is not automatic.

4.21 Leave of Absence

A leave of absence is an approved temporary interruption of your studies. Before applying:

- Meet the Academic Affairs Coordinator.
- Discuss the academic effect with your Program Coordinator.
- Check financial consequences with Finance.
- If you are an international student, obtain immigration guidance.
- Submit the official form and supporting documents to the Registrar's Office.
- Wait for written approval.

Simply not registering or not attending classes is not an approved leave. The Catalog governs eligibility, duration and return requirements.

4.22 Withdrawal from a Course or the University

Withdrawing from a course and withdrawing from AUT are different actions. Both require a formal request.

Before withdrawing, obtain advice about:

- your academic progression and prerequisites;
- your transcript and academic status;
- tuition, scholarship or refund consequences;
- visa implications, if applicable; and
- the process for returning to AUT.

Stopping attendance or informing a faculty member does not complete a withdrawal. Begin with the Academic Affairs Coordinator and submit the required form to the Registrar's Office. Keep the written confirmation.

Deadlines and consequences are governed by the Catalog and your tuition contract.

4.23 Grade Appeals and Academic Appeals

If you believe that a grade is incorrect:

- Review the syllabus, assessment instructions, and feedback.
- Contact the faculty member promptly and identify the specific concern.
- If unresolved, follow the formal grade-appeal process in the Catalog.

An appeal must identify a possible error, inconsistency, or procedural concern. It is not an opportunity simply to request additional marks or another assessment.

Questions about academic standing, suspension, or another formal academic decision should begin with the Academic Affairs Coordinator. Appeal deadlines may be short, so act immediately after receiving the decision.

4.24 Monitoring Your Progress towards Graduation

You are responsible for monitoring your progress throughout your studies. At least once each semester:

- compare completed courses with your Plan of Study;
- check grades and credits in the Student Information System;
- identify failed, incomplete or missing requirements;
- review prerequisites for the next semester;
- meet your Program Coordinator; and
- report any discrepancy promptly.

Do not wait until your final semester to identify a missing requirement. The formal graduation audit is explained in Section 16.

4.25 Where to Go and Who to Contact

Matter	First Contact
Program structure, sequencing and academic advice	Program Coordinator listed in Section 2.13
Registration, timetable, failed courses or academic progression	Mr. Fakhridin Polatkhanov, Academic Affairs Coordinator • f.polatkhanov@aut-edu.uz • Room 310
Official records, forms, transcripts and approved changes	Registrar's Office • registrar@aut-edu.uz • Room 312
Course content, assessment or feedback	Faculty member listed in the course syllabus
Tuition or financial consequences	Finance Office • Mr. Hojiakbar Shernazarov hshermatov@aut-edu.uz • Room 514
Academic support or personal difficulty	Student Experience Office or the services in Section Room 205

5. Learning and Academic Support

Academic support is available throughout your studies. Seeking assistance early is a responsible part of university learning and does not affect your academic standing.

5.1 Asking for Academic Help

Begin with the person closest to the issue:

- contact the faculty member for course content, assessment instructions or feedback;
- contact your Program Coordinator for program-level advice;
- contact the Academic Affairs Coordinator for registration, progression or coordination;
- use CommLabAUT, the Library, or learning support for skill development; and
- contact the Student Experience Office when personal circumstances are affecting your studies.

Explain the issue clearly, include relevant documents, and state what assistance you are seeking.

5.2 Faculty Office Hours

Faculty office hours provide time to ask questions, discuss feedback, and seek guidance outside class.

Office hours are stated in the syllabus or communicated by the faculty member. Prepare specific questions and bring the relevant work or instructions. Office hours support your learning, but do not replace class attendance or provide an alternative assessment.

5.3 Academic Improvement Plans

An Academic Improvement Plan may be offered or required when a student is struggling academically.

The plan may identify:

- the courses requiring attention;
- specific improvement goals;
- agreed support or referrals;
- attendance or study expectations;
- review dates; and
- the person responsible for monitoring progress.

Participate actively and raise any barrier that prevents you from completing an agreed action. The plan provides support, but responsibility for academic improvement remains with the student.

5.4 Tutoring and Learning Support

AUT may offer individual or group tutoring, peer-assisted learning, workshops, and targeted academic support.

Tutoring can help you understand concepts, practice skills, and develop an effective approach to learning. A tutor must not complete work for you, rewrite an assignment for submission, or provide answers to an assessment.

Ask your faculty member, Program Coordinator or Academic Affairs Coordinator for which support is currently available.

5.5 Library and Learning Resources

The University Library provides books, academic journals, electronic resources, and spaces for individual and collaborative study.

The University Librarian can help you:

- locate reliable academic sources;
- use databases and electronic resources;
- develop research strategies; and
- understand how to access and use library materials.

Follow the current borrowing and facility instructions displayed by the Library.

Email: L2RC@aut-edu.uz

Opening hours: Monday-Friday, 9:00-21:00, subject to announced changes

Location: Room 103

5.6 CommLabAUT

CommLabAUT is part of the Center for English Language and Communication and is inspired by CommLabASU at Arizona State University.

It supports students with:

- academic writing and presentations;
- public speaking and communication;
- CVs, resumes and motivation letters;
- interview preparation and mock interviews;
- podcasts and discussion activities; and
- professional communication.

CommLabAUT helps you develop your own work. It does not write, rewrite, or approve an assignment for submission.

Email: commlabaut@aut-edu.uz

Location: Room 308

Appointments: **Through email**

5.7 Academic Writing and Referencing Support

If you are unsure how to structure academic writing, use sources or apply a referencing style, seek assistance before submitting the work.

Your faculty member explains the requirements of the assignment. CommLabAUT can support writing development, while the Library can help with research and source use.

You remain responsible for the accuracy, originality and final content of your submission. Academic integrity requirements are explained in Section 6.

5.8 Study Skills, Time Management and Examination Preparation

Workshops and individual guidance may be available on:

- planning a semester and weekly workload;
- effective notetaking and reading;
- managing long assignments;
- revision and examination preparation;
- balancing study with employment or family responsibilities; and
- responding constructively to feedback.

Do not wait until several deadlines have been missed. Ask your faculty member, mentor, Program Coordinator or Student Experience Office where to obtain support.

5.9 English–Language and Communication Support

Students who wish to strengthen their academic English or professional communication should contact CommLabAUT or the Center for English Language and Communication.

Support may include writing, speaking, presentation, pronunciation, and academic vocabulary development. This assistance complements your formal courses and does not replace any language requirements established in your program.

5.10 Accessibility and Reasonable Academic Accommodations

AUT seeks to ensure that students with disabilities, chronic illnesses, temporary injuries or other documented conditions can participate meaningfully in their studies.

If you require an accommodation:

- Contact the Student Experience Office as early as possible.
- Explain the barrier you are experiencing.
- Provide relevant documentation when requested.
- Participate in identifying reasonable support.
- Share the approved arrangement with the relevant faculty or office as instructed.

An accommodation may adjust how a student accesses learning or demonstrates achievement, but it does not remove essential course or program requirements.

Requests are handled respectfully, and information is shared only with those who need it to arrange support. In an urgent situation, seek immediate medical or safety assistance.

5.11 Where to Go and Who to Contact

Support Needed	Contact
Course-specific help	Faculty member during office hours
Program advice	Program Coordinator listed in Section 2.13
Academic coordination or improvement planning	Mr. Fakhridin Polatkhanov, Academic Affairs Coordinator • f.polatkhanov@aut-edu.uz • Room 310
Research and library support	University Library • L2RC@aut-edu.uz • Room 103
Writing, communication and interview support	CommLabAUT • commlabaut@aut-edu.uz • Room 308
Accessibility or personal support	Student Experience office studentaffairs@aut-edu.uz • Room 205
Technical access	IT Support • itsupport@aut-edu.uz • Room 410

6. Academic Integrity and Plagiarism

6.1 The AUT Honor Code

The AUT Honor Code requires every student to act honestly, submit authentic work, acknowledge the ideas and contributions of others, and neither give nor receive unauthorized assistance.

The Honor Code applies to all academic work, including examinations, assignments, presentations, projects, practical work, research, internships, and digital activities.

6.2 What Academic Integrity Means

Academic integrity means that your work truthfully represents:

- what you know and can do;
- which ideas and words are your own;
- which sources or tools you used;
- who contributed to the work; and
- what assistance was authorized.

If you are unsure whether assistance, collaboration or technology is permitted, ask the faculty member before using it.

6.3 Plagiarism and Improper Referencing

Plagiarism is presenting another person's language, ideas, structure, data, media or work as your own without appropriate acknowledgement.

It includes:

- copying or closely paraphrasing without citation;
- translating material from another language without acknowledgement;
- submitting another person's work;
- using sources that are not identified;
- copying from another student;
- presenting generated content as personal work when disclosure is required; and
- using citations that do not correspond to the sources actually consulted.

A minor referencing error may be addressed through academic feedback where there is no misrepresentation. Substantial or misleading appropriation is plagiarism even when the student states that it was unintentional.

6.4 Cheating and Unauthorized Assistance

Cheating includes using or providing unauthorized assistance during an assessment.

Examples include:

- consulting prohibited notes, devices, websites or applications;
- communicating with another person;
- copying or allowing another student to copy;
- obtaining assessment questions or answers improperly;
- continuing after time has been called; and
- using unauthorized translation, calculation, or AI tools.

6.5 Unauthorized Collaboration

Collaboration is permitted only to the extent authorized by the faculty member.

When individual work is required, students must produce their own analysis and submission. Dividing an individual assignment among students, sharing answers or submitting substantially identical work constitutes unauthorized collaboration.

Students who knowingly provide their work for misuse may also be held responsible.

6.6 Contract Cheating and Impersonation

Contract cheating occurs when another person or service completes or substantially produces academic work for a student. Payment is not required for conduct to constitute contract cheating.

Impersonation includes taking an examination, attending an assessed activity, or accessing an academic system on behalf of another person.

These are serious violations and may proceed directly to the Faculty Senate Student Success Committee.

6.7 Fabrication and Falsification

Fabrication or falsification includes:

- inventing data, results, sources or quotations;
- altering research or laboratory records;
- submitting false evidence for an absence or extension;
- misrepresenting participation or contribution;
- manipulating documents or screenshots; and
- providing false information during an academic integrity review.

6.8 Self-Plagiarism and Reusing Previous Work

Previously submitted work may not be reused, in whole or substantial part, for a new assessment without the faculty member's prior written permission.

When reuse is authorized, the earlier work must be disclosed and cited where appropriate. Receiving credit twice for substantially the same undisclosed work is academically dishonest.

6.9 Responsible and Unauthorized Use of Artificial Intelligence

AI tools may be used only as permitted by the faculty member and assessment of instructions.

Where AI use is authorized, students must:

- remain responsible for the accuracy and originality of the submission;
- verify facts, sources and citations;
- disclose or cite the use as instructed;
- protect confidential or personal information; and
- retain drafts, prompts or process evidence when requested.

AI use is unauthorized when it replaces work the student is required to perform, conceals the origin of content, fabricates information or bypasses an assessment's learning purpose.

6.10 Faculty Academic Judgment

The faculty member is best placed to evaluate whether submitted work is consistent with the assignment, the student's demonstrated abilities and the standards of the discipline.

A faculty member may consider:

- comparison with the student's previous work and known voice;
- unexplained changes in style, vocabulary or level;
- matching sources or another submission;
- inaccurate, invented or inaccessible citations;
- drafts, notes, version history or file metadata;
- the student's ability to explain the work and process; and
- relevant similarity or detection reports.

Automated plagiarism or AI-detection results may inform a review but should not be the sole basis for a finding.

Academic-integrity decisions are academic judgments, not criminal trials. The faculty member is not required to prove a case to a courtroom standard but must identify a reasonable academic basis for the conclusion and document it sufficiently for review.

6.11 How a Suspected Violation Is Reviewed

When a violation is suspected, the faculty member will normally:

- preserve the relevant work and supporting information;
- inform the student of the concern;
- invite the student to explain and provide relevant drafts or evidence;
- consider the available information;
- determine whether a violation occurred; and
- communicate the outcome in writing.

A student's confession is not required. Equally, suspicion alone is insufficient: the decision must rest on documented academic judgment.

If the concern is not substantiated, the work will be evaluated normally, and no academic-integrity violation will be recorded.

6.12 The Student's Right to Respond

Before a finding is made, the student must have a reasonable opportunity to:

- understand the allegation;
- review the work or conduct being questioned;
- explain how the work was produced;
- identify permitted assistance or tools;
- provide drafts, notes or other relevant material; and
- identify any important contextual information.

A student may not intimidate another person, fabricate evidence or interfere with the review.

6.13 Progressive Academic Sanctions

Sanctions normally progress as follows:

Stage	Normal Academic Consequence
First substantiated violation in a course	An F or zero on the affected assignment or assessment, together with an academic integrity warning and a recorded educational intervention.
Second substantiated violation in the same course	An XF academic-dishonesty grade for the course, subject to adjudication by the Faculty Senate Student Success Committee.
Academic dishonesty resulting in an XF in a second course	Academic suspension, subject to adjudication by the Faculty Senate Student Success Committee.
Further or exceptionally serious misconduct	A longer suspension, dismissal, or another sanction authorized by the University's governance framework.

The University may move directly to a higher sanction where the conduct is serious, organized, fraudulent, or deliberately obstructive.

6.14 The XF Academic-Dishonesty Grade

XF means failure of a course because of academic dishonesty. It carries no academic credit and is recorded as an academic-misconduct outcome.

An XF may be imposed only after the applicable review and adjudication. It cannot be changed through an informal agreement, an extra assignment, or an examination to retake.

Any later repetition of the course is governed by the Catalog and does not cancel the misconduct finding unless it is overturned through an authorized appeal.

6.15 Serious and Repeated Academic Misconduct

Serious misconduct may include:

- contract cheating;
- impersonation;
- organized or coordinated cheating;
- theft or unauthorized distribution of assessment materials;
- deliberate fabrication of research or evidence;
- substantial falsification of documents;
- interference with an investigation;
- retaliation against a reporting person; and
- repeated violations demonstrating a continuing pattern.

Serious misconduct may bypass the normal progressive sequence and be referred directly to the Faculty Senate Student Success Committee.

6.16 Faculty Senate Student Success Committee

The Faculty Senate Student Success Committee adjudicates academic-integrity cases that may result in an XF, suspension, dismissal or another serious institutional consequence.

The Committee will:

- review the faculty member's report and supporting material;
- consider the student's written or oral response;
- seek clarification where necessary;
- ensure that members with a conflict of interest do not participate;
- determine whether the violation is substantiated;
- determine or recommend the appropriate sanction within its authority; and
- provide a written outcome.

The Committee respects faculty academic judgment while ensuring consistency, fairness and institutional oversight.

6.17 Appeals

A student may appeal an academic-integrity decision on the grounds of:

- a material procedural error;
- significant new information that was not reasonably available earlier;
- a sanction inconsistent with the established progression; or
- a decision that could not reasonably be supported by the information considered.

An appeal is not a complete rehearing merely because the student disagrees with the academic judgment.

Appeals must be submitted through Academic Affairs within the deadline stated in the decision notice. An appeal from a Committee decision will be considered by the authority designated by AUT's governance framework and will not be decided by the same individuals who made the original decision.

6.18 Records and Confidentiality

Substantiated violations and sanctions are recorded in the student's confidential academic or disciplinary file as appropriate.

Information is shared only with authorized persons who need it to:

- review the case;
- identify previous violations;
- implement a sanction;
- consider an appeal;
- meet legal or reporting obligations; or
- protect the University community.

Academic-integrity matters should not be discussed publicly or circulated among students. Records are retained and disclosed in accordance with University requirements and applicable law.

6.19 Where to Go and Who to Contact

Matter	Contact
Whether collaboration, citation or AI use is permitted	Faculty member before submission
Help with referencing or academic writing	CommLabAUT or the University Library
Academic-integrity process or case submission	Mr Fakhridin Polatkhanov , Academic Affairs Coordinator • f.polatkhanov@aut-edu.uz • Room 310
Faculty Senate Student Success Committee	Committee Secretariat: Muxabbat Kurbanova mkurbanova@aut-edu.uz
Appeal submission	Academic Affairs: academicaaffairs@aut-edu.uz
Personal or wellbeing support during a case	Student Experience Office studentaffairs@aut-edu.uz

7. Student Conduct and Discipline

7.1 Purpose and Scope of the Student Code of Conduct

The Student Code of Conduct protects a safe, respectful and inclusive learning community. It applies to all AUT students and recognized student organizations.

It covers conduct on campus, during AUT activities, in University systems and in off-campus situations with a clear connection to AUT or a substantial effect on the University community.

Academic misconduct is handled under Section 6.

7.2 Conduct on Campus

Students must behave respectfully, follow reasonable instructions, carry their student identification and use University spaces for their intended purposes.

Conduct must comply with applicable law and officially communicated campus requirements. Students are responsible for the behaviour of any guest they bring to campus.

7.3 Conduct during AUT Activities off Campus

The Code applies during field trips, internships, competitions, exchanges, conferences, social events and other activities connected with AUT.

Students remain representatives of the University and must follow AUT expectations, host-organization requirements and local law.

7.4 Conduct in Digital and Online Environments

The Code applies to Canvas, AUT email, online classes, cohort groups, University social-media spaces and other digital environments connected with AUT.

Online conduct that would constitute harassment, intimidation, fraud, disruption or another violation in person is also prohibited digitally.

7.5 Classroom Conduct and Respectful Participation

Students must arrive prepared, participate constructively and allow others to learn. Respectful disagreement and academic debate are welcome.

Repeated interruption, insulting language, unauthorized device use or behaviour that prevents teaching and learning may result in removal from the session and a conduct referral.

7.6 Disruption and Failure to Follow Reasonable Instructions

Students must follow reasonable instructions from authorized AUT employees concerning teaching, safety, security, facilities and University activities.

Peaceful disagreement or a respectful complaint is not misconduct. Refusal becomes misconduct when it obstructs University operations, creates risk or continues after a clear reasonable instruction.

7.7 Discrimination, Harassment and Bullying

Discrimination, harassment and bullying based on race, ethnicity, nationality, language, religion, sex, gender, age, disability or another protected characteristic are prohibited.

The Code also prohibits repeated or severe conduct that humiliates, isolates, threatens or intimidates another person, whether or not it is linked to a protected characteristic.

7.8 Sexual Harassment and Sexual Misconduct

Sexual harassment and misconduct include unwelcome sexual comments, messages, images, advances, requests, touching, coercion, stalking or other conduct of a sexual nature that violates dignity or creates an intimidating, hostile or offensive environment.

Consent must be freely given and may be withdrawn. Silence, pressure, fear, intoxication or incapacity does not constitute consent.

A person seeking immediate safety or medical assistance should contact emergency services or Campus Security. AUT can also arrange supportive measures without requiring the student to confront the other person directly.

7.9 Hazing

Hazing is any activity connected with joining, remaining in or gaining status within a group that humiliates, coerces, degrades or endangers a person.

Consent does not excuse hazing. Organizing, encouraging, assisting or knowingly concealing hazing is also prohibited.

7.10 Threats, Violence and Weapons

Threatening behaviour, physical violence, intimidation, fighting and conduct that creates a reasonable fear of harm are prohibited.

Weapons, dangerous objects and realistic weapon replicas may not be brought onto campus or to an AUT activity unless expressly authorized for a legitimate purpose.

7.11 Alcohol, Drugs, Smoking and Vaping

The possession, use, distribution or impairment-related misuse of alcohol, illegal drugs or controlled substances is prohibited on campus and during AUT activities.

Smoking and vaping are prohibited inside University buildings and may occur only in the officially designated outdoor area.

7.12 Gambling

Gambling is prohibited on campus, through University systems and during AUT activities. Students may not organize betting, collect wagers or use University property or funds for gambling.

7.13 Theft, Fraud and Property Damage

Theft, attempted theft, fraud, unauthorized possession and intentional or reckless damage are prohibited.

This includes misuse of money, payment information, identity documents, access cards, intellectual property and University or personal belongings.

7.14 Misuse of University Property and Facilities

Students must use classrooms, laboratories, equipment, networks, furniture and student spaces responsibly.

Unauthorized access, unsafe use, tampering, removal of property or use of a facility for an unapproved commercial or personal purpose may result in restriction of access and restitution.

7.15 Privacy, Recording and Misuse of Personal Information

Students must respect the privacy of others. Recording a class, meeting, conversation or University activity requires prior permission unless recording is expressly authorized.

Students may not disclose, publish or misuse another person's contact information, image, academic record, private communication or personal information without authorization.

7.16 Misuse of University Technology and Social Media

Students may not:

- access another person's account;
- share passwords or authentication codes;
- bypass security controls;
- introduce malicious software;
- impersonate AUT or another person;
- harass others online;
- disclose confidential University information; or
- present a personal statement as an official AUT communication.

Students may express personal opinions lawfully, but should make clear when they are speaking only for themselves.

7.17 Falsification and Misrepresentation

Students may not forge, alter or misuse documents, signatures, records, identification, medical evidence or electronic communications.

Providing materially false information to obtain admission, financial assistance, an academic benefit, an excuse or another University decision is misconduct.

7.18 Retaliation and Interference with a Report

Retaliation against a person who reports a concern, participates in a review or supports another student is prohibited.

Students must not threaten witnesses, coordinate false accounts, destroy information or otherwise interfere with a University process.

7.19 Failure to Comply with Safety Requirements

Students must follow emergency, laboratory, fire, health and security instructions.

Tampering with alarms, blocking exits, creating a false emergency or refusing to evacuate is serious misconduct.

7.20 Reporting a Conduct Concern

A conduct concern may be reported to the Student Experience Office, Campus Security or another appropriate AUT employee.

A report should include, where available:

- what happened;
- when and where it occurred;
- who was involved;
- witnesses or supporting material; and
- any immediate safety or support need.

A good-faith report is not misconduct merely because it is not substantiated. Knowingly submitting false information may itself violate the Code.

7.21 Initial Assessment and Interim Measures

AUT will conduct an initial assessment to determine whether:

- immediate safety or wellbeing support is required;
- the matter can be addressed informally;
- a formal investigation is needed;
- another University process applies; or
- the report falls outside AUT's authority.

Interim measures may include a no-contact instruction, temporary access restriction, class or activity adjustment, increased security or temporary suspension where necessary to manage a serious risk.

Interim measures are precautionary and do not determine responsibility.

7.22 Investigation and the Student's Right to Respond

A student facing a formal allegation will normally receive:

- notice of the conduct being considered;
- a meaningful opportunity to respond;
- an opportunity to identify relevant information or witnesses;
- an impartial review; and
- a written outcome with reasons and any sanction.

Conduct decisions are University administrative judgments, not criminal proceedings. They are based on a reasonable assessment of the available information. A courtroom standard of proof is not required, but conclusions must be documented and supported.

7.23 Faculty Senate Student Success Committee

The Faculty Senate Student Success Committee adjudicates serious, repeated or contested student-conduct cases and cases that may result in suspension or expulsion.

The Committee reviews the report, the student's response and the available information; manages conflicts of interest; determines whether a violation is substantiated; and determines or recommends a proportionate outcome within its authority.

7.24 Disciplinary Sanctions

Sanctions are selected according to the seriousness, impact, intent, previous conduct and circumstances of the case. One or more of the following may apply:

Sanction	Purpose
Informal guidance or facilitated resolution	Correct a minor concern where appropriate
Written warning	Formally identify misconduct and expected improvement
Educational or restorative action	Build understanding or repair harm
Restitution	Repair or replace damaged or lost property
Loss of privilege	Restrict access to an activity, position, facility or system
No-contact or behavioral directive	Protect individuals or restore an appropriate environment
Conduct probation	Permit continued enrolment under stated conditions
Removal from a class, activity, office or residence arrangement	Address disruption, safety or loss of trust
Suspension	Temporarily remove the student from AUT
Expulsion	Permanently end the student's enrolment

Failure to complete a sanction may result in further disciplinary action.

7.25 Suspension and Expulsion

Suspension and expulsion are reserved for serious, harmful or repeated misconduct.

A suspended student may not attend classes, enter restricted University premises, use specified systems or participate in AUT activities during the suspension period.

Expulsion permanently ends enrolment. The final decision to suspend or expel is made or approved by the authority designated in AUT's governance framework following the applicable Committee process.

7.26 Appeals

A student may appeal on the grounds of:

- material procedural error;
- significant new information;
- a decision not reasonably supported by the available information; or
- a sanction that is clearly disproportionate.

The appeal must be submitted through the channel and by the deadline stated in the decision notice. It is not a complete rehearing solely because the student disagrees with the outcome.

The appeal will be considered by a person or body not responsible for the original decision.

7.27 Records, Privacy and Confidentiality

Conduct records are confidential and are shared only with authorized persons who need the information to review, decide, implement or appeal a case; meet legal obligations; or protect the University community.

AUT cannot promise absolute confidentiality where action is required for safety, fairness or law. All participants should avoid discussing cases publicly or sharing case material without authorization.

7.28 Where to Go and Who to Contact

Matter	Contact
Immediate danger or urgent safety concern	Campus Security: +998773803893 or national emergency services
General conduct report	Student Experience Office studentaffairs@aut-edu.uz • Room 205
Classroom disruption	Faculty member and Academic Affairs Coordinator: academicaffairs@aut-edu.uz Room 310
Harassment, discrimination or sexual misconduct	Designated safeguarding/contact: itursunov@aut-edu.uz Room 315
Confidential wellbeing support	Wellbeing focal point: Svetlana Djalilova sdjalilova@aut-edu.uz Room 209

8. Raising a Concern, Making a Complaint or Seeking an Appeal

AUT encourages students to raise concerns early. A student will not be disadvantaged for making a good-faith complaint, requesting a review or participating in a University process.

8.1 Asking for Help Informally

Many concerns can be resolved through a respectful conversation with the person or office closest to the issue.

Explain:

- what happened;
- what information or decision you need;
- what steps you have already taken; and
- what reasonable outcome you are seeking.

Informal resolution is not required where the concern involves harassment, discrimination, safety, serious misconduct or a significant power imbalance.

8.2 Academic and Non-Academic Complaints

An academic complaint concerns teaching, supervision, course delivery, academic support or another aspect of the learning experience. It does not automatically constitute a grade appeal.

A non-academic complaint concerns a University service, facility, employee interaction, student activity or administrative experience.

Begin with the route identified in this section. If the issue belongs to another process, AUT will explain where it should be redirected.

8.3 Complaints about a University Service

First contact the office that provided the service. Identify the date, service requested, difficulty experienced and desired resolution.

If the matter remains unresolved, submit the concern to the manager of that office or the Student Experience Office. Include relevant correspondence and documents.

8.4 Complaints about a Faculty or Staff Member

A concern about a faculty member should normally be raised with the Program Coordinator or Academic Affairs Coordinator. A concern about a staff member should be raised with the employee's manager or the Student Experience Office.

Do not direct a serious complaint to the person concerned if doing so would feel unsafe or inappropriate. Reports involving harassment, discrimination, threats or sexual misconduct may proceed directly through the route in Section 8.7.

8.5 Grade Appeals

Before appealing a grade:

- Review the syllabus, rubric and feedback.
- Ask the faculty member to explain the evaluation.
- Identify the specific error, inconsistency or procedural concern.
- Submit a formal appeal if the issue remains unresolved.

A grade appeal is not a request for additional marks, extra work or a second examination. The grounds, sequence and deadlines are governed by the Academic Catalog.

8.6 Academic-Standing Appeals

An appeal concerning probation, suspension, dismissal or another academic-standing decision begins with the Academic Affairs Coordinator.

The appeal should:

- identify the decision being challenged;
- state the permitted ground for appeal;
- explain the relevant circumstances;
- include supporting documents; and
- be submitted within the deadline stated in the notice or Catalog.

Submitting an appeal does not automatically cancel the original decision unless AUT confirms otherwise in writing.

8.7 Harassment and Discrimination Reports

A student may report harassment, discrimination, bullying, sexual misconduct or retaliation directly to the designated University contact, Student Experience Office or Campus Security.

The student may request:

- immediate safety assistance;
- a no-contact or other supportive measure;
- information about formal and informal options;
- wellbeing or medical support; and
- assistance preserving relevant messages or evidence.

AUT will not require informal mediation where it would be unsafe or inappropriate.

8.8 Confidentiality

Complaints are handled as privately as reasonably possible. Information is shared only with those who need it to assess the concern, provide support, ensure fairness, implement an outcome or meet legal obligations.

Absolute confidentiality cannot be promised where there is a serious safety concern or where action is required by law or University responsibility.

8.9 Protection from Retaliation

Retaliation against a person who raises a concern, supports another student, provides information or participates in a process is prohibited.

Report suspected retaliation immediately. It may be investigated as a separate conduct matter even if the original complaint is not substantiated.

8.10 Expected Response and Resolution Times

AUT will normally aim to:

- acknowledge a formal complaint within three working days;
- explain the next step or responsible office within five working days; and
- provide an outcome within twenty working days.

Urgent safety concerns are addressed immediately. Complex matters may require more time; where this occurs, the student should receive an update, the reason for the delay, and a revised expected date.

These are service targets and may be adjusted where the Academic Catalog or another applicable process establishes a different deadline.

8.11 Escalation when a Matter Remains Unresolved

If a concern remains unresolved:

- Ask the responsible office for a written response.
- Identify what remains outstanding.
- Escalate to the next authority named in the applicable process.
- Include the original complaint, previous responses and relevant evidence.
- State the resolution you are seeking.

Repeatedly sending the same request to unrelated employees does not replace the formal escalation route.

8.12 Where to Go and Who to Contact

Matter	Contact
Course or teaching concern	Faculty member, then Program Coordinator
Academic coordination or standing appeal	Academic Affairs Coordinator: academicaffairs@aut-edu.uz
University service complaint	Responsible office, then Student Experience Office: studentaffairs@aut-edu.uz
Grade appeal	Faculty member, then the Catalog appeal route
Harassment, discrimination or sexual misconduct	Designated contact: studentaffairs@aut-edu.uz
Immediate safety concern	Campus Security: +998773803893
Faculty Senate Student Success Committee matter	Committee Secretariat: Ms. Muxabbat Kurbanova mkurbanova@aut-edu.uz
Final institutional escalation	Office of the Rector: Ms. Shaxzoda Ikramova sh.ikramova@aut-edu.uz

9. Health, Wellness and Wellbeing

9.1 AUT's Commitment to Student Wellbeing

AUT recognizes that academic success is connected to physical health, psychological wellbeing, belonging and access to timely support.

Seeking help is a sign of responsible self-management. Students are encouraged to ask for assistance before a difficulty becomes a crisis.

9.2 Medical Services and First Aid

The Medical Office provides basic first aid and initial health assistance during University operating hours.

The Medical Office does not replace a hospital, specialist or emergency service. Students requiring diagnosis, treatment or continuing care may be referred to an external healthcare provider.

Medical Office location: Room 209

Operating hours: 09:00 — 18:00

Contact: Ms. Svetlana Djalilova sdjalilova@aut-edu.uz

9.3 Mental Health and Psychological Wellbeing

Mental-health difficulties can affect concentration, attendance, sleep, motivation and relationships. Students may seek support for anxiety, low mood, grief, trauma, loneliness, family difficulties or any other concern affecting wellbeing.

Peer mentors, faculty members and Program Coordinators can listen and refer, but they do not provide professional diagnosis or therapy.

Contact the wellbeing focal point or Student Experience Office for confidential guidance and referral options.

9.4 Seeking Help for Stress, Anxiety or Personal Difficulties

Seek help when you notice that a difficulty is:

- interfering with sleep, eating or daily functioning;
- affecting attendance or coursework;
- causing persistent distress;
- leading to isolation or loss of motivation; or
- becoming difficult to manage alone.

You do not need to wait until you have a diagnosis. Explain the effect the situation is having and what immediate support may help.

9.5 Counselling and External Referral

Where professional counselling or specialist care is appropriate, AUT may help identify an external licensed provider.

Before accepting a referral, ask about:

- the provider and type of service;
- confidentiality;
- appointment arrangements;
- language availability;
- cost, if any; and
- what information will be shared with AUT.

Except in an emergency or where law requires action, participation in external support is based on the student's informed agreement.

9.6 Supporting a Fellow Student

If you are worried about another student:

- Speak privately and calmly.
- Listen without judging or pressuring.
- Encourage the student to contact appropriate support.
- Offer to accompany them if helpful.
- Escalate immediately if there is a risk of harm.

Do not promise absolute secrecy, attempt to diagnose the person or take sole responsibility for keeping them safe.

9.7 Crisis and Urgent Wellbeing Support

A crisis may include an immediate risk of self-harm, suicide, violence, severe psychological distress, medical emergency or inability to remain safe.

In a crisis:

- contact national emergency services or Campus Security immediately;
- do not leave the person alone if it is safe for you to remain;
- remove immediate hazards only if this can be done safely;
- provide clear information about the location and concern; and
- follow the instructions of emergency responders.

A peer mentor, cohort group or email inbox is not an emergency service.

9.8 Confidentiality and Its Limits

Wellbeing information is treated respectfully and shared only as necessary.

Information may need to be disclosed where:

- there is a serious or immediate risk of harm;
- abuse or serious misconduct is reported;
- emergency assistance is required;
- law requires disclosure; or
- limited information is necessary to arrange an academic accommodation.

Where possible, the student will be informed before information is shared.

9.9 Physical Activity, Recreation and Healthy Habits

Regular movement, sleep, nutrition, hydration and social connection support learning and wellbeing.

Students are encouraged to use AUT's sports and recreational opportunities, participate in clubs and take appropriate breaks from prolonged study and screen use.

Students with a health condition should seek appropriate medical advice before beginning an unfamiliar or demanding activity.

9.10 Managing Academic Pressure

Academic pressure should be addressed early. Useful steps include:

- planning work across the semester;
- breaking large assignments into smaller tasks;
- attending office hours;
- using learning support before deadlines;
- reducing avoidable commitments;
- speaking to Academic Affairs when several courses are affected; and
- seeking wellbeing support when stress becomes persistent or overwhelming.

A personal difficulty does not automatically change an academic requirement. Contact the appropriate office promptly to discuss available support.

9.11 Disability, Chronic Illness and Accessibility Support

Students with disabilities, chronic illnesses, temporary injuries or health conditions may request reasonable accommodations through the Student Experience Office.

Students are encouraged to apply early, particularly where arrangements may require coordination with faculty or facilities. The process is explained in Section 5.10.

Emergency treatment and academic accommodation are separate processes; seek immediate medical help when required.

9.12 Wellness Activities and Prevention Programs

AUT may offer:

- stress-management and resilience workshops;
- mental-health awareness activities;
- peer-support initiatives;
- physical activity and recreation;
- healthy-study and sleep campaigns;
- substance-harm prevention;
- social-connection and belonging activities; and
- co-curricular wellbeing sessions led or supported by psychology faculty and invited professionals.

Activities and registration details will be announced through official AUT channels.

9.13 Where to Go and Who to Contact

Need	Contact
Basic first aid	Medical Office: Ms. Svetlana Djalilova sdjalilova@aut-edu.uz
Immediate medical or safety emergency	National emergency services / Campus Security: +998773803893
Mental-health or wellbeing guidance	Wellbeing focal point: Dr. Kubanych Takyrbashev k.takyrbashev@aut-edu.uz
External counselling referral	Student Experience Office: Mr. Khurshidbek Abdumukhtarov kh.abdumukhtarov@aut-edu.uz
Academic difficulty linked to health or wellbeing	Academic Affairs Coordinator: Mr. Fakhridin Polatkhanov academicaffairs@aut-edu.uz
Accessibility or accommodation	Student Experience Office: Mr. Khursbidbek Abdumukhtarov kh.abdumukhtarov@aut-edu.uz
Peer support for first-year students	Assigned peer mentor or First-Year Experience Coordinator: Dinora Gafurova dgafurova@aut-edu.uz

10. Campus Safety and Emergencies

10.1 Shared Responsibility for Campus Safety

Everyone at AUT shares responsibility for safety. Students must follow emergency instructions, avoid creating hazards and report unsafe conditions promptly.

Do not assume that another person has already reported a concern.

10.2 Campus Access and Identification

Enter through authorized access points and carry your AUT student identification card while on campus.

Do not lend your card, allow an unknown person to follow you through a secured entrance or provide access to a restricted space. Report a lost card immediately.

Visitors must follow the University's current registration and access procedure.

10.3 Reporting a Safety Concern

Report hazards such as damaged equipment, exposed wiring, blocked exits, suspicious packages, unsafe behavior or security concerns to Campus Security or Reception.

Provide:

- the exact location;
- a clear description;
- whether anyone is injured or at immediate risk; and
- your name and contact details, where possible.

For immediate danger, call emergency services first.

10.4 Medical Emergencies

For a serious illness or injury:

- Call 112 or the ambulance service on 103.
- Notify Campus Security.
- Give the exact campus location and condition of the person.
- Follow instructions from the dispatcher.
- Do not move the person unless remaining in place creates greater danger.
- Ask someone to meet responders at the campus entrance.

The AUT Medical Office provides basic first aid but does not replace emergency medical services.

10.5 Fire, Evacuation and Assembly Points

When an alarm sounds or evacuation is ordered:

- stop what you are doing;
- leave by the nearest safe exit;
- use stairs rather than lifts;
- assist others only when it is safe;
- go directly to the designated assembly point;
- remain available for instructions; and
- do not re-enter until authorized.

Do not block exits, interfere with alarms or attempt to fight a fire unless you are trained and it is safe to do so.

10.6 Threatening or Dangerous Behavior

If someone is threatening, violent or carrying a suspected weapon:

- move away if you can do so safely;
- warn others without increasing the risk;
- contact 112, Police on 102, and Campus Security;
- provide the person's description and last known location; and
- follow official instructions.

Do not confront, restrain or pursue the person unless immediate action is unavoidable to protect life.

10.7 Accidents and Incident Reporting

Obtain emergency or first-aid assistance before completing an administrative report.

After the immediate situation is stable, report the accident or near miss to Campus Security or the responsible AUT employee. Incident reporting helps AUT correct hazards and provide follow-up support.

10.8 Safety during AUT Activities off Campus

During an AUT trip, internship, event or activity:

- follow the instructions of the activity leader and host organization;
- keep emergency and group contact details available;
- remain with the group when instructed;
- report illness, injury or safety concerns promptly; and
- contact local emergency services when urgent help is required.

Students must not undertake an unapproved change of activity that creates additional risk for themselves or the group.

10.9 Lost Property

Report lost property to Reception or Campus Security and provide a description, location and approximate time of loss.

Found property should be handed in promptly. Do not access a found device, wallet or document in an attempt to identify its owner.

Proof of ownership or identity may be required before an item is released.

10.10 National and University Emergency Contacts

Service	Number
Unified emergency service	112
Fire	101
Police	102
Ambulance	103
Gas emergency	104
AUT Campus Security	Mr. Ilhomjon Tursunov +998773803893
AUT Medical Office	Ms. Svetlana Djalilova +998 55 520 00 20
AUT Reception	Sayyora Niyazbekova +998 99 515 11 63

Save these numbers on your phone. Emergency numbers must not be used for jokes, tests or non-urgent enquiries.

10.11 Where to Go and Who to Contact

Concern	Contact
Immediate danger	112 and Campus Security
Injury or urgent illness	103, then Campus Security
Fire, smoke or burning smell	101, then Campus Security
Threatening behavior or crime	102 or 112, then Campus Security
Building hazard or suspicious item	Campus Security or Reception
Lost property	Reception or Campus Security
Safety concern during an AUT activity	Activity leader and local emergency services

Campus Security location: Campus entrance/Room 315

Reception location: Building entrance, Room 101

Medical Office location: Room 209

11. Student Life, Belonging and Leadership

11.1 Student Experience Office

The Student Experience Office supports student life beyond the classroom and helps students participate in clubs, events, sports, leadership, volunteering and community activities.

Contact the Office when you want to become involved, propose an initiative or seek guidance about student life.

Focal point: Khurshidbek Abdumukhtarov
Email: kh.abdumukhtarov@aut-edu.uz
Office: Room 205

11.2 Student Council

The Student Council represents student perspectives and works with AUT to strengthen student life.

It may:

- communicate student priorities;
- consult students;
- contribute to University discussions;
- support events and initiatives; and
- promote responsible student leadership.

The Council does not replace formal complaint, appeal or conduct procedures.

11.3 Student Council Elections and Representation

Student Council elections are held annually. The Student Experience Office will publish the positions, eligibility requirements, nomination process, campaign expectations and voting dates.

Candidates must campaign respectfully and must not misuse University resources, confidential information or another person's identity.

Elected representatives are accountable to the students they serve and must disclose conflicts of interest.

11.4 Student Clubs and Organizations

Student clubs allow students to develop shared academic, professional, cultural, creative, social or recreational interests.

A current list of recognized clubs and joining instructions will be published through official AUT channels. Participation is voluntary and students may join more than one club where their commitments allow.

11.5 Creating a New Student Club

To propose a new club, submit to the Student Experience Office:

- the proposed name and purpose;
- the names of the founding students;
- proposed student officers;
- an outline of planned activities;
- membership arrangements;
- any requested faculty or staff adviser; and
- anticipated space, equipment or funding needs.

Do not use AUT's name, logo, facilities or accounts until recognition has been confirmed.

11.6 Club Recognition and Responsibilities

A recognized club must:

- remain consistent with AUT's mission and Student Code of Conduct;
- welcome eligible students without unlawful discrimination;
- identify responsible student leaders;
- maintain accurate membership and financial records;
- obtain approval for events, communications and expenditure;
- protect student safety and privacy; and
- submit requested activity information.

Recognition may be reviewed where a club becomes inactive or fails to meet these responsibilities.

11.7 Requesting Support or Funding for an Initiative

A request for University support should identify:

- the purpose and expected student benefit;
- the proposed date and audience;
- the amount and type of support requested;
- a clear budget;
- the responsible student and adviser;
- relevant safety or accessibility considerations; and
- how success will be evaluated.

Approval must be obtained before making purchases, signing commitments or representing that AUT will provide funding. Submit receipts and other required documentation promptly after the activity.

11.8 Organizing an Event

Before advertising or holding an event, submit an event proposal to the Student Experience Office with sufficient notice.

The proposal should cover:

- purpose and format;
- date, time and venue;
- expected attendance;
- guests or external partners;
- budget and funding;
- equipment and technical needs;
- safety, security and accessibility;
- photography or communications; and
- the responsible organizers.

Approval of an idea does not automatically approve expenditure, external speakers, branding or use of a particular space.

11.9 Cultural and Social Activities

AUT organizes cultural celebrations, social gatherings, workshops, competitions, guest events and other opportunities for students to connect.

Activities should respect the diversity of the AUT community, the laws and customs of Uzbekistan and the dignity of all participants.

11.10 Sports and Recreation

Students may participate in recreational activities, tournaments, fitness initiatives and inter-university competitions organized or approved by AUT.

Use equipment and facilities safely, follow the organizer's instructions and disclose any relevant medical limitation where necessary for safe participation.

11.11 Leadership and Volunteering

Leadership and volunteering opportunities may include:

- peer mentoring;
- Student Council;
- club leadership;
- event support;
- orientation and welcoming activities;
- community projects; and
- representation at AUT or partner events.

Students should record their service and request confirmation where a certificate or reference may be available.

11.12 Community Engagement

AUT encourages students to contribute responsibly to communities beyond the campus.

Community activities should be based on genuine need, respectful partnership and realistic commitments. Students must obtain approval before presenting an external activity as an official AUT project or collecting money, data or donations in AUT's name.

11.13 American Corner

American Corner Tashkent is located on the first floor and operates in partnership with the U.S. Embassy and American Councils.

Students may access:

- English-language resources;
- educational workshops;
- cultural and leadership activities;
- discussion and learning events; and
- EducationUSA information about study opportunities in the United States.

Location: First Floor

Contact: Telegram <https://t.me/americancentertashkent>

Current programme: Instagram page <https://www.instagram.com/americanspacesinuzbekistan?igsh=MTU5MDFzMGx>

11.14 Campus Facilities and Student Spaces

Student facilities include learning and collaborative spaces, student lounges, a Cinema Room, Recreation Zone, eSports Room and outdoor multi-purpose sports court.

Opening hours, booking arrangements and permitted uses may vary. Check with the Student Experience Office before reserving a space, moving equipment or organizing an activity.

Leave shared spaces clean, secure and ready for the next users.

11.15 Where to Go and Who to Contact

Activity	Contact
Student clubs, events, volunteering or Student Council	Student Experience Office: studentaffairs@aut-edu.uz
Student Council elections	Election focal point: Ms. Dinora Gafurova dgafurova@aut-edu.uz
Club recognition or event approval	Student Experience Office: Room 205
Sports and recreation	Sports focal point: Mr. Khurshidbek Abdumukhtarov kh.abdumukhtarov@aut-edu.uz
Community-engagement proposal	Student Experience Office: studentaffairs@aut-edu.uz
American Corner	American Corner focal point: Ms. Dinora Gafurova dgafurova@aut-edu.uz
Facility booking	Facilities/Student Experience: studentaffairs@aut-edu.uz

12. Your Digital Life at AUT

12.1 AUT Email as the Official Communication Channel

AUT email is the official channel for individual University communications. Check it every working day and keep enough storage available to receive messages.

Important information sent to your AUT account is considered communicated even if you do not open it promptly. Section 2.6 explains initial account activation and basic email use.

12.2 Canvas

Canvas supports course delivery, including materials, announcements, assignments, feedback, and online activities.

Check each course space regularly and follow the faculty member's instructions. Canvas access does not by itself confirm official registration, and grades displayed there may not be final. Registration and official results should be verified in the Student Information System.

12.3 Student Information System

The Student Information System contains key administrative and academic-record information.

Review it regularly and report incorrect information promptly. Contact:

- IT Support for a technical access problem;
- Academic Affairs for a course, timetable or progression issue;
- the Registrar's Office for an official-record or personal-information correction; and
- Finance for a payment or financial-hold matter.

12.4 Wi-Fi, Accounts and Passwords

AUT accounts are issued to an individual student and must not be shared.

Use a strong, unique password and multi-factor authentication where available. Do not:

- reuse your AUT password on unrelated services;
- share authentication codes;
- save passwords on a public computer;
- leave an account signed in on a shared device; or
- allow another person to submit work through your account.

12.5 IT Support

Contact IT Support when you cannot access an AUT account, platform, network or required digital service.

Include your full name, student identification number, device type, system involved, description of the problem and a screenshot where possible. Never send your password.

Report a problem before a deadline passes. A technical issue should be documented when it occurs.

12.6 Cybersecurity and Protecting Your Account

Be cautious of unexpected links, attachments, payment requests and messages asking for personal information.

If you suspect compromise:

- Change your password immediately.
- Contact IT Support.
- Preserve the suspicious message.
- Inform the relevant office if academic, financial or personal data may have been affected.
- Follow any security instructions provided.

Do not test, probe or attempt to bypass AUT's security systems.

12.7 Data Protection and Student Privacy

Use personal and University information only for legitimate purposes.

Do not:

- disclose another student's record or contact details without authorization;
- upload confidential AUT information to an external platform;
- photograph or circulate private documents;
- collect personal information for a project without approval; or
- retain access to data after the authorized purpose ends.

Requests to access or correct your official student information should be directed to the Registrar's Office.

12.8 Appropriate Use of University Technology

AUT technology is provided for learning, research, communication and authorized University activity.

Prohibited use includes harassment, impersonation, fraud, copyright infringement, malicious software, unauthorized commercial activity, excessive disruption of services and access to another person's account or data.

Limited personal use must remain lawful, reasonable and compatible with University operations.

12.9 Recording Classes and University Activities

Recording audio, video or images during a class, meeting or AUT activity requires prior permission from the relevant faculty member, speaker or organizer.

An approved recording is normally for personal study only. Do not edit, publish, forward or upload it without further authorization.

A recording approved as an accessibility accommodation must be used according to the conditions communicated to the student.

12.10 Responsible Use of Artificial Intelligence

AI tools must be used consistently with the faculty member's instructions, academic integrity, privacy and data-security requirements.

Do not enter into an AI system:

- personal or confidential student information;
- unpublished assessments;
- restricted University material;
- another person's intellectual property without authorization; or
- data that AUT has not approved for external processing.

Academic rules concerning AI-generated work, disclosure and unauthorized assistance are provided in Section 6.9.

12.11 Where to Go and Who to Contact

Digital Issue	Contact
Account, password, Wi-Fi, Canvas or technical access	IT Support: itsupport@aut-edu.uz
Missing or incorrect Canvas course	Academic Affairs Coordinator: academicaffairs@aut-edu.uz
Official student-record correction	Registrar's Office: registrar@aut-edu.uz
Suspected data or account breach	IT Support: itsupport@aut-edu.uz
Permission to record a class	Relevant faculty member
Permitted AI use in an assessment	Relevant faculty member before submission

13. Tuition, Scholarships and Financial Responsibilities

The Academic Catalog, tuition contract, scholarship or financial-aid award letter, and official Finance communications govern your financial relationship with AUT. This section explains how to manage those responsibilities in practice.

13.1 Tuition and Fees

Before each semester, review:

- your tuition contract;
- the courses and credits for which you are registered;
- your invoice or account statement;
- any scholarship or financial assistance applied; and
- any additional approved charge.

Ask Finance about an unclear amount before the payment deadline. A verbal statement does not change a written financial obligation.

13.2 Payment Schedules and Deadlines

Invoices and payment notices are sent through official AUT channels. Make payments only through the method and account confirmed by AUT.

Include your full name and student identification number, retain proof of payment and confirm that the amount has been recorded in the Student Information System.

Contact Finance before a deadline if a payment has been made but is not visible.

13.3 Financial Holds

A financial hold may be placed when an amount remains outstanding or a required financial step is incomplete.

A hold may affect registration, academic documents, graduation processing or access to specified services. Contact Finance for:

- the reason for the hold;
- the amount or action required;
- payment instructions; and
- written confirmation when it has been resolved.

Partial payment does not automatically remove a hold.

13.4 Refunds

Eligibility for a refund depends on the tuition contract, Catalog provisions, timing and circumstances of the change.

Do not assume that dropping a course or leaving AUT automatically cancels the related fee. Before making a withdrawal decision:

- obtain academic advice;
- request a written financial calculation;
- complete the official withdrawal process; and
- submit any refund request through Finance.

13.5 Scholarships and Financial Assistance

A scholarship or financial-aid award applies only when it has been formally confirmed in writing.

Review the award letter for:

- the amount and period covered;
- academic eligibility conditions;
- enrolment requirements;
- service or work-study obligations;
- excluded costs;
- review and renewal arrangements; and
- circumstances that may reduce or end the award.

13.6 Scholarship Conditions and Renewal

Scholarships and financial assistance are not automatically renewed.

Students must monitor official announcements, complete any required reapplication and continue meeting the conditions stated in the Catalog and award letter.

Academic performance and eligibility may be reviewed at the end of each semester. A student should not assume that funding will continue until written confirmation has been received.

13.7 Academic and Service Obligations of Scholarship Students

A scholarship student must meet the academic and conduct expectations attached to the award.

Where an award includes service, leadership or work-study responsibilities, the student must:

- complete the agreed commitment;
- follow the assigned supervision and schedule;
- record participation accurately;
- communicate absences promptly; and
- perform the role professionally.

Service obligations do not replace class attendance or academic work. Failure to complete an award condition may affect continued eligibility.

13.8 Financial Consequences of Repeating a Course

A failed course must be repeated in full, as explained in Section 4.18.

Students are responsible for the tuition cost of repeated coursework. Scholarships and financial assistance do not normally cover a repeated course unless the student's written award terms expressly provide otherwise.

Before registering, obtain written confirmation from Finance of the amount due and payment deadline.

13.9 Changes in Financial Circumstances

If your financial circumstances change, contact Finance before missing a payment.

AUT may explain available options or refer you to an applicable assistance process, but disclosure of financial difficulty does not automatically defer, reduce or cancel an obligation.

Provide accurate information and respond promptly to requests for supporting documents.

13.10 Financial Questions, Reviews and Appeals

Begin with the Finance Office and request a written explanation of the charge, payment, refund or hold.

If you believe an administrative error remains:

- identify the disputed entry;
- provide your contract, receipts and relevant correspondence;
- request a formal review; and
- follow the escalation route stated in the response.

Questions about the academic eligibility component of a scholarship should be directed to the office or committee identified in the award decision. A financial review does not alter an academic grade or standing decision.

13.11 Where to Go and Who to Contact

Matter	Contact
Invoice, payment, balance, refund or financial hold	Finance Office: Mr. Hojiakbar Shermatov hshermatov@aut-edu.uz
Academic eligibility for a scholarship	Academic Affairs: academicaffairs@aut-edu.uz
Withdrawal-related financial calculation	Finance Office, after consulting Academic Affairs
Formal financial review	Finance review contact: Mr. Hojiakbar Shermatov hshermatov@aut-edu.uz

14. Global Opportunities and International Student Support

14.1 The ASU–Cintana University Alliance

AUT is powered by Arizona State University and participates in the ASU–Cintana University Alliance.

Through this relationship, eligible students may access internationally informed learning, partner-university activities, mobility opportunities, and approved degree pathways.

Alliance membership does not automatically guarantee admission, transfer, funding, a visa or participation in a particular opportunity.

14.2 Office of Global Engagement

The Office of Global Engagement coordinates international partnerships, mobility opportunities and information for students interested in studying or participating in activities abroad.

Contact the Office early if you are considering:

- an ASU pathway;
- an exchange or study-abroad semester;
- an international competition or program;
- a partner-university opportunity; or
- support as an international student at AUT.

Focal point: Aisena Ivanova

Email: aivanova@aut-edu.uz

Office: Room 510

14.3 ASU Dual-Degree Pathways

AUT students in eligible programs may be able to pursue an approved dual-degree pathway with Arizona State University.

Planning should begin well in advance. Students must confirm:

- whether their program has an active pathway;
- the required courses and grades;
- English-language requirements;
- the number and type of transferable credits;
- whether study is online or on campus;
- separate ASU admission requirements;
- tuition and other costs; and
- immigration and travel requirements where applicable.

Admission to AUT does not constitute admission to ASU. Follow only the pathway and requirements formally confirmed for your program and cohort.

14.4 Exchange and Study–Abroad Opportunities

AUT may offer semester exchanges, short programs, summer activities, faculty-led experiences or other mobility opportunities through partner institutions.

The available destinations and arrangements may change each year. Students should rely on the official announcement for the specific opportunity rather than information from a previous cohort.

14.5 Eligibility and Application Requirements

Eligibility may consider:

- academic standing and progress;
- completion of prerequisites;
- language proficiency;
- conduct standing;
- financial clearance;
- application quality;
- passport and visa readiness; and
- requirements established by the host institution.

Meeting minimum eligibility requirements does not guarantee selection where places are limited.

Submit complete and accurate documents by the published deadline. A nomination by AUT may still require a separate application and acceptance by the host institution.

14.6 Academic Credit and Course Approval

Before enrolling in a course outside AUT, obtain written academic approval.

The approval should identify:

- the host course;
- the AUT requirement it is expected to satisfy;
- the credit value;
- any minimum grade requirement; and
- the documents required after completion.

A course taken without prior approval may not count towards your AUT degree. Keep syllabi, assessment information, official results and other documents required for credit review.

14.7 Travel, Insurance and Safety

Before travelling for an AUT-related opportunity:

- complete all required travel and emergency-contact forms;
- obtain the necessary passport, visa and entry documents;
- confirm suitable health and travel insurance;
- review destination-specific safety guidance;
- attend the required pre-departure briefing;
- keep copies of important documents; and
- understand whom to contact in an emergency.

Students remain responsible for following local law and host-institution requirements.

14.8 Visa and Residency Support for International Students

AUT provides international students with guidance and documents within the University's authority.

International students must:

- follow current government and AUT instructions;
- maintain valid immigration documents;
- complete required address-registration steps;
- notify AUT of passport, address or status changes;
- seek advice before international travel or interruption of studies; and
- act before a visa or registration expires.

AUT cannot guarantee a government decision. Further arrival guidance is provided in Section 2.11.

14.9 Where to Go and Who to Contact

Matter	Contact
ASU pathway, exchange or mobility opportunity	Office of Global Engagement / Aisena Ivanova: aivanova@aut-edu.uz
Course and credit approval	Program Coordinator, then Academic Affairs
ASU admissions process	Designated ASU/Cintana contact provided for the pathway
International-student visa or residency guidance	International Student Focal Point: oge@aut-edu.uz
Travel safety or emergency planning	Office of Global Engagement: oge@aut-edu.uz
Tuition and mobility costs	Finance Office: Mr. Hojiakbar Shermatov: hshermatov@aut-edu.uz

15. Career Readiness, Internships and Professional Development

15.1 Career and Industry Engagement Office

The Career and Industry Engagement Office help students prepare for employment, internships, entrepreneurship and professional life.

Students should use career support throughout their studies rather than waiting until graduation.

Focal point: Khurshidbek Abdumukhtarov

Email: kh.abdumukhtarov@aut-edu.uz

Office: Room 205

15.2 Developing Your Career Plan

A career plan connects your interests, abilities and academic program with realistic professional goals.

Review your plan regularly by considering:

- sectors and roles that interest you;
- skills required by employers;
- experience you still need;
- courses, projects and activities that build those skills;
- professional contacts and networks; and
- actions to complete during the next semester.

Career staff can help you explore options, but the final decisions and applications remain your responsibility.

15.3 CVs, Resumes and Motivation Letters

Career Services and CommLabAUT can help you prepare professional application documents.

Your documents should be:

- accurate and current;
- adapted to the opportunity;
- clear and concise;
- free from false or exaggerated claims; and
- reviewed before submission.

Do not claim a qualification, position, skill or language level that you do not hold. AI may assist only where its use remains honest, accurate and consistent with application requirements.

15.4 Interview Preparation

Students may access interview workshops, mock interviews and guidance on professional communication.

Prepare by researching the organization, understanding the role, practising evidence-based examples and preparing thoughtful questions.

Attend a scheduled interview or mock interview punctually. If you must cancel, provide notice as early as possible.

15.5 Internships and Work-Based Learning

An internship provides supervised experience in a professional setting. It may be academic, co-curricular or independently arranged.

Before starting, confirm:

- whether the internship carries academic credit;
- whether prior approval is required;
- the supervisor and expected duties;
- working hours and location;
- assessment or reporting requirements;
- insurance and safety arrangements; and
- whether compensation is provided.

An internship counts towards a degree only when formally approved. AUT may support applications but does not guarantee placement.

15.6 Employer Engagement and Networking

AUT may organize career fairs, employer talks, industry visits, mentoring, interviews and networking events.

Prepare in advance, dress appropriately for the context, introduce yourself professionally and follow up respectfully. Do not distribute another person's contact details without permission.

15.7 Professional Conduct

During an internship, workplace visit or employer activity, students must:

- be punctual and dependable;
- follow lawful and reasonable instructions;
- protect confidential information;
- communicate respectfully;
- observe health and safety requirements;
- disclose relevant conflicts of interest; and
- inform the supervisor promptly of a problem or absence.

Serious misconduct in a placement connected with AUT may also be considered under the Student Code of Conduct.

15.8 Building Your Professional Profile and Reputation

Your professional reputation is shaped by your coursework, conduct, reliability, communication and digital presence.

Use professional networking platforms responsibly and distinguish personal views from official AUT statements. Obtain permission before publishing workplace images, projects, client information or confidential material.

15.9 Entrepreneurship and Freelancing Opportunities

AUT may connect students with entrepreneurship programs, competitions, incubators, partner projects and approved freelancing platforms.

Before accepting work:

- understand the scope, deadline and payment terms;
- protect confidential and personal information;
- clarify ownership of intellectual property;
- avoid commitments that interfere with your studies;
- comply with applicable legal and tax obligations; and
- obtain permission before using AUT's name or resources.

A commercial project must not be submitted for academic credit unless expressly approved.

15.10 Career Support before and after Graduation

Students and recent graduates may access career information, workshops, employer engagement and alumni opportunities according to current service availability.

Keep your contact information current and monitor official career and alumni channels. Career support assists preparation and connection but cannot guarantee employment, salary or admission to a professional program.

15.11 Where to Go and Who to Contact

Matter	Contact
Career planning, vacancies and employer events	Career and Industry Engagement Office: studentaffairs@aut-edu.uz
CV, motivation letter, presentation or interview practice	CommLabAUT: commlabaut@aut-edu.uz

16. Graduation and Beyond

16.1 Preparing for Graduation

Preparing for graduation should begin well before your final semester. Students are responsible for monitoring their academic progress and ensuring that all requirements are completed on time.

During your final year, you should:

- Review your Plan of Study and official academic record;
- Confirm that all required courses, credits and programme components have been completed or are scheduled;
- Identify any failed, incomplete or missing courses;
- Verify that approved transfer credits or substitutions appear correctly;
- Confirm that your legal name and personal information are accurate;
- Resolve any academic, financial or administrative holds; and
- Consult your Program Coordinator if you have questions about your remaining requirements.

Do not wait until the final weeks of your programme to report a discrepancy. An unresolved requirement may delay graduation.

16.2 Graduation Requirements

The Academic Catalog is the authoritative source for graduation requirements. Requirements vary by program and may include:

- Completion of all required courses and credits;
- Completion of any internship, capstone, thesis, project or other program requirement;
- Achievement of the required academic standing;
- Compliance with applicable transfer-credit, residency and program-duration requirements;
- Completion of all academic and administrative obligations; and
- Settlement of all financial obligations to the University.

Completing your expected final semester does not automatically mean that you have graduated. A degree is awarded only after the University has verified that every applicable requirement has been satisfied.

16.3 Graduation Audit and Application

Graduation is not automatic. Students must submit a graduation application to the Registrar's Office by the announced deadline.

Following the application, the University will conduct a graduation audit of the student's official academic record. The audit determines whether the student has fulfilled all program and University requirements.

Submitting an application does not guarantee graduation. If the audit identifies a missing requirement, the student will be informed and must work with the appropriate Program Coordinator and Academic Affairs Coordinator to determine the next steps.

Students whose graduation is deferred may be required to submit a new application for a later graduation period.

16.4 Academic and Financial Clearance

Before graduation, students must complete all required clearance procedures. These may include:

- Academic clearance;
- Financial clearance;
- Library and University-property clearance;
- Completion of required documentation;
- Resolution of administrative holds; and
- Resolution of any pending disciplinary or academic-integrity matter.

Students should contact the relevant office promptly if a hold appears on their account. A payment arrangement or partial payment does not necessarily constitute financial clearance unless formally confirmed by the Finance Office.

16.5 Transcripts, Credentials and Parchments

An official transcript is the University's permanent record of a student's courses, grades, credits and academic status. Official transcripts may be requested from the Registrar's Office in accordance with the applicable procedures.

The academic credential is the degree formally awarded by the University after all requirements have been verified and the award has been approved. The parchment or diploma is the physical document representing that award.

Students must ensure that their legal name is recorded correctly before the graduation-document deadline. The name should correspond to the student's passport or other accepted legal identification.

Participation in a ceremony, completion of classes or receipt of an invitation does not by itself constitute the award of a degree. Students should not represent that they hold an AUT degree until the degree has been formally conferred.

16.6 Commencement Ceremony

The commencement ceremony is a celebration of students' academic achievement and transition into the AUT alumni community.

Eligibility to participate is determined through the University's graduation and clearance processes. An invitation to attend or participation in the ceremony does not replace the formal conferral of the degree.

Eligible students will receive instructions regarding:

- Registration for the ceremony;
- Academic dress;
- Rehearsals and arrival times;
- Guest arrangements;
- Photography and recording;
- Expected standards of conduct; and
- Collection or delivery of graduation documents.

Students are responsible for following all published ceremony instructions and deadlines.

16.7 Graduation Honours and Recognition

Graduation honors and other forms of academic recognition are awarded in accordance with the eligibility requirements contained in the Academic Catalog.

Eligibility is determined from the student's official academic record. Students should not calculate or assume their own honors status based on unofficial grades or incomplete records.

The University may also recognize exceptional contributions to leadership, service, innovation, research, entrepreneurship or the AUT community through separately announced awards.

16.8 Career Transition

AUT encourages students to prepare for the transition from university to employment, entrepreneurship, postgraduate study or other professional opportunities before graduation.

Graduating students should:

- Update their CV or résumé;
- Develop a professional online profile;
- Prepare a portfolio or examples of their work where relevant;
- Request references with sufficient notice;
- Attend career workshops, employer events and interviews;
- Confirm professional or postgraduate application deadlines;
- Maintain a personal email address and current telephone number; and
- Connect with the AUT alumni community.

Career development is an ongoing process. Students are encouraged to use the Career and Industry Engagement Office throughout their studies, rather than waiting until the final semester.

16.9 AUT Alumni Community

Graduates become members of the AUT alumni community. Alumni may be invited to participate in:

- Professional networking activities;
- Career and employer events;
- Mentoring programs;
- Guest lectures and University events;
- Continuing education and professional-development opportunities;
- Community engagement initiatives; and
- Alumni surveys and institutional-development activities.

Alumni remain representatives of the AUT community and are encouraged to uphold the values of integrity, respect, innovation and responsible leadership.

16.10 Staying Connected with AUT

Graduates should provide AUT with a current personal email address and keep their contact details updated. AUT may use these details to share alumni news, invitations, career opportunities, surveys and information about University initiatives.

Graduates are encouraged to inform AUT of significant professional achievements and to remain involved through mentoring, speaking, volunteering and partnership opportunities.

16.11 Where to Go and Who to Contact

Question or need	First point of contact
Remaining program or course requirements	Program Coordinator
Academic planning before graduation	Academic Affairs Coordinator — academicaffairs@aut-edu.uz
Graduation application and graduation audit	Registrar's Office — registrar@aut-edu.uz
Official transcript or academic record	Registrar's Office — registrar@aut-edu.uz
Financial clearance	Finance Office — hshermatov@aut-edu.uz
Library clearance	Library and Learning Resources Centre — L2RC@aut-edu.uz
Career preparation	Career and Industry Engagement Office — studentaffairs@aut-edu.uz
Unresolved graduation concern	Academic Affairs Coordinator — academicaffairs@aut-edu.uz

Appendices

Appendix A. Important University Forms and Where to Find Them

Students must always use the current version of a University form. Forms may be available through the Student Information System, the relevant University office or an officially communicated digital location.

Form or request	Purpose	Where to begin
Personal-information correction	Correcting a legal name, address, telephone number or other personal information	Registrar's Office
Course add or drop request	Requesting an authorized change to course registration	Academic Affairs Coordinator
Grade appeal	Requesting a review of an assigned final grade	Follow the process in Section 8
Semester freeze	Freezing the complete semester	Academic Affairs Coordinator
Course-withdrawal request	Withdrawing from a course after the add/drop period, where permitted	Academic Affairs Coordinator
University-withdrawal request	Formally leaving AUT	Academic Affairs Coordinator and Registrar's Office
Academic accommodation request	Requesting reasonable academic accommodations	Student Experience Office
Student grievance and Conduct form	Raising an academic or non-academic concern, alleged misconduct, or safety concern.	Follow the pathway in Section 8
Event or activity request	Seeking approval for a student-led event	Student Experience Office
Official Transcript request form	Requesting an official academic document	Registrar's Office
Graduation application	Applying for a graduation audit and degree conferral	Registrar's Office
Study-abroad or exchange application	Applying for an approved international opportunity	Office of Global Engagement
International credit pre-approval	Confirming how external study may apply to an AUT programme	Program Coordinator and Office of Global Engagement
Scholarship or financial review	Requesting clarification or review of a financial matter	Finance Office or designated scholarship focal point

Submitting a form does not guarantee approval. Students should retain confirmation of submission and monitor their AUT email for the decision or requests for additional information.

Appendix B. Glossary of AUT Academic and Student-Life Terms

Term	Meaning
Academic Affairs Coordinator	The central coordinator who helps route academic questions and cases to the appropriate Program Coordinator or decision-making process.
Academic Calendar	The official schedule of semesters, teaching periods, examinations, holidays and academic deadlines.
Academic Catalog	AUT's authoritative reference for academic programs, degree requirements, academic rules and related procedures.
Academic standing	A student's formal academic status based on progress and performance.
Canvas	AUT's learning-management platform for course materials, assignments, announcements and grades.
Cohort	A group of students who begin or progress through a program or stage of study together.
Commencement	The formal ceremony celebrating graduating students. Participation is not itself degree conferral.
Corequisite	A course or requirement that must normally be completed at the same time as another course.
Course credit	The value assigned to a course as part of a degree program.
Credential	The degree formally awarded after all requirements have been verified and approved.
Cumulative GPA	The grade point average calculated across all applicable courses in the student's academic record.
Faculty member	An instructor, lecturer or professor responsible for teaching, assessment and academic guidance.
Financial hold	A restriction placed on a student account because a financial obligation has not been resolved.
General Education	Broad foundational learning undertaken across disciplines, including within AUT's common first-year experience.
GPA	Grade point average, calculated in accordance with the Academic Catalog.
Parchment or diploma	The physical document representing an awarded academic credential.
Peer mentor	A trained student who supports another student's transition, engagement and connection to appropriate resources.
Plan of Study	The approved sequence of courses and requirements leading to completion of a program.
Prerequisite	A course or requirement that must normally be completed before enrolment in another course.

Term	Meaning
Program Coordinator	The academic focal point responsible for guidance relating to a particular academic program.
Registrar's Office	The office responsible for official academic records, registration processing, transcripts and graduation records.
Student Information System	The official system used to maintain student, registration and academic-record information.
Transcript	The official record of a student's courses, credits, grades and academic status.
XF grade	An academic-dishonesty grade imposed in accordance with Section 6 and the applicable University procedure.

Appendix C. Campus Map and Office Locations

The map should clearly identify:

- Building entrances and exits;
- Reception;
- Campus Security;
- Classrooms and laboratories;
- Student-service offices;
- Accessible routes and facilities;
- First-aid and medical-support locations;
- Fire exits;
- Emergency assembly points; and
- Student common areas.

The following information must be verified before each edition of the Handbook is issued:

Office or service	Location
Main Reception	Room 101
Campus Security	Room 315
Medical and First-Aid Support	Room 209
Student Experience Office	Room 205
Academic Affairs Coordinator	Room 310
Registrar's Office	Room 312
Admissions Office	Room 508
Finance Office	Room 514/515
IT Support	Room 410
Library and Learning Resources Centre	Room 103
CommLabAUT	Room 308
Career and Industry Engagement Office	Room 205
Office of Global Engagement	Room 511
American Corner	Room 104
Student Council and Club Meeting Space	Room 308
Student Wellbeing or Counselling Space	Room 415
Rector's Office	Room 610

Temporary office relocations will be communicated through official AUT channels. Students should consult Reception if they cannot locate a service.

Appendix D. Index of Policies Referenced in This Handbook

AUT does not maintain separate, unpublished or “floating” student policies. University-wide academic and student-life requirements are contained in either:

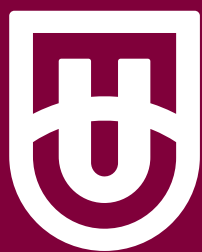
- The AUT Academic Catalog, which is the authoritative source for academic programmes, requirements and academic regulations; or
- The AUT Student Handbook, which contains the Student Code of Conduct, practical student-life procedures and guidance on accessing University services.

A signed tuition contract, scholarship award, approved learning agreement or similar document may contain terms applicable to an individual student. Such documents do not replace the Catalog or Handbook as University-wide policy sources.

Topic	Authoritative source	Practical guidance in this Handbook
Academic calendar and deadlines	Academic Catalog	Section 4.1
Programmes, Plans of Study and degree requirements	Academic Catalog	Sections 4.2—4.3 and 16
Registration, add/drop, course load and prerequisites	Academic Catalog	Sections 4.8—4.11
Attendance, absences, examinations and assessment	Academic Catalog	Sections 4.12—4.14
Grading and GPA	Academic Catalog	Section 4.15
Academic standing, failed courses and course repetition	Academic Catalog	Sections 4.16—4.20
Leave of absence and withdrawal	Academic Catalog	Sections 4.21—4.22
Grade and academic appeals	Academic Catalog	Sections 4.23 and 8
AUT Honor Code	Academic Catalog	Section 6
Academic-integrity review and sanctions	Student Handbook, Section 6, read consistently with the Honor Code	Section 6
Student Code of Conduct and discipline	Student Handbook	Section 7
Complaints and non-academic concerns	Student Handbook	Section 8
Academic and learning support	Student Handbook	Section 5
Accessibility and reasonable accommodations	Student Handbook	Sections 5 and 9
Health, wellness and wellbeing	Student Handbook	Section 9
Campus safety and emergencies	Student Handbook	Section 10
Student Council, clubs and student activities	Student Handbook	Section 11
Technology, cybersecurity and digital conduct	Student Handbook	Section 12
Responsible and unauthorised use of AI	Academic Catalog and Student Handbook	Sections 6 and 12
Tuition, payment, refunds and scholarships	Academic Catalog and the student's applicable contract or award letter	Section 13
Global opportunities and international support	Academic Catalog and current written programme requirements	Section 14

Topic	Authoritative source	Practical guidance in this Handbook
Internships carrying academic credit	Academic Catalog	Section 15
Career and professional-development services	Student Handbook	Section 15
Graduation eligibility and degree requirements	Academic Catalog	Section 16
Graduation preparation, ceremony and alumni transition	Student Handbook	Section 16

If information communicated informally appears to conflict with the Academic Catalog or Student Handbook, students should seek written clarification from the Academic Affairs Coordinator. Informal messages, presentations, guidance sheets, and verbal instructions cannot amend an approved University requirement.



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