

Navoi State University DATA COLLECTION POLICY

1. Introduction and Purpose

Navoi State University (NSU) recognizes that reliable, accurate, and timely data collection is fundamental to effective decision-making, quality assurance, continuous improvement, and institutional transparency.

This **Data Collection Policy** forms a key component of the university's **Information Transparency Management System** and supports compliance with:

- The Law of the Republic of Uzbekistan "On Personal Data" (No. O'RQ-547, 02.07.2019) (<https://lex.uz/docs/-4396419>);
- Order of the Minister of Higher Education, Science and Innovation No. 73 dated February 24, 2025 "On the Organization of the Activities of the Registrar's Office in Higher Education Institutions" (<https://lex.uz/uz/docs/-7499721>);
- Presidential Decree No. PQ-378 dated October 31, 2024 (<https://lex.uz/uz/docs/-7182193>);
- National requirements of the HEMIS platform (<https://hemis.uz/>);
- International accreditation standards and GreenMetric World University Rankings.

Main Objectives:

- To establish systematic, ethical, and efficient procedures for collecting institutional data;
- To ensure data quality for academic and administrative decision-making;
- To support monitoring of Key Performance Indicators (KPIs), student outcomes, and graduate employability;
- To integrate data collection with robust data protection and privacy standards;
- To promote transparency, accountability, and stakeholder participation in quality assurance processes.

2. Scope of Application

This Policy applies to all data collection activities at NSU, including:

- Student-related data (from admission to graduation and beyond);
- Staff (academic and administrative) data;
- Academic programme performance data;
- Institutional operational and resource utilization data;
- All structural units, including the Registrar's Office, Human Resources Department, faculties, departments, Career Center, and archives;
- All methods of collection — electronic, paper-based, and survey-based.

3. Key Definitions

- **Data Collection** — The process of gathering information through various methods for institutional purposes.
- **Personal Data** — Any information relating to an identified or identifiable individual.
- **Institutional Data** — Aggregated or anonymized data used for statistical, planning, and quality assurance purposes.
- **HEMIS** — Higher Education Management Information System, the official platform for academic records.

4. Principles of Data Collection

NSU adheres to the following principles:

1. **Lawfulness and Fairness** — Data is collected only for legitimate purposes with appropriate legal basis.
2. **Purpose Limitation** — Data is collected for specific, explicit, and legitimate purposes.
3. **Data Minimization** — Only necessary and relevant data is collected.
4. **Accuracy** — Reasonable steps are taken to ensure data is accurate and up-to-date.
5. **Transparency** — Data subjects are informed about the collection, use, and rights.
6. **Confidentiality and Security** — Collected data is protected in accordance with the Data Protection Policy.
7. **Accountability** — Clear responsibilities are assigned and compliance is monitored.
8. **Inclusiveness** — Stakeholders (students, staff) actively participate in data provision.

5. Types of Data Collected

5.1. Student Data (Registrar's Office):

- Personal and demographic information (age, gender, region, international enrolment);
- Admission records and entrance examination results;
- Academic progression, retention, dropout, and graduation rates;
- Course registrations, grades, and transcripts;
- Graduate destination and employment data.

5.2. Staff Data (Human Resources Department):

- Personal and employment information;
- Academic qualifications, scientific degrees, and professional development records;
- Workload allocation and performance evaluation data.

5.3. Programme and Institutional Data:

- Key Performance Indicators (KPIs) for academic and administrative activities;
- Student satisfaction with programmes, resources, and support services;
- Utilisation of learning resources and student support services;
- Feedback from surveys, focus groups, and evaluations.

6. Methods and Tools of Data Collection

- **HEMIS Platform** — Primary official system for student and academic data.
- **Online Forms and Surveys** — Google Forms and university portal for student and staff feedback (study-unit evaluations, end-of-programme surveys).
- **Institutional Surveys and Questionnaires** — Regular and targeted data collection.
- **Focus Groups and Interviews** — Qualitative feedback mechanisms.
- **Official Documents and Reports** — Admission forms, contracts, statistical reports.
- **External Sources** — Verified data from state platforms (stat.uz, mehhar.uz, d-arxiv.edu.uz) and employer feedback.
- **Physical Records** — Student files maintained by the Registrar's Back Office.

All surveys clearly state their purpose and provide options for anonymous submission where appropriate.

7. Responsibilities

- **Rector** — Overall accountability for data collection processes.
- **Registrar's Office (Back Office)** — Primary responsibility for student data collection, verification, storage, and archiving (minimum 10 years).
- **Human Resources Department** — Collection and management of staff data.
- **Academic Support Community / Quality Assurance Unit** — Coordination of surveys and programme feedback.
- **Deans and Heads of Departments** — Ensuring timely and accurate data provision from their units.
- **All Employees and Students** — Providing accurate information and cooperating with data collection activities.
- **Data Protection Officer** — Ensuring data collection complies with privacy requirements.

8. Data Quality Assurance

- Data is verified upon collection and periodically updated.
- Cross-checking mechanisms between HEMIS, physical records, and departmental reports.
- Regular internal audits and monitoring (as per Internal Audit and Monitoring Reports).
- Statistical Sector responsibilities include validation of data accuracy before submission to state agencies.

9. Integration with Data Protection

All data collection activities fully comply with the university's **Data Protection Policy**. Consent is obtained where required, and data subjects are informed of their rights. Special categories of data receive enhanced protection.

10. Use of Collected Data

Collected data is used for:

- Evidence-based decision-making and action planning;
- Annual and Periodic Programme Reviews;
- Internal quality assurance and accreditation processes;
- Preparation of statistical reports for the Ministry and Statistics Agency;
- Graduate tracking and career support;
- Continuous improvement of educational programmes and services.

11. Data Retention and Archiving

- Active records are maintained in HEMIS during the relevant period.
- Student files are archived for a minimum of **10 years** after graduation in secure university archives.
- Anonymized data may be retained longer for analytical and historical purposes.

12. Monitoring, Review and Updates

- This Policy is reviewed annually or upon significant changes in legislation or institutional needs.
- Effectiveness is evaluated through internal audits and stakeholder feedback.
- The Policy is published on the official NSU website (nsuni.uz) for transparency.

13. Related Documents

- Data Protection Policy
- Student Feedback Policy
- Evaluation Regulations
- Registrar's Office Regulations
- Internal Audit and Monitoring Reports
- Graduate Employment Tracking Procedures

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Annexes (to be developed):

1. Sample Data Collection Consent Form
2. Survey Template Guidelines
3. Data Verification Checklist

This **Data Collection Policy** ensures that Navoi State University maintains high standards of data integrity, transparency, and usability, fully supporting its commitment to quality education and international recognition, including GreenMetric rankings.

Approved by: Head of the Registrar's Office,
Navoi State University

Dilorom Shamsiyeva



Effective Date: 01.10.2025

Contact: Navoi State University Registrar's Office

