

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND
INNOVATIONS OF THE REPUBLIC OF UZBEKISTAN**

NAVOI STATE UNIVERSITY

REGULATIONS ON THE “CAREER AND EMPLOYMENT” CENTER



Navoi 2025

Regulations On The “Career And Employment” Center

1. General provisions

1.1. The *Career and Employment Center* of Navoi State University (hereinafter referred to as “the Center”), which operates as a structural unit of the University (hereinafter referred to as “the University”), is responsible for performing functions such as: monitoring the number of graduating students and their employment status; providing regularly updated information on available job vacancies at large, medium, and small state and non-state enterprises and institutions to graduating students; preventing the emergence of bureaucratic obstacles within the system; compiling analytical data; and optimizing the decision-making process.

1.2. In its activities, the Center is guided by the Law of the Republic of Uzbekistan “On Education,” as well as by decrees, resolutions, and orders of the President of the Republic of Uzbekistan related to the regulation of the education sector; resolutions and directives of the Cabinet of Ministers of the Republic of Uzbekistan; decisions and orders of the Board of the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan; decisions of the University Council; orders of the University Rector; and other normative-legal and internal (local) documents.

1.3. The Center is an independent structural unit and reports directly to the Vice-Rector for Academic Affairs.

2. Structure of the Center

2.1. The Center consists of a Head of the Center, a Chief Specialist, and Leading Specialists.

2.2. A person appointed as the Head of the Center must have higher education and be proficient in the use of modern information technologies. The duties of the Head of the Center include the following:

- Organizing the work of the Center, distributing responsibilities among staff, and ensuring the efficient and timely fulfillment of assigned tasks;
- Monitoring adherence to labor and production discipline by the Center's employees;
- Informing students about the knowledge, skills, and competencies required by employers for available job positions;
- Studying the alignment of graduates' professional knowledge with employer demands in the education services market;
- Establishing cooperation and signing agreements with employer enterprises and organizations regarding personnel training and job placement;
- Posting information about graduates on the university's official website;

- Submitting data on graduate employment outcomes to the Ministry of Higher Education, Science and Innovation.

2.3. A person appointed as Chief Specialist of the Center must have higher education and be proficient in the use of modern information technologies. The duties of the Chief Specialist include the following:

- Creating a database of graduates;
- Providing information to university graduates about current job vacancies and positions in demand on the labor market;
- Organizing "Career Day" job fairs for graduates at the university;
- Preparing proposals for the conclusion of mutually beneficial cooperation agreements between the educational institution and enterprises, organizations, private companies, and firms in relevant fields;
- Creating a database on the needs and capabilities of consumers of educational services, taking into account the supply and demand ratio for specialists in the labor market.

2.4. The duties of the Leading Specialists include the following:

- Carrying out the tasks specified in the Center's Regulations and assignments given by the Head of the Center;
- Ensuring the implementation of the Center's work plans;
- Preparing a database of graduates (including full name, address, etc.);
- Monitoring and overseeing the implementation of education-related legislative acts of the Republic of Uzbekistan — including laws, Presidential decrees, resolutions, and orders; Cabinet of Ministers' resolutions; decisions and orders of the Ministry of Higher Education, Science and Innovation; as well as rector's orders — within faculties and departments;
- Creating an information bank based on the projected needs of enterprises and organizations for graduates.
- Selecting methods to influence employers (consumers) through letters, schedules, and information materials; ensuring that information about graduates (by field of study and specialty) is announced via mass media (newspapers, magazines, radio, television, electronic communication, websites), posted on the university's official website, and delivered to the consumers (employers); participating in the preparation of advertising content, article texts, and scripts for video and audio materials;
- Performing additional tasks assigned by the Head of the Department aimed at improving workflow based on the situation—such as preparing and monitoring all relevant data by faculty and field of study—within the established deadlines without delay.

3. Main Functions of the Center

3.1. Informing students about the knowledge, skills, and qualifications required for available job positions;

3.2. Continuously conducting marketing research in the education services market to study the alignment of graduates' professional knowledge with employers' requirements;

3.3. Concluding agreements with employer enterprises and organizations on personnel training and job placement, as well as establishing cooperation relations with them;

3.4. Posting information about graduates on the university's official website;

3.5. Regularly submitting data on graduates' employment outcomes to the Ministry of Higher Education, Science, and Innovation;

3.6. Creating a database of information about graduates;

3.7. Providing university students and graduates with information about current job vacancies and positions demanded by the labor market;

3.8. Organizing "Career Day" job fairs for graduates at the university;

3.9. Creating a database on the needs and capabilities of consumers of educational services, considering the supply and demand ratio for personnel in the labor market;

3.10. In cooperation with relevant organizations, teaching students the fundamentals of labor legislation, skills for searching suitable vacancies in the labor market, preparing resumes for job applications, interviewing techniques, and acquainting them with required employment documents;

3.11. Guiding students toward professions by involving leading specialists and experts from economic sectors, familiarizing them with current and future labor market conditions, specific professions, job opportunities, employers, and promising enterprises;

3.12. Organizing job fairs and Career Days with the participation of labor agencies, educational institutions, and interested departments and organizations, as well as conducting events that enhance students' interest in future professional activities;

3.13. Preparing and publishing analytical materials related to specialist training, graduate employment, and other relevant areas of university activity;

3.14. In cooperation with relevant organizations, developing students' knowledge, skills, and competencies in searching for suitable vacancies in the labor market and interviewing with employers.

4. Rights and Responsibilities of the Center

4.1. The Center has the following rights in performing its functions:

4.1.1. To assign the Registrar's Office, relevant specialty departments, and corresponding dean's offices the task of creating and regularly updating a database of graduating students, and to request reports on the fulfillment of this task;

4.1.2. To request proposals and recommendations from departments regarding the prepared data and other documents, including their drafts;

4.1.3. To obtain information from departments and dean's offices concerning students' academic performance;

4.1.4. To discuss course works, graduation theses, and master's dissertation topics with potential employers and, if necessary, make amendments and additions based on their feedback;

4.1.5. To request information about textbooks, teaching aids, and other materials being prepared by departments.

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

4.3. The Center has the following responsibilities:

4.3.1. To prepare data bases and draft regulatory documents in a timely and high-quality manner, and to submit proposals for their approval to the rectorate and ministry;

4.3.2. To organize the employment and monitoring process of graduating students at the university based on current requirements, and to fully implement legal, regulatory, and other documents and their requirements in this process.

5. Final Provisions

5.1. Disputes arising from the issues stipulated in this Regulation shall be resolved under applicable laws.