

“Silk Road” International University of Tourism

Grading Policy and Assessment Criteria Regulations for Academic Year 2020/2021

Baholash siyosati va baholash mezonlari 2020/2021 o'quv yili uchun

	ENGLISH	UZBEK
	1. General rules and definitions	1. Umumiy qoidalar va atamalar
1	The following procedures are used in the process of preparation, conduct, and assessment of students in all programs at the 'Silk Road' International University of Tourism beginning from the Academic Year 2020-2021.	"Ipak yo‘li" turizm xalqaro universitetida 2020-2021 o‘quv yilidan boshlab barcha dasturlar bo‘yicha talabalarni tayyorlash, imtihonlarni o‘tkazish, muvofiqlashtirish va baholash jarayonida quyidagilar amalga oshiriladi.
2	For the purposes of this document, the following translations of terms are used in Uzbek, Russian and English languages: Uzbek / Russian / English <ul style="list-style-type: none">• Yo‘nalish (qo’shimcha Mutaxassislik bo’lishi mumkin) / Направление (возможно дополнительно: Специальность) / Program (possibly additionally: Speciality)• Ishchi o’quv dasturi / Рабочая учебная программа / Curriculum of the program• Fan / Предмет / Course• Dars / Урок / Lesson/class• O’quv rejasi / Учебный план (дескриптор) квалификационная характеристика / Descriptor of the course• Fan dasturi / Учебная программа (Рабочий) / Syllabus	Mazkur hujjatdan foydalanish maqsadlarida quyidagi atamalarning o‘zbek, rus va ingлиз tillaridagi tarjimalari ishlataladi: Uzbek / Russian / English <ul style="list-style-type: none">• Yo‘nalish (qo’shimcha Mutaxassislik bo’lishi mumkin) / Направление (возможно дополнительно: Специальность) / Program (possibly additionally: Speciality)• Ishchi o’quv dasturi / Рабочая учебная программа / Curriculum of the program• Fan / Предмет / Course• Dars / Урок / Lesson/class• O’quv rejasi / Учебный план (дескриптор) квалификационная характеристика / Descriptor of the course• Fan dasturi / Учебная программа (Рабочий) / Syllabus
3	The academic year comprises two semesters, each of which consists of 14 weeks of teaching, 1 week of midterm evaluation and 1 week of final evaluation. Midterm grades are given in the eighth week of each semester and final examinations are held in the sixteenth week. The university may schedule an additional week for final exams to avoid exams being overly concentrated.	O’quv yili 2 semestrda, har bir semestr 14 haftadan iborat bo’lgan dars jarayonidan, 1 haftalik oraliq baholash va 1 haftalik yakuniy nazorat davridan iboratdir. Oraliq nazorat har semestrning 8-hafatasida va yakuniy nazorat 16-hafatasida o‘tkaziladi. Imtihonlarning haddan ziyod konsentratsiyalashuviga yo’l qo’ymaslik maqsadida Universitet yakuniy nazoratlar uchun qo’shimcha hafta ajratishi mumkin.
4	A standard duration for the lesson (educational activities in a class, or similar) is 50 minutes, the interval between is 10 minutes.	Darsning davomiyligi (auditoriyadagi o‘quv mashg’ulotlar yoki shunga o’xshash) 50 daqiqa, va darslar oralig’i 10 daqiqani tashkil etadi.
5	A unit of the students’ assessment is one credit ECTS (European Credit Transfer and Accumulation System). ECTS is a tool for making studies and courses more transparent. It helps	Talabalar bilimini baholash birligi bir ECTS (European Credit Transfer and Accumulation System- Yevropa Kredit o‘tkazish va to’plash tizimi) kreditidir. ECTS - bu o‘qish jarayonini va

	students to move between countries and to have their academic qualifications and study periods abroad recognized. One ECTS credit point corresponds to 30 hours of study (including class hours and self-study hours).	fanlarni yanada shaffof qilish vositasi hisoblanadi. Bu talabalarga bir mamlakatdan ikkinchisiga ko'chib o'tishda va olgan akademik malakasini va o'qish davrini chet elda tan olinishiga yordam beradi. Bitta ECTS krediti 30 soatlik o'quv yuklamasiga to'g'ri keladi (auditoriya va mustaqil ta'lif soatlarini hisoblagan holda).
6	The number of credits that the student must obtain during the semester includes compulsory (obligatory) and optional (elective) courses specified in a Curriculum of the Program. The University defines the number of credits for a given course. The required number of ECTS credits is 240 to get BA diploma. The required number of ECTS credits is 120 to get a MA degree.	Talaba semestr davomida olishi kerak bo'lgan kreditlar soni ishchi o'quv dasturida ko'rsatilgan majburiy va tanlov kurslarni o'z ichiga oladi. Universitet berilgan kurs uchun kreditlar sonini o'zi belgilaydi. Bakalavr diplomini olish uchun zarur bo'lgan ECTS kreditlarining soni 240 tani tashkil etadi. Magistr darajasini olish uchun esa zarur bo'lgan ECTS kreditlarining soni 120 tani tashkil etadi.
7	The planning of the educational process consists of the following steps: - Development of a Descriptor of the Course (see Annex 1). Descriptors are the property of the university. A descriptor is related to the particular course that is provided to a professor or other member of academic staff leading the course (hereinafter referred to as a teacher) by the Department of Monitoring and Training to create a detailed Syllabus and is the basis for controlling the learning outcomes. A total of 60 ECTS credit points are anticipated for each year of study. - A Syllabus is created by the teacher of a given course based on the proper Descriptor. The syllabus is delivered to students at the latest in the first week of study. A Syllabus is used to control both the progress of the teaching process and the learning outcomes. A template of the Syllabus is provided in the Annex 2. - A calendar of the academic year is adopted by the university management in advance to allow teachers to plan classes. - A catalog of courses (covering at least a title of the course and its short description) is published on the university's website and forms the basis for creating a teaching contract. A teaching contract ("соглашение об образовании") should be signed by all students, and is considered as an important tool strengthening their motivation to achieve good results.	O'quv jarayonini rejalashtirish quyidagi bosqichlardan iborat: - Fanning o'quv rejasini (deskriptor) ishlab chiqish (1-ilova). Deskriptor universitetning mulki hisoblanadi. Deskriptor alohida bir kursga ta'lulqi bo'lib, shu kursni olib boradigan professor-o'qituvchiga batafsil fan dasturi tuzish maqsadida O'quv jarayonini monitoring qilish va tashkillashtirish bo'limi tomonidan beriladi va u o'quv natijalarini nazorat qilish uchun asos hisoblanadi. Har bir o'quv yili uchun talabalar tomonidan jami 60 ECTS kredit ballini to'plash imkonи mavjud bo'ladi. - Fan dasturi (Syllabus) tegishli O'quv rejasni Deskriptor assosida fan o'qituvchisi tomonidan tuziladi. Fan dasturi (syllabus) talabalarga o'qish jarayonlari boshlangan davrning birinchi haftasidan kechiktirmay beriladi. Fan dasturi (Syllabus)dan o'quv jarayoni va o'quv natijalarini nazorat qilish uchun foydalilanadi. Fan dasturining namunasi 2-ilovada keltirilgan. - O'quv yili taqvimi universitet rahbariyati tomonidan o'qituvchilar darslarni rejalashtirishlari uchun oldindan qabul qilinadi. - Kurslar katalogi (kamida kurs nomi va uning qisqacha tavsifi berilgan bo'lishi kerak) universitetning veb-saytida e'lon qilinadi va o'quv shartnomasini tuzish uchun asos bo'ladi. O'quv shartnomasi ("Ta'lif shartnomasi") barcha talabalar tomonidan imzolanishi kerak va bu ularning yaxshi natijalarga erishishlari uchun motivatsiyani kuchaytirishning muhim vositasi hisoblanadi.
8	A Descriptor of the Course needs to provide at least the following: Name of course, Code, Number of ECTS Credits, Pre-requisites and Co-requisites, Aims and Summary, Intended Learning	Kurs Deskriptori kamida quyidagilardan iborat bo'lishi kerak: kursning (fanning) nomi, kodi, ECTS kreditlari soni, shartli talablar (talaba tanlagan kursni o'tishidan oldin bilishi kerak

	Outcomes (L.O.), Indicative Content, Methods of Assessment, Composition of course marking (weight of: Midterm Assessment, Final Assessment, other components of marking), and the list of necessary literature.	bo'lgan fanlar nomi va ko'nikmalar) va qo'shimcha talablar (tanlangan fan bilan birlashtirilishi shart bo'lgan qo'shimcha fanlar nomi), maqsadlar va xulosalar, kutilayotgan natijalar, indikativ tarkibi, baholash usullari, baholashning tarkibi (Oraliq nazorat, yakuniy nazorat, baholashning boshqa tarkibiy qismlari ulushi) va zaruriy adabiyotlar ro'yxati.
9	The Syllabus is the main form of communication with students, and it contains: all the elements of the Descriptor and a schedule for the delivery of content for all weeks of study, the number of class hours and self-study hours as well as additional information that is important for the teaching process. The Syllabus must present a minimum of five indicators for grading.	Fan dasturi (Syllabus) talabalar bilan aloqaning asosiy shakli bo'lib, unda: Deskriptorning barcha elementlari va har o'quv haftasida o'tiladigan mavzularni yetkazib berish jadvali, dars soatlari va mustaqil mashg'ulotlar soatlari hamda o'qitish jarayoni uchun muhim bo'lgan qo'shimcha ma'lumotlar mayjud bo'lishi kerak. Fan dasturi (Syllabus)da baholashning kamida beshta ko'rsatkichi keltirilishi kerak.
10	<p>Student must avoid any activity that can lead to academic misconduct. Academic misconduct is where a student does something dishonest or unacceptable to try and improve his or her marks, including:</p> <ul style="list-style-type: none"> (a) plagiarism, i.e. copying information, thoughts or ideas from a published or unpublished source without acknowledging (showing in your work); where that information, thoughts or ideas came from; (b) collusion, i.e. where two or more students work together to produce individual assessments that contain the same ideas and text. It is important that you prevent your work from being seen and used by others. Even lending coursework to a friend or leaving work on a shared computer, not knowing that it will be copied, could result in a penalty for collusion; (c) fabrication of results, i.e. where a student presents a set of results that are not from his/her observations or calculations; (d) subcontracting, i.e. where a student employs someone else to write his or her assessment; (e) examination misconduct i.e. where a student seeks to gain unfair advantage in an examination, for example, by using notes, communicating with someone inside or outside the exam room, using a pre-programmed calculator or copying from someone else. <p>An academic misconduct will result in a penalty, including the removal of the person who has been found guilty from the list of students. Detailed rules are established and implemented by the Academic Disciplinary Commission.</p>	<p>Talaba akademik huquqbazarlikka (qoidabuzarlik) olib keladigan har qanday harakatlarga yo'q qo'ymasligi kerak. Akademik qoidabuzarlik - bu talabaning o'z baholarini yaxshilash maqsadida noo'rin yoki nomaqbul ishlarni bajarishidir, shu jumladan:</p> <ul style="list-style-type: none"> (a) plagiatsiz, ya'ni ma'lumot, fikr yoki g'oyalarni nashr etilgan yoki nashr etilmagan manbadan nusxasini ko'chirib olish va ko'chirilgan ma'lumotlar, fikrlar yoki g'oyalalar manbasini o'z ishida keltirmaslik; (b) o'zaro kelishib olish, ya'ni ikki yoki undan ortiq talaba birga ishlab, ammo individual baholash uchun bir xil g'oya va matnni o'z ichiga olgan ishlarni topshirishi. Talabalar o'z ishlarni boshqa talabalar tomonidan ko'rilib olishini va undan foydalanishini olidini olishlari juda muhimdir. Hatto kurs ishini talaba do'stiga berib turishi yoki do'sti bilan birlashtirilishi ishladiygan kompyuterda qoldirishi, undan nusxa olishini bilmasligi ham til biriktishdek jazoga olib kelishi mumkin; (c) natijalarni qalbakilashtirish, ya'ni talaba o'z kuzatuvlari yoki hisob-kitoblari bo'lmagan natijalar to'plamini o'ziniki deb taqdim etganida; (d) subpudrat, ya'ni talaba baho olish maqsadida vazifa va topshiriqni bajarish uchun uchinchi shaxsniga yollasa; (e) imtihon jarayonida qoidabuzarlik, ya'ni talaba imtihonda topshirishning adolatsiz yo'llaridan foydalanishi, masalan, konspect va shpargakalardan foydalanishi, imtihon olinadigan xonaning ichida yoki tashqarisida boshqalar bilan muloqot qilishi, oldindan dasturlashtirilgan kalkulyatoridan foydalanishi yoki boshqalardan ko'chirishi kabilari. <p>Akademik qoidabuzarlik aybdor talabani hatto</p>

		talabalar ro'yxatidan olib tashlash jazosigacha olib kelishi mumkin. Batafsil qoidalar O'quv intizom komissiyasi (Intizom komissiyasi) tomonidan joriy etiladi va amalga oshiriladi.
11	One of the ways to prevent plagiarism and cheating is the system of referencing. In the Silk Road International University of Tourism, the obligatory system used is the APA Referencing System (APA-6). At the beginning of every academic year a course in APA will be conducted. Every student must take this course and receive a minimum of a 'Pass' grade. All teachers are required to understand how to administer the APA.	Plagiat va ko'chirmachilikni oldini olish yo'llaridan biri bu ma'lumotlarni manbalashtirishdir. "Ipak yo'li" Turizm xalqaro universiteti tomonidan foydalilaniladigan tizim bu – American Psychological Association manbalar tizimidir (APA-6). Har o'quv yilning boshida APA bo'yicha kurs tashkillashtirilishi belgilangan. Barcha talabalar ushbu kursni o'zlashtirishlari va eng kamida 'O'tish' bahosini olishlari zarur. Har bir professor-o'qituvchi APA tizimini boshqarish ko'nikmasiga ega bo'lishi talab etiladi.
	2. Types of assessment and evaluation criteria	2. Baholash turlari va mezonlari
12	The monitoring and assessment of students' knowledge is carried out by the conducting of Ongoing (current) assessment, Midterm and Final examinations.	Talabalar bilimlarini nazorat qilish va baholash joriy baholash, oraliq va yakuniy nazorat turlarini o'tkazish orqali amalga oshiriladi.
13	Ongoing assessment is a knowledge testing system conducted by a teacher during current lessons to assess a student's knowledge. In the course of studying the subject, various methods for monitoring a students' knowledge are considered to be appropriate: oral interviews, written surveys, essays, presentation of homework, training, discussions, case studies, tests, etc. Current control is carried out under the guidance of a teacher based on the framework of seminars, practical work, projects, laboratory classes and independent work of students.	Joriy baholash - bu professor-o'qituvchi tomonidan o'tilayotgan mashg'ulotlar davomida talabaning bilimini baholash uchun o'tkaziladigan test tizimidir. O'tilayotgan kurs davomida talabalar bilimini nazorat qilishda turli usullardan foydalanish maqsadga muvofiq hisoblanadi, misol uchun, og'zaki suhbatlar, yozma so'rovnomalar, insholar, uy vazifalarining taqdimoti, turli mashg'ulotlar, munozaralar, "case sudy" (turli vaziyatlarni o'rganish va yechimini topish), testlar va hokazo. Joriy nazorat - fan professsor-o'qituvchisi rahbarligi ostida seminarlar, amaliy mashg'ulotlar, laboratoriya mashg'ulotlari shaklida va talabalarning mustaqil ishlari asosida olib boriladi.
14	The Midterm examination is an important stage in assessing the student's knowledge and practical skills after the first part of a given semester, as well as an indicator for forecasting the further course of study. The student must demonstrate a minimum grade of 50%. In the event of a failure to pass, the teacher may allow the repetition to be performed individually.	Oraliq nazorati talabaning semestrning birinchi qismidan keyin olgan bilimlari va amaliy ko'nikmalarini baholashning muhim bosqichi bo'lib, kelajakda o'qish kursini prognoz qilish ko'rsatkichidir. Talaba oraliq nazoratda minimal bahoni, ya'ni 50% olishi kerak. Talaba imtihondan o'tmagan taqdirda, professor o'qituvchi individual ravishda takroran nazoratni o'tkazishga ruxsat berishi mumkin.
15	Assessment methods include written (e.g., essay, portfolio, report, test), oral (and/or oral with visual and technical support), practical work (with evidence of successful completion) and other forms which reflect and confirm the student's achievements within the framework of the course. Evaluation criteria should reflect the learning outcomes (L.O.).	Baholash usullari yozma (masalan, insho, portfolio, hisobot, test), og'zaki (va/ yoki vizual va texnik yordam bilan), amaliy ish (muvaqqafiyatlari bajarganligini isbotlagan holda) va kurs doirasida talabaning yutuqlarini aks ettiruvchi va tasdiqlaydigan boshqa shakllarni o'z ichiga oladi. Baholash mezonlari o'quv natijalarini aks ettirishi kerak.

16	The form and duration of the Midterm and Final Exams stated in a Descriptor are determined by the Heads of relevant departments (Кафедры) in coordination with the Department of Monitoring and Teaching, and should be related to the nature and the hours allocated to the subject.	O'quv rejasi (deskriptor) da ko'rsatilgan oraliq va yakuniy nazoratlarning shakli va davomiyligi tegishli kafedra mudirlari tomonidan O'quv jarayonini monitoring qilish va tashkillashtirish bo'limi bilan kelishilgan holda belgilanadi va fanga ajratilgan soat va uning xususiyatiga muvofiq bo'lishi kerak.
17	The tasks (assignments) of the ongoing assessment, Midterm and Final exams are developed by the course teachers, pre-moderated, and approved by the Head of Department. This process is controlled by the Department of Monitoring and Teaching.	Joriy baholash, oraliq va yakuniy nazorat topshiriqlari (vazifalari) kurs professor-o'qituvchilari tomonidan ishlab chiqiladi, oldindan moderatsiyadan o'tkaziladi va kafedra mudiri tomonidan tasdiqlanadi. Ushbu jarayon O'quv jarayonini monitoring qilish va tashkillashtirish bo'limi tomonidan nazorat qilinadi.
18	The content of the tasks must provide opportunity to assess the student's mastery, both objectively and clearly.	Nazorat turlarini o'tkazish bo'yicha tuzilgan topshiriqlarning mazmuni talabaning o'zlashtirishini xolis (ob'ektiv) va aniq baholashga imkon berishi kerak.
19	The student's performance in the lessons and independent study assignments, as well as his/her activity in these lessons is assessed by the course teacher. The assessment of students' knowledge is based on the criteria provided in the Annex 3. The system of conversion of the grades is presented in the Annex nr 4.	Talabaning mashg'ulotlarni va mustaqil ta'lim topshiriqlarini bajarishi, shuningdek uning ushbu mashg 'ulotlardagi faolligi fan professor-o'qituvchisi tomonidan baholab boriladi. Talabalar bilimini baholash 3-ilovada keltirilgan mezonlar asosida amalga oshiriladi. Baholarning konversiya jadvali 4-ilovada keltirilgan.
20	<p>Starting the Academic Year 2020/2021 the following composition of course mark is recommended:</p> <ul style="list-style-type: none"> • activity of a student, including attendance, should weigh 15% • the Midterm Assessment should weigh 20% • other components (assignments, quizzes, tests, etc) should weigh 35% • the Final Assessment should weigh 30%. <p>Pass requirements:</p> <ul style="list-style-type: none"> • to be admitted to the exam session, a student's Midterm must be minimum 50% and the points of all components received until the exam must add up to at least 35; • and a result of the Final Assessment must be at least 50%. <p>For retake examinations (make-up exam), the student will be assessed on a pass / fail basis and the grade is capped at 50%.</p> <p>The Heads of departments may decide to adopt different proportions if they are justified by the specificity of the subject. The Dean and the Head of Department of Monitoring and Teaching should be informed about the changes made.</p>	<p>2020/2021 o'quv yilidan boshlab quyidagi baholash tizimi tavsiya etiladi:</p> <ul style="list-style-type: none"> • Talabaning faolligi, davomatni qo'shgan holda 15% ini tashkil qilishi kerak • Oraliq nazorat umumiyligi bahoning 20% ini tashkil qilishi kerak • Joriy baholarni tashkil etuvchi komponentlar (topshiriqlar, kuizlar, testlar va boshqalar) 35% ni tashkil etishi kerak • Yakuniy nazorat umumiyligi bahoning 30% ini tashkil qilishi kerak. <p>O'tish talablari:</p> <ul style="list-style-type: none"> • Yakuniy nazorat imtihoni (qayta topshirish) da qatnashish uchun talaba oraliq nazoratdan maksimal balning kamida 50%ini olgan bo'lishi kerak, shuningdek yakuniy nazoratdan oldin barcha nazorat turlaridan jami bo'lib kamida 35 ball to'plagan bo'lishi kerak; • Yakuniy nazorat natijasi kamida 50% bo'lishi kerak. <p>Talaba nazoratlarni qayta topshirishi uchun o'tdi/o'tmadi bilan baholanib, eng yuqori baho 50% bilan baholanadi. Kafedra mudirlari fanning o'ziga xosligidan kelib chiqib, baholashni turli xil nisbatlarda qabul qilishlari mumkin. Bunday</p>

		vaziyatlarda o'zgarishlar to'g'risida Dekan va O'quv jarayonini monitoring qilish va tashkillashtirish bo'limi boshlig'ini xabardor qilish lozim.
	3. The process of assessment of student's knowledge	3. Talaba bilimini baholash jarayoni
21	Teachers are required to familiarize students with the Syllabus and requirements of the “Grading Policy and Assessment Criteria” during the first week of class. The document is also available on the website of the university.	Professor-o'qituvchilar fan dasturlari (Syllabus) va "Baholash siyosati va baholash mezonlari" bilan talabalarni kurs o'qitilishining birinchi haftasida tanishitirishlari shart.
22	The teachers are required to acquaint students with the scope of the course material, exam rules, and possible examples of questions at least 10 days before the Midterm and Final exams.	Tegishli fan professor-o'qituvchilari talabalarni oraliq va yakuniy nazorat o'tkazilishidan kamida 10 kun oldin dars materiallari ko'lami, imtihon qoidalari, shuningdek imtihonlarda berilishi mumkin bo'lgan savollarning taxminiy ro'yxati bilan tanishtirishlari shart.
23	The student is expected to participate fully and actively in all activities. Absences reduce the grade; it is allowed to skip a maximum of 20% lessons. In case of missing a larger number of lessons, without important reasons and acceptance of the Dean, the student may be referred to repeat the subject.	Talabaning barcha mashg'ulotlarda to'liq va faol ishtiroy etishi kutiladi . Talabaning darsda qatnashmasligi bahoni pasaytiradi, har bir fandan talaba ko'pi bilan 20 foiz dars qoldirishi mumkin. Agarda talaba uzrli sabablarsiz hamda Dekanning ruxsatsiz undan ko'proq dars qoldirsa, undan shu fanni takroran o'qishi talab qilinishi mumkin.
24	Assessment of students' knowledge is based on the results obtained for individual tasks on a 100-point scale. The final grade should include a minimum of five components (including Midterm and Final exam). The percentages of individual components are determined by the Syllabus. The result of each component is calculated separately by weight and rounds to the full number. The results for the semester are the sum of points obtained. Student results may be presented on a scale of other systems according to the Conversion Table (Annex 4).	Talabalar bilimini baholash 100 balli tizim bo'yicha har bir talaba bajargan individual topshiriqlarning natijalari yig'indisiga asoslanadi. Yakuniy baho chiqishi uchun kamida beshta baholash komponent bo'lishi kerak (oraliq va yakuniy nazoratlar bilan birga). Har bir komponentlarning nisbati (foizi) Fan dasturi (Syllabus)da belgilanadi. Har bir component uning nisbatiga asoslanib, alohida hisoblanib, chiqqan raqam yaxlitlanadi. Talabaning semestrdagi yakuniy natijasi (bahosi) to'plagan ballarning yig'indisidir. Talabaning fan bo'yicha yiqqan natijalari Konversiya jadvaliga muvofiq boshqa tizimlar miqyosida taqdim etilishi mumkin (4-ilova).
25	In order to comply with the principle that the student creates work in an independent and creative way, the student is obliged to submit a written statement, with his/her signature and date. The student's statement is then verified by the teacher. A template of the statement is presented in the Annex 5. The specialized antiplagiarism software is available for use by all teachers.	Talaba ishini mustaqil va ijodiy usulda yaratish kerak degan tamoyilga amal qilish uchun talaba o'z imzosi va sana ko'rsatilgan yozma bayonot topshirishi shart. Undan keyin talabaning bayonoti tegishli fan professor-o'qituvchisi tomonidan tasdiqlanadi. Bayonot nusxasi 5-ilovada keltirilgan. Plagiatga qarshi ixtisoslashtirilgan dastur barcha professor-o'qituvchilar uchun mavjud bo'ladi.
26	The final exams are carried out in accordance with the schedule of exams developed by the Department of Monitoring and Teaching and approved by the Vice-Rector for Academic and Social Affairs. Students are required to take the	Yakuniy imtihonlar O'quv jarayonini monitoring qilish va tashkillashtirish bo'limi tomonidan ishlab chiqilgan va O'quv va ijtimoiy-ma'naviy ishlar bo'yicha prorektori tomonidan tasdiqlangan imtihonlar jadvaliga muvofiq o'tkaziladi. Talabalar

	exams on the set scheduled date, and, if needed, to resit a make-up examination on the second date. Only in cases of extraordinary situations (illness, death in the family) the Dean will agree to a different date.	belgilangan sanada imtihon topshirishlari kerak, agar zarur bo'lganda imtihonni qayta topshirish sanasida qatnashishi kerak. Faqat favqulotda holatlardagina (kasallik, oilada o'lim), dekan talabaga imtihonni boshqa kunda topshirishiga ruxsat beradi.
27	In case of sitting for exams (such as the tests or other written assignments) the teacher of the course being examined must not invigilate the exam for any cohorts that he/she teaches.	Tegishli fan bo'yicha o'quv mashg'ulotlarini olib borgan professor-o'qituvchi imtihon (masalan, test yoki boshqa yozma topshiriq shaklida) o'tkazishda o'zi o'qitadigan guruh talabalariga nazoratchi bo'lishi ta'qiqlanadi.
28	The exams can be controlled and recorded by video surveillance if required.	Agar zarur bo'lsa imtihonlarni video kuzatuv tizimi yordamida kuzatib borish va yozib olish mumkin.
29	For a final exam it is required that each student present a photographic ID (the student ID card, passport or driver's license). Students who are not able to produce a photographic ID and their Silk Road University ID number will not be allowed to sit for the examination.	Talaba yakuniy imtihonda qatnashishi uchun fotosuratli shaxsini tasdiqlovchi hujjatni (talabalik guvohnomasi (ID card), pasport yoki haydovchilik guvohnomasi)ni taqdim etishi shart. Fotosuratli shaxsini tasdiqlovchi hujjat va "Ipak yo'li" Turizm xalqaro universitetining ID raqamini taqdim eta olmaydigan talabalarining imtihonda qatnashishlariga ruxsat berilmaydi.
30	It is strictly forbidden to use and communicate with any electronic devices during the exam. It is forbidden to bring to the examination room electronic devices that are not required by the teacher. All mobile phones, as well as smartwatches and wristwatches, must be turned off and placed on the student's desk. The detailed rules for the written exams have been described in the Instruction for Exams in Annex 6. Students who violate these requirements will be expelled from the classroom and will be deemed to have failed the exam. A template of report of the expulsion / incident from the exam is presented in Annex 7.	Imtihon paytida har qanday elektron qurilmalardan foydalanish va ular orqali aloqa qilish qat'yan man etiladi. Imtihon xonasiga professor-o'qituvchi talab qilmagan har qanday elektron jihozlarni olib kirish taqiqlanadi. Barcha mobil telefonlar, shuningdek aqli soatlar va qo'l soatlari o'chirilishi va talabalar stoliga qo'yilishi kerak. Yozma imtihonlarning bat afsil qoidalari 6-ilovada imtihonlar uchun ko'rsatmada keltirilgan. Ushbu talablarni buzgan talaba auditoriyadan chiqarilib, imtihonni topshirmagan deb hisoblanadi. Talabaning imtihon o'tkaziladigan auditoriyadan chiqarilishi 7-ilovaga keltirilgan imtihondan cheflashtirish dalolatnomasi orqali rasmiylashtiriladi.
31	A student has to submit the current and midterm courseworks before the deadline for submission of the final exam. A student who fails the midterm assessment at the first attempt, has the opportunity to re-submit one further time in an attempt to pass the examination.	Talabalar yakuniy nazorat turi o'tkaziladigan muddatga qadar joriy, oraliq nazoratlarini va kurs ishlarini topshirishlari shart. Agarda talaba birinchi urinishda oraliq nazoratdan yiqilsa unga imtihonni qaytadan topshirish uchun yana bir imkoniyat beriladi.
32	A student who did not take the final examination, as well as a student with an "F" (unsatisfactory) grade, is considered an academic debtor.	Yakuniy (Final) nazorat turida qatnashmagan, shuningdek ushbu nazorat turi bo'yicha «F» (qoniqarsiz) baho bilan baholangan talaba akademik qarzdor hisoblanadi.
33	It is not allowed to plan for a student more than one exam per day.	Bir kunda bir fandan ortiq fan bo'yicha imtihon o'tkazilishiga yo'l qo'yilmaydi.

34	Students who have academic debts (outstanding exams) and did not pass them repeatedly, at the rector's call will have to pay the loan amount for the particular course to the university account. And only after that they will be able to obtain permission to continue their studies.	Fanlardan akademik qarzdor bo'lgan (imtihon muddati o'tgan) va imtihonni qayta topshira olmagan talabalar universitet rektorining buyrug'i bilan fanlarga ajratilgan kontrakt miqdorini universitet hisobiga to'laydi va undan keyingina talaba o'qishini davom ettirshiga ruxsat beriladi.
35	The number of re-submissions by students should not be more than one during the time provided to the student for re-submission of the Midterm and/or Final examination.	Talabaga oraliq va/ yoki yakuniy nazorat turini qayta topshirish uchun berilgan muddat davomida talaba tomonidan qayta topshirishlar soni bir martadan ko'p bo'lmasligi kerak.
36	After the expiry of the period set for retake examinations, the Registrar's Office shall forward to the appropriate Vice Rector a list of students who have failed the semester/academic year. The Vice Rector decides to remove these persons from the list of students. A student may apply for repeating a course/year.	Berilgan muddat davomida mayjud bo'lgan qarzdorlikni qayta topshira olmagan, semestr-akademik yil bo'yicha qarzdor bo'lib qolgan talabalar ro'yxati Ro'yxatdan o'tkazish bo'limi (Registrar's Office) tomonidan universitetning tegishli prorektoriga yuboriladi va ushbu talaba prorektor qarori asosida joriy semestr/akademik yilning talabalar ro'yxatidan olib tashlanadi. Talaba tugatmagan kursni/o'quv yilni qaytadan o'qishi uchun ariza topshirishi mumkin.
37	If a student does not participate in an internship program without a valid reason and is assessed at the end of the internship program with an "F" grade (unsatisfactory), he/she is considered as an academic debtor and the internship must be repeated.	Talaba uzrli sabablarsiz malakaviy amaliyotga qatnashmagan, shuningdek malakaviy amaliyot yakunlari bo'yicha «F» (qoniqarsiz) baho bilan baholangan hollarda, u akademik qarzdor hisoblanadi va malakaviy amaliyotni qaytadan o'tashi shart bo'ladi.
38	At the end of the academic year, a student with a grade of: A/A– (from 90% to 100%), B+/B/B– (from 75% to 89%), C+/C/C– (from 60% to 74%) or D+/D (from 50% to 59%) for all courses will be allowed to enroll in the next level/year by decision of the Vice-Rector based on approval from Registrar's Office.	Tegishli o'quv yili yakuni bo'yicha barcha fanlardan: A/A– (90-100 foiz oralig'ida), B+/B/B– (75-89 foiz oralig'ida), C+/C/C– (60-74 foiz oralig'ida) yoki D+/D (50-59 foiz oralig'ida) baho bilan baholangan talaba ro'yxatdan o'tkazish bo'limi (Registrar's Office) tasdig'iga asoslangan holda universitet prorektoringin buyrug'iga asosan keyingi kursga o'tkaziladi.
	4. Ensuring the quality of teaching and assessment	4. O'qitish va baholash sifatini ta'minlash
39	The activities of the university faculty and the educational process are constantly monitored by the university. Monitoring of the educational process is carried out in order to achieve the established learning outcomes, the nominal workload and to assess both its accuracy and relevance. Monitoring can be carried out by using questionnaires, focus groups, interviews or an analysis of results, as well as other types of methods.	Universitet professor-o'qituvchilarining faoliyati va o'quv jarayoni doimiy ravishda universitet tomonidan nazorat qilinadi. O'quv jarayonining nazorati belgilangan o'quv natijalariga, nominal ish yuklamasi bajarilishiga erishish va uning to'g'riligi va maqsadga muvofiqligini baholash maqsadida amalga oshiriladi. Nazorat savolnomalar, fokus-guruhrar, intervyu yoki natijalarni tahlil qilish va boshqa usullar yordamida amalga oshirilishi mumkin.
40	To secure the highest standards of assessment, every teacher should arrange a peer-to-peer moderation for the following: <ul style="list-style-type: none"> • Syllabus, including the methods of teaching and forms of assessment; • Midterm Assessment grid; • Final Assessment grid, and, • if required, the make-up exam grid. 	Baholashning eng yuqori standartlarini ta'minlash uchun har bir professor-o'qituvchi quyidagilar bo'yicha o'zaro moderatsiya(tahlil)ni tashkil qilishi kerak: <ul style="list-style-type: none"> • Fan dasturi (Syllabus), shu jumladan o'qitish usullari va baholash shakllari; • Oraliq nazorat baholash tizimi; • Yakuniy nazorat baholash tizimi;

	<p>A template of the Assessment Grid is presented in Annex 8.</p> <p>Grades allocated by the teacher of the course for both Midterm and final examinations are subject to post-moderation (peer-to-peer). A sample of a minimum of 10% of works is accepted for post-moderation, including work with the highest grade, work with the lowest grade, all "failed", and all "border-line" (close to 'fail').</p>	<ul style="list-style-type: none"> Agar zaruriyat bo'lsa, imtihonlarni qayta topshirish tizimi. <p>Baholash tizimining namunasi 8-ilovada keltirilgan.</p> <p>Kurs(fan) professor-o'qituvchisi tomonidan oraliq va yakuniy imtihonlar uchun qo'yilgan baholar dastlabki moderatsiya(tahlil) ("o'zaro ko'rib chiqish") qilinishi kerak. Kamida ishlarning 10% namunasi muhokama uchun qabul qilinadi, ular jumlasiga eng yuqori baholangan ishlar, eng past darajada baholangan ishlar, o'tish bali olmagan ishlar va "chevara chizig'ida", ya'ni eng minimal o'tish bali bilan baholangan ishlar tanlanadi.</p>
41	To ensure comparability of the results obtained by students in various courses, the final grades are subject to approval by the Academic Examination Board (Exam Board) created by the Vice Rector's or based on the Dean's decision. The composition of the Exam Board is formed from among academic teachers from the relevant disciplines. By agreement, teachers of other higher education institutions in the relevant subject may also be involved in the Board activities.	Talabalar tomonidan turli kurslarda olingan natijalarning taqqoslanishini ta'minlash uchun yakuniy baholar prorektor tomonidan yoki dekanning qarori asosida tuzilgan Akademik Imtihon Kengashi (Imtihon Kengashi) tomonidan tasdiqlanishi kerak. Imtihon kengashi tarkibi tegishli fan professor-o'qituvchilaridan tashkil topadi. Kelishuv asosida Kengash faoliyatiga boshqa oliy o'quv yurtlarining tegishli fan professor-o'qituvchilarini ham jaib qilinishi mumkin.
42	The Exam Board may review the entire level of assessment (for all courses to the same extent) to determine if there are overestimates or underestimates for the entire rating system. The ratings that are adopted at the meeting of the Exam Board are final. Documentation is kept for both pre-moderation and post-moderation, which remains in the university's files. See Annex 9 for templates of the pre-moderation and post-moderation reports.	Imtihon Kengashi butun baholash tizimi darajasini (barcha kurslar uchun bir xil darajada) qayta ko'rib chiqishi mumkin, bu butun reyting tizimida baholarning kerakli darajadan yuqori yoki pastligini aniqlash maqsadida bajariladi. Imtihon Kengashi yig'ilishida qabul qilingan reytinglar yakuniy hisoblanadi. Hujjatlar dastlabki va keyingi-moderatsiya uchun universitet hujjatlar to'plamida saqlanadi. Dastlabki va keyingi moderatsiya hisobotlarning namunasi 9-ilovaga berilgan.
43	The conduction of all types of control are constantly inspected by the Department of Monitoring and Teaching. In case of violation of the control procedure, the students' results can be cancelled and the corresponding type of control can be repeated.	Nazoratning barcha turlarini o'tkazilishi O'quv jarayonini monitoring qilish va tashkillashtirish bo'limi tomonidan doimiy ravishda tekshiriladi. Nazorat o'tkazish tartibi buzilgan taqdirda talabalarning natijalari bekor qilinishi va tegishli nazorat turi takroran o'tkazilishi mumkin.
44	Students who are dissatisfied with the results of their assessment have the right to appeal in writing up to three days after the results are released to the Exam Board. The Exam Board shall consider the appeal and make a final decision within 5 working days.	Baholash natijasidan norozi bo'lgan talabalar, baholash natijasi e'lon qilingan kundan boshlab 3 kun ichida yozma ravishda Imtihon Kengashiga apellyatsiya berish huquqiga ega. Talaba tomonidan berilgan apellyatsiya Imtihon Kengashi tomonidan ko'rib chiqiladi va 5 kun ichida yakuniy qaror qabul qilinadi.
45	The student has the right to participate in a consideration of the student's appeal. The teacher of the course also has the right to participate in meetings of the Exam Board related to his/her subject.	Talabaning apellyatsiyasini ko'rib chiqishda talaba ishtirok etish huquqiga ega. Kurs(fan) professor-o'qituvchisi ham o'z faniga tegishli bo'lgan imtihon Kengashi yig'ilishlarida qatnashish huquqiga ega.
46	The Exam Board shall consider the student's appeal and make an appropriate decision on its	Imtihon kengashi talabaning apellyatsiyasini ko'rib chiqib, uning natijasi bo'yicha tegishli qaror

	outcome. The decision will be based on whether the student has mastered the relevant subject or not. The decision will be final.	qabul qiladi. Qarorda talabaning tegishli fanni o'zlashtirgani yoki o'zlashtira olmagani ko'rsatiladi. Qaror qat'iy bo'ladi.
47	The Exam Board will ensure that the relevant decision is communicated to the Dean and the student concerned.	Imtihon Kengashi tegishli qarorni fakultet dekani va talabaga yetkazilishini ta'minlaydi.
	5. Keeping evaluation results	5. Baholash natijalarini qayd qilish
48	The assessment of students' results will be recorded by the teacher of the relevant course in the Result Report.	Talabalarning imtihon natijalarini baholash tegishli fan professor-o'qituvchisi tomonidan baholash qaydnomasida qayd etiladi.
49	The teacher will record the marks given to the student in the Result Report on the same day. If the assessment of the student's knowledge is carried out in the form of written work, the teacher should record the results within a period not exceeding three days.	Professor-o'qituvchi baholash qaydnomasida talabaga qo'yilgan baholarni shu kunning o'zida qayd etib boradi. Agar talabaning bilimini baholash yozma ish shaklida o'tkazilgan bo'lsa, bunda professor-o'qituvchi talabalarning natijalarini 3 kundan ko'p bo'lmasdan muddat ichida baholash qaydnomasiga qayd etishi lozim.
50	When a student's knowledge has been assessed with a grade of A/A– (from 90% to 100%), B+/B/B– (from 75% to 89%), C+/C/C– (from 60% to 74%) or D+/D (from 50% to 59%), a re-submission of the task is not permitted.	Talabaning bilimi A/A– (90-100 foiz oralig'ida), B+/B/B– (75-89 foiz oralig'ida), C+/C/C– (60-74 foiz oralig'ida) yoki D+/D (50-59 foiz oralig'ida) baho bilan baholanganda, topshiriqni qayta topshirishga yo'l qo'yilmaydi.
51	The final grade received by the student from the course is determined and recorded in the Final Results Report. The calculation formula for the final grading is presented in the Annex 10. The assessment record is signed by the teacher(s) who conducted the training as well as by the Head of Department, the Head of the Department of Monitoring and Teaching, and the Dean of the Faculty. The Final Results Report should be in 3 copies, one for the course instructor, one for dean's office and one for the Registrar.	Talaba tomonidan tegishli fandan olingan yakuniy baho aniqlanadi va baholash qaydnomasida yoziladi. Yakuniy bahoni hisoblash formulasi 10-ilovada keltirilgan. Qaydnoma mashg'ulotni o'tkazgan professor-o'qituvchi (lar), shuningdek kafedra mudiri, O'quv jarayonini monitoring qilish va tashkillashtirish bo'limi boshlig'i, hamda Fakultet dekani tomonidan imzolanadi. Baholash qaydnomasi 3 nusxada bo'lishi kerak, biri fan o'qituvchisi uchun, biri dekanat uchun, va yana biri ro'xatdan o'tkazish bo'limi (Registrar`s office) uchun.
52	The Final Results Report is the main document that will be used to decide whether the student is eligible for winning a scholarship.	Yakuniy natijalar to'g'risidagi (Qaydnoma) talabaga stipendiya tayinlash uchun asos bo'luvchi yagona hujjat hisoblanadi.
53	The teacher of the course is responsible for keeping accurate and up to date records of the assessment documents. The Dean is responsible for monitoring the documents and is responsible for any unauthorised changes.	Kurs o'qituvchisi baholash hujjatlarning yozuvlarini to'g'ri va but saqlash uchun javobgardir. Dekan hujjatlarni nazorat qilishga va unga ruxsatsiz o'zgartirishlar kiritilmasligi uchun javobgardir.
54	A transcript of the student's course of study and the award of the final diploma shows the student's average score (GPA - Grade Point Average). The GPA calculation formula is presented in the Annex 11.	Talabaning o'qish kursi va yakuniy diplom bilan taqdirlanganligi to'g'risidagi ma'lumot (transcript) da talabaning o'rtacha ballari ko'rsatiladi (GPA - o'rtacha ball). GPAni hisoblash formulasi 11-ilovada keltirilgan.

	6. Final provisions	6. Yakuniy qoidalar
55	The results of students assessment will be regularly discussed at the department's and faculty's meetings.	Talabalarni baholash natijalari doimiy ravishda kafedra va fakultet yig'ilishlarida hamda universitet Senatida muhokama qilinadi.
56	These regulations will be subject to effectiveness assessment after the end of the academic year at the meeting of the university Senate.	Ushbu qoidalarni baholashning samaradorligi universitet Senati yig'ilishida ko'rib chiqiladi.
	Annexes <ul style="list-style-type: none"> 1. Description template 2. Syllabus template 3. Grading System Table 4. Table of conversion of the grading systems 5. Assignment Front Cover 6. Instruction for students for written examinations 7. Report of the expulsion / incident from the exam 8. Assessment grid 9. Pre-moderation report 10. Final Result Report 11. GPA Calculation Table 	Ilovalar <ul style="list-style-type: none"> 1. O'quv rejasি Descriptor namunasi 2. Fan dasturi (Syllabus) namunasi 3. Baholash tizimi jadvali 4. Baholash tizimlarini konversiya qilish jadvali 5. Topshiriqlar titul varag'i 6. Yozma ish imtihonlarini topshirish bo'yicha talabalar uchun qo'llanma 7. Imtihondan chetlashtirish to`g`risida dalolatnama 8. Baholash setkasi 9. Dastlabki (o'zaro) moderatsiya hisoboti 10. Yakuniy natijalar bo'yicha hisobot (Qaydnomalar) 11. GPA hisoblash formulasi

DESCRIPTOR TEMPLATE

COURSE CODE XXX2020: Principles of Marketing

COURSE SUMMARY

ECTS points	7
Pre-requisites and Co-requisites	None
Excluded Combinations	None

Aims and Summary

The course aims to develop a critical understanding of the principles and practice of marketing. It will examine marketing value and purpose across a range of contexts, including the private and public sectors both in a service and a global context.

The course is designed to provide students with an in-depth knowledge of marketing concepts including environmental analysis, buyer behaviour, strategic market segmentation, targeting and positioning, and the design of marketing mixes. Students will need to undertake a critical analysis of these concepts by applying them to different marketing contexts.

Intended Course Learning Outcomes

On completion of this course, the student should be able to:

1. Demonstrate a critical understanding of the key principles and theories underpinning the practice of marketing.
2. Demonstrate knowledge and understanding of the influences on buyer behavior and the impact of the environment on marketing decisions.
3. Critically evaluate the benefits and limitations of alternative marketing strategies and tactics in various contexts.
4. Critically apply marketing theories and tools to a range of different scenarios.

Indicative Content

The course will cover a number of topics including: Introduction to marketing and marketing orientation

- Analysis of the marketing environment – including the competitive environment
- Consumer and organisational buying behaviour
- Market segmentation, targeting and positioning
- Managing brands, product portfolios and new product development
- Pricing methods and strategy
- Place decisions
- Promotional strategy and the promotional mix
- Services marketing
- International marketing

Teaching and Learning

Lectures will be used to present key material and seminar/workshops will be used to provide opportunities for students to explore and discuss key issues, through active use of case studies and practical examples. The opportunity will be taken to illustrate key trends and market influences through case studies on companies within a range of sectors.

Method of Assessment

The intended learning outcomes will normally be assessed as follows:

Assessment	Weight	Learning Outcomes			
		1	2	3	4
Activity / Participation online	15%				
Midterm: 1700 word essay	20%	✓	✓	✓	
Other assignments (tasks completed)	35%				
Exam: 2 hour closed-book	30%			✓	✓

Re-assessment: by re-submission of the coursework component and/or exam as appropriate.

Pass requirements:

- to be admitted to the exam session, a student's Midterm must be minimum 50% and the points of all components received until the exam must add up to at least 35;
- and a result of the Final Assessment must be at least 50%.

Essential Reading

Jobber, D. and Ellis-Chadwick, F. (2016) *Principles and Practice of Marketing*. 8th Edn, London: McGraw-Hill

Advice on recommended reading texts will be provided by the module leader in the Module Guide

Required Equipment

None

Annex 2**2-Ilova****SYLLABUS TEMPLATE**

“SILK ROAD”
INTERNATIONAL UNIVERSITY OF TOURISM

SYLLABUS

2020-2021 ACADEMIC YEAR

Full name of the discipline	Tourism and the Media
Code	TBM135
Information about the teacher (name, title, degree, academic rank, contacts) e-mail:
Quantity of credits ECTS	7

The discipline description

This course aims to teach:

- to know and understand the role of business communication, potential tools of communication with the company's environment, especially with the media;
- to know and understand the methods of creating communication plans and budgets aiming given goals and segments of the audience;
- ability to use the selected tools of business communication.

Anticipated results:

Upon completion of the course, the student will:

1. Know:
 - goals of the business communication;
 - tools of business communication;
 - specific forms of communication used with media partners.
2. Understand:
 - the business communication process as a form of dialog with the audience;
 - the role of the media for tourism business;
 - the importance of openness to the feedback, opinions from the business and social environment.
3. Be able:
 - to prepare a plan of campaign of business communication with the wide scope of tools, formal and informal elements;
 - to use proper tools in communication to different segments of the market, institutions, business partners according to the existing budget;
 - to use indicators of effectiveness of different tools of communication.

Intended Learning Outcomes (L.O.)

On completion of this module, the student should be able to:

1. Understand the role of media for business communication;
2. Demonstrate a knowledge of the foundations of marketing and have an understanding of the fundamental marketing philosophy;
3. Create and use different forms of communication with the media;
4. Demonstrate the critical thinking in analysis of the contemporary media systems;
5. Demonstrate knowledge of the concepts and methods of market segmentation, targeting and positioning;
6. Prepare a PR campaign with numerous forms of communication, including its budget.

Weekly Distribution of Themes

Week	Topic. Content	Hours with the teacher (online and reading materials)	Self-studies. Writing assignments
1. (30.03-5.04.2020)	Introduction to the course. Basic standards of business and academic communication. Communication in the internet (emails, texting, Social Media). Content of the course. Midterm and the exam projects.	2	10
2. (6.04 – 12.04)	Harvard Referencing Style. Writing short documents (transmittals, invitations, letters). Security and privacy.	5	25
3. (13.04-19.04)	Communication as a basis of relationships. Importance for the tourism company marketing. Public Relations.	5	25
4. (20.04-26.04)	Writing memos, announcements, press releases.	5	25
5. (27.04 – 3.05)	Selling yourself. Writing CV/Resume. Midterm assignment: Your CV (minimum two language versions)	5	25
6. (4.05-10.05)	Verbal and Non-verbal Communication. The art of presentations. Influencing and persuading people.	5	25
7. (11.05-17.05)	New media. Digital marketing. Media in Uzbekistan. PR campaign.	5	25
8. (18.05-24.05)	Negative Messages, Persuasive Messages, Messages to Negotiate. Proofreading and revising.	5	25
9. (25.05-31.05)	Writing Long Documents: business reports, executive summary, business plans and effective visual aids.	5	25
10 (1.06-7.06)	Final assessment: individual project. Topic: “Samarkand tourism media campaign”.	3	10
11 - 12.	Exams		
Total		45	195

Schedule of the assignment control

Assignment	Content of the tasks	Form of control	Deadline
Midterm assignment	“My CV Portfolio” - minimum two language versions, optional: letters of recommendations, certificates, diplomas etc.	Individual project, written work.	Week 5
Final exam	“Samarkand tourism media campaign” – project of the campaign with minimum six forms of communication (information, advertising, Press Release, other) related to the selected tourism product in Samarkand.	Written. Oral defense optional - to be confirmed.	Weeks 10 -11

Literature

Main literature:

1. Guffey, M.E., and Loewy, D. (2011) **Business Communication: Process & Product.** 7th ed. Mason: South-Western Cengage Learning.
2. Sigala, M., Christou E., and Gretzel, U. (2012) **Social media in travel, tourism and hospitality: theory, practice and cases.** Furnham – Burlington: Ashgate Publishing.

Additional literature and resources:

To be provided by the lecturer: available conferences, seminars in this field as well as internet materials such as online resources, flipped classes, youtube sessions etc.

Knowledge evaluation**Structure of the forms of knowledge control**

The final grade for the discipline includes:

- Activity / Participation ----- 15%
- Midterm project ----- 20%
- Assignments (Tasks completed) ----- 35%
- Final project ----- 30%

Total: 100%

Evaluation table of the student's performance

% of Learning	Literal evaluation	Numerical evaluation (score)	Traditional grade
95-100	A	4,0	Excellent
90-94	A-	3,67	
85-89	B ⁺	3,33	Good
80-84	B	3,0	
75-79	B-	2,67	Satisfactory
70-74	C ⁺	2,33	
65-69	C	2,0	
60-64	C-	1,67	
55-59	D ⁺	1,33	Unsatisfactory
50-54	D	1,0	
0-49	F	0	Unsatisfactory

Policy of academic behavior

Policy rate includes the following recommended list of requirements to the teaching of the course, and the discipline of the student:

- Do not skip classes (related also to the on-line lessons)
- Do not be late to class
- Actively participate in the learning process
- Do not use a mobile phone in the classroom FOR THE PRIVATE CONVERSATIONS, while use of a smartphone as a 'second screen' source of knowledge IS WELCOME
- Timely implementation of mandatory independent work assignments
- Work in a team
- Participate in the discussions (show your own point of view and look for the practical use of the knowledge you've learned)
- Participation in voluntary activities related to the specialty will be an advantage

Students should follow the rules of academic honesty, what means demonstrating and upholding the highest integrity and honesty in all the academic work. The basic rule is doing your own work and not cheating, and not presenting the work of others as your own. The common forms of academic dishonesty prohibited by 'Silk Road' International University of Tourism as well as the most academic institutions, are: cheating, deception, fabrication and plagiarism. Students will be informed about expected behavior at the first lecture.

Prepared by: / date

Accepted by:, Chair of the Department / date

Annex 3

GRADING SYSTEM TABLE

- “A”, “A-” (“excellent”) - if the student can talk about it in detail, consistently, at the level of knowledge and logic, answer a question in a changing situation, easily complete tasks, demonstrate his knowledge on monographic materials, correctly substantiates decisions and performs practical tasks, uses various skills and methods for completing the task, independently summarizes his knowledge, talks about the material and makes no mistakes;
- “B +”, “B”, “B-” (“good”) - if a student is able to correctly and meaningfully describe the material, answer the question without serious errors, correctly use theoretical material, use the necessary skills to complete practical tasks, well versed in educational material;
- “C +”, “C”, “C-”, “D +”, “D” (“satisfactory”) - does not absorb individual details of the material, and also makes mistakes in explanation, uses inaccurate phrases and sentences, has difficulty with performance of practical tasks. Then we must assume that the student has mastered the material on
- “F” (“unsatisfactory”) - if the student does not know most of the material, makes gross and big mistakes, cannot complete practical tasks, it is considered that the material is learned unsatisfactorily.
- The choice of assessment of the amplitude of change from A to A-, from B- to B +, from D to C + shows that the student's knowledge meets the above criteria.
- The letter and percentage equivalents of grades are determined by the teacher in the subject-matter journal. For example: B + (87).

3-Ilova

BAHOLASH TIZIMI JADVALI

- “A”, “A-” (“a’lo”) baho qo’yiladi - agar talaba material haqida batafsil, izchil, bilim va mantiq darajasida gaplasha olsa, o’zgaruvchan vaziyatda savolga javob bersa, topshiriqlarni osongina bajarsa, o’z bilimlarini monografik materiallarda namoyish etsa, qarorlarni to’g’ri asoslasa va amaliy vazifalarni bajarsa, turli ko’nikmalardan foydalana olsa va vazifani bajarish usullari, o’z bilimlarini mustaqil ravishda umumlashtirsa, material haqida gapirib berib, xato qilmasa.
- “B +”, “B”, “B-” (“yaxshi”) baho qo’yiladi - agar talaba materialni to’g’ri va mazmunli tasvirlay olsa, savolga jiddiy xatolarsiz javob bersa, nazariy materiallardan to’g’ri foydalana olsa, amaliy topshiriqlarni bajarish uchun zarur ko’nikmalarni ishlatsa, o’quv materialini yaxshi bilsa.
- “C +”, “C”, “C-”, “D +”, “D” (“qoniqarli”) baho qo’yiladi - agar materialning individual tafsilotlarini o’zlashtirmagan bo’lsa, shuningdek tushuntirishda xatolarga yo’l qo’ysa, noto’g’ri iboralar va jumlalardan foydalansa, amaliy vazifalarni bajarishda qiynalsa. Shundan keyingina

talaba ushbu mavzu bo'yicha materialni qoniqarli darajada o'zlashtirgan deb taxmin qilishimiz mumkin.

- "F" ("qoniqarsiz") baho qoy'iladi agar talaba materialning ko'p qismini bilmasa, qo'pol va ko'p xatolarga yo'l qo'ysa, amaliy topshiriqlarni bajara olmasa, material qoniqarsiz o'rganilgan deb hisoblanadi.
- O'zgarish amplitudasini A dan A- ga, B- dan B + ga, D-dan C + gacha o'zgarishi talabaning bilimlari yuqoridagi mezonlarga javob berishini ko'rsatadi.
- Baholarning harf va foiz ekvivalentlari o'qituvchi tomonidan baholash qaydnomasida belgilanadi. Masalan: B + (87 foiz).

Annex 4
4-Ilova

TABLE

converting the grading system at the Silk Road International Tourism University into other grading systems

JADVAL

Ipak Yo'li Turizm Xalqaro Universitetida baholash tizimini boshqa baholash tizimiga konversiya qilish

University grading system since 2019 2019 yildan buyon Universitetning baholash tizimlari		
Grades in: Baholarda		
Percentage, Foiz (0-100)	Points Ballar (0-4)	Letter, Harflar (A-D, F)
95-100	"4.0"	A
90-94	"3.7"	A-
85-89	"3.3"	B+
80-84	"3.0"	B
75-79	"2.7"	B-
70-74	"2.3"	C+
65-69	"2.0"	C
60-64	"1.7"	C-
55-59	"1.3"	D+
50-54	"1.0"	D
49-0	"0.0"	F

Source:

Appendix to the Charter of the credit system of education at the Silk Road International Tourism University

Manba:

Ipak yo'li turizm xalqaro universitetidagi Ta'limning kredit tizimi nizomiga ilova

Annex 5**ASSIGNMENT FRONT COVER**

Student's ID number:	Student name:
Teacher name:	
Course title:	
Plagiarism score:	

Student statement

I hereby declare that this assignment is my own work and any use of materials from other sources have been referenced accordingly.

Student signature:

Date:

Tutor statement

I hereby confirm that to the best of my knowledge this assignment is the student's own work and he/she has not collaborated in the production of this assignment with any other person. I also confirm that I have a record of this student's progress tutorial/s.

Teacher's signature:

Date:

5-Illova

TOPSHIRIQLAR TITUL VARAG'I

Talabaning ID raqami:	Talabaning ismi-sharifi:
Professor-o'qituvchining ism-sharifi	
Fanning nomi:	
Ko'chirmachilik darajasi:	

Talabaning kafolati

Men ushbu topshiriqni o'zimning ishim deb hisoblayman va boshqa manbalardan olingan materiallardan faqat tegishli tarzda foydalanganligimga kafolat beraman.

Talabaning imzosi: Sana:

Professor-o'qituvchining kafolati

Ushbu topshiriq talabaning mustaqil bajargan ishi bo'lib, talaba boshqa biron bir kishi bilan ushbu topshiriqni bajarishda hamkorlik qilmaganligiga kafolat beraman. Shuningdek, men ushbu talabaning maslahatlar soatlarida ishtiroki to'g'risidagi ma'lumotlarga ega ekanligimni tasdiqlayman.

Professor-o'qituvchining imzosi: Sana:

Annex 6

INSTRUCTION FOR STUDENTS FOR WRITTEN EXAMINATIONS

(to be read to students by the invigilator before the exam)

You are now under examination conditions and subject to the assessment regulations:

- You must not communicate with any other student in any way.
- You must remain in your seats.
- If you wish to gain the attention of an invigilator, raise your hand, you may only leave the room with the permission of the invigilator and you will not be permitted to leave in the first 60 minutes or the final 10 minutes of the exam.
- You cannot re-enter the room after you have handed in your examination paper.
- Check your pockets now, if you have any notes, crib sheet, printouts or other unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
- Pencil cases are not permitted; they should be placed at the front of the room.
- All Mobiles including smart phones and smart watches must be switched off and placed on your desk. Wrist watches should be removed and placed on desks.
- You must place your photo identification (e.g. passport, national ID, driving licence ID or University ID card) on the desk in front of you. Without these we cannot accept you for the exam.
- Calculators are not allowed (to be decided: Only basic, non-programmable, calculators are allowed).
- The use of dictionaries or other hand-held devices which can store text is not permitted.
- Rough work should be written in your answer book and crossed through; examination stationery must not be removed from the examination room, e.g. answer booklets or question papers.
- Additional paper (continuation sheets) will be provided when necessary.
- You should now write your student ID number, the unit code, title and date of the examination clearly on the front of the answer booklet and on all continuation sheets that you use.

6-Ilva

YOZMA ISH IMTIHONLARINI TOPSHIRISH BO'YICHA TALABALAR UCHUN QO'LLANMA

(imtihondan oldin nazoratchi tomonidan talabalarga o'qib berilishi kerak)

Siz hozir imtihon talablari va baholash qoidalariga bo'y sunishingiz zarur hisoblanadi:

- Siz boshqa biron bir talaba bilan hech qanday muloqot qilmasligingiz kerak.
- Siz o'z joyingizda qolishingiz kerak.
- Agar siz o'zingizga nazoratchining e'tiborini qaratmoqchi bo'lsangiz, qo'lingizni ko'taring, xonadan faqat nazoratchining ruxsati bilan chiqishingiz mumkin va sizga imtihonning dastlabki 60 daqiqa sida yoki oxirgi 10 daqiqa sida ketishingizga ruxsat berilmaydi.
- Imtihon qog'ozini topshirgandan keyin xonaga qayta kira olmaysiz.
- Cho'ntaklaringizni hozir tekshiring, agar sizda biron bir eslatma, shpargalka, bosma nashr yoki boshqa ruxsatsiz narsalar bo'lsa, ularni hozir nazoratchi qo'liga topshirishingiz kerak. Aks holda imtihondan chetlashtirilishingiz mumkin.
- Qalamlar jamlanmasidan(to'plamidan) foydalanishga ruxsat berilmaydi; ular xonaning old qismiga joylashtirilishi kerak.
- Barcha mobil telefonlar, shu jumladan smart telefonlar va smart soatlarni o'chirib qo'yish va stol ustiga qo'yish kerak. Qo'l soatlarini olib tashlash va ish stollariga qo'yish kerak.
- Siz o'zingizning rasmlı identifikatoringizni (masalan: pasport, haydovchilik guvohnomasi yoki ID karta) oldingizdagagi stolga qo'yishingiz kerak. Bu hujjatlarsiz biz sizni imtihonga krita olmaymiz.
- Kalkulyator ishlatishga ruxsat berilmaydi. (istisno tariqasida: Faqat asosiy, dasturlashtirilmaydigan, kalkulyatorlarga ruxsat beriladi).
- Lug'atlardan foydalanish yoki matnni saqlash mumkin bo'lgan boshqa vositalardan foydalanishga yo'l qo'yilmaydi.
- Qoralama ishingiz sizning javoblar varaqasiga yozilishi va ajratib ko'rsatilgan bo'lishi kerak; imtihon varaqasi imtihon o'tkazilayotgan xonadan chiqarilmasligi kerak, masalan, javoblar bukleti yoki savol varaqalari.
- Zarur bo'lganda qo'shimcha qog'oz (davom ettirish uchun varaqalar) beriladi.
- Endi talabalar guvohnomasi ID raqamini, yo'nalish kodini, fanning nomini va sanasini javoblar varaqasining old qismiga va siz foydalanadigan barcha davom ettirgan varaqlarda aniq yozishingiz kerak.

REPORT OF THE EXPULSION / INCIDENT FROM THE EXAM

**Report on the exam incident
Imtihondan chetlashtirish to`g`risida
DALOLATNOMA
Об исключении из экзамена
ДОКУМЕНТ**

20___yil “___” _____

Biz, quyida imzo qo`yuvchilar; We, the signatories below; Мы, подписавшиеся ниже;)

(talabaning familiyasi, ismi, otasining ismi; last name, first name, patronymic of the student;
фамилия, имя, отчество студента)

(Fakulteti, kursi, guruhi, ta`lim yo`nalishi; Faculty, course, group, program of education; Факультет,
курс, группа, направление обучения)

(Fan nomi; Name of the course; Имя предмета)

(Qoida buzilishi ko`rsatilsin; Indicate the violation; Укажите нарушение)

Sababli imtihondan chetlatilganligini tasdiqlaymiz; We confirm that the reason was excluded from
the exam; Мы подтверждаем, что причина была исключена из экзамена.

1. Maxsus komissiya a`zosi; Member of the special commission; Член специальной комиссии:

Imzo; Signature; Подпись _____

(Familiyasi, ismi, otasining ismi, lavozimi;
Last name, first name, patronymic, position;
Фамилия, имя, отчество, должность)

2. Maxsus komissiya a`zosi; Member of the special commission; Член специальной комиссии:

Imzo; Signature; Подпись _____

(Familiyasi, ismi, otasining ismi, lavozimi;
Last name, first name, patronymic, position;
Фамилия, имя, отчество, должность)

Annex 8

8-Ilova

ASSESSMENT GRID – Sample

BAHOLASH SETKASI- Namuna

	A	B	C	D
Compliance with the topic <i>Mavzuga muvofiqligi</i>	Full compliance with the topic. <i>Mavzuga to'liq mos kelishi</i>	Student shows awareness of the topic. <i>Talaba mavzudan xabardorligini namoyish etadi</i>	Shows limited awareness of the topic. <i>Mavzu bo'yicha cheklangan ma'lumotga ega bo'lsa</i>	Not related. <i>Hech qanday ma'lumotga ega bo'lmasa</i>
<i>Max. 10%</i>	<i>9-10%</i>	<i>5 – 8%</i>	<i>1 – 4%</i>	<i>0%</i>
Organization: Overall organization of the texts and organization of paragraphs <i>Tashkillash-tirilganligi:</i> <i>Umumiy holda matnlarni va paragraflarni tartibga solish</i>	Well-planned and well-thought out. Includes title, introduction, statement of main idea, transitions and conclusion. Perfect formatting, very esthetic look. Clear naming of the electronic file. Authors' name and contact present on the first page. <i>Yaxshi rejalahshtirilgan va o'ylangan bo'lib, sarlavha, kirish, asosiy g'oyani bayon qilish, o'zgarish va xulosani o'z ichiga olgan.</i> <i>Shuningdek, yaxshi formatlangan, juda estetik ko'rinish ega.</i> <i>Elektron fayl aniq nomlangan. Birinchi sahifada mualliflarning ismi va aloqa uchun ma'lumotlari mavjud.</i>	Good overall organization. Most paragraphs have clear ideas, are supported with examples. <i>Umuman yaxshi tashkillashshtirilgan ish. Ko'pgina paragraflar aniq fikrlarga ega misollar bilan tasdiqlangan.</i>	There is a sense of organization, although some of the organizational parts are used weakly or missing. <i>Ba'zi bir tashkiliy qismlar kuchsiz ishlatalgan yoki yetishmayotgan bo'lsa ham, tashkillashshtirishda uyushqoqlik sezilib turishi.</i>	No sense of organization. Paragraphs lack of clear ideas. <i>Tashkil etish ko'nikmasining yo'qligi.</i> <i>Paragraflarda aniq g'oyalarning mavjud emasligi.</i>
<i>Max. 15%</i>	<i>13 - 15%</i>	<i>8 – 12%</i>	<i>1 – 7%</i>	<i>0%</i>
Content: Ideas, evidence & facts, examples. The project properly uses the theory and terminology. Language. <i>Tarkibiy qismi:</i> <i>G'oyalar, dalillar va faktlar, misollar.</i> <i>Loyihada nazariya va terminologiyadan to'g'ri foydalanilganligi.</i> <i>Tili.</i>	Exceptionally well-presented and argued; ideas are detailed, well-developed, supported with specific evidence & facts, as well as examples and specific details. The project properly uses the theory and terminology. Excellent grammar, spelling, syntax and punctuation. <i>Nihoyatda yaxshi taqdim etilgan va bahsli tushuntirilgan; g'oyalar batafsil, yaxshi ishlab chiqilgan, aniq dalillar, shuningdek misollar va aniq tafsilotlar bilan</i>	Well-presented and argued; ideas are detailed, developed and supported with evidence and details, mostly specific. The project refers to the theory of the particular subject but not all terms are used properly. Formatting can be improved. A few errors in grammar, spelling, syntax and punctuation, but not many. <i>Yaxshi taqdim etilgan va bahsli tushuntirilgan;</i>	Content is sound and solid; ideas are present but not particularly developed or supported; some evidence, but usually of a generalized nature. No reference to theory of the subject. Shows a pattern of errors in spelling, grammar, syntax and/or punctuation. Could also be a sign of lack of proof-reading. <i>Tarkibiy qismi yaxshi va aniq; g'oyalar</i>	Content is not sound. Continuous errors. <i>Tarkib uncha yaxshi emas.</i> <i>Davomiy xatolarning mavjudligi.</i>

	<i>to 'ldirilgan. Loyihada nazariya va terminologiyadan to'g'ri foydalanilgan. A'llo darajada grammatika, imlo, sintaksis va tinish belgilarining qo'yilganligi.</i>	<i>g'oyalari batafsil, ishlab chiqilgan va asosan aniq dalillar va tafsilotlar bilan to 'ldirilgan. Loyiha ma'lum bir mavzu doirasidagi nazariyani o'z ichiga olgan, ammo barcha atamalar to'g'ri ishlatilmagan.</i> <i>Grammatika, imlo, sintaksis va tinish belgilaridagi unchalik ko'p bo'lmagan xatolar mavjud.</i>	<i>mavjud, ammo aniq ishlab chiqilmagan yoki to 'ldirilmagan; ba'zi dalillar mavjud, lekin umumlashtirilgan xarakterga ega.</i> <i>Mavzu bo'yicha nazariyaning iqtibosi mavjud emas. Imlo, grammatika, sintaksis yoki tinish belgilaridagi xatolar mavjudligi. Bundan tashqari, dalillardan foydalanish darajasining pastligi.</i>	
<i>Max. 40%</i>	<i>35-40%</i>	<i>20 – 34%</i>	<i>1 – 19%</i>	<i>0%</i>
Research and referencing: evidence of reading, use of resources, citations and referencing. Tadqiqot va ma'lumotlarning taqdim etilishi: <i>o'qish, manbalardan foydalanish, havolalar va havolalarga oid dalillarning mavjudligi.</i>	Sources are exceptionally well-integrated and they support claims argued in the paper very effectively. Quotations and Works Cited conform to Harvard Referencing Style. <i>Manbalar juda yaxshi birlashtirilgan va ular maqolada keltirilgan da'volarni juda samarali bo'lishiga xizmat qilgan. Iqtiboslar keltirilgan, ishlar Garvard Iqtibos qilish uslubiga mos keladi.</i>	Sources are well integrated and support the paper's claims. There may be occasional errors, but the sources and Works Cited conform to Harvard Referencing Style. <i>Manbalar yaxshi birlashtirilgan va yozilish talablariga to'liq javob beradi. Yozuvlarda vaqtி-vaqtி bilan xatolar mavjud bo'lishi mumkin, ammo manbalar va keltirilgan iqtiboslar Garvard Iqtibos qilish uslubiga mos keladi.</i>	Sources support some claims made in the paper, but might not be integrated well within the paper's argument. There may be a few errors in Harvard Referencing Style. <i>Manbalar loyihadagi keltirilgan ba'zi talablarga javob beradi, ammo loyihada aks ettirilgan dalillar bilan mos kelmaydi. Garvardga Iqtibos qilish uslubida bir nechta xato bo'lishi mumkin.</i>	The paper does not use research or the sources are not integrated well. They are not cited correctly nor listed. <i>Loyihada tadqiqotlardan foydalanilmagan yoki manbalar yaxshi birlashtirilmagan. Ular to'g'ri keltirilmagan yoki iqtibosdan foydalanilmagan.</i>
<i>Max. 20%</i>	<i>17 - 20%</i>	<i>10 – 16%</i>	<i>1 – 9%</i>	<i>0%</i>
Practical sense of the project: References to practice. Loyihaning amaliyotda qo'llanilishi: Amaliyotga havolalar	Project well related to practice (real situation, domestic and international economics, current events). <i>Loyiha amaliyot bilan yaxshi bog'langan (haqiqiy vaziyat, ichki va xalqaro iqtisodiyot, dolzarb voqealar).</i>	Partially related to practice. <i>Amaliyot bilan qisman bog'liq.</i>	Limited relations with practice. <i>Amaliyot bilan chekli bog'langan.</i>	Not related to practice. <i>Amaliyot bilan umuman bog'lanmagan.</i>
<i>Max. 15%</i>	<i>13 - 15%</i>	<i>8 – 12%</i>	<i>1 – 7%</i>	<i>0%</i>

Prepared by S.Wroblewski, Ph.D.

Ph.D. S.Wroblewski tomonidan tayyorlangan.

Annex 9**9-Ilova**

PRE-MODERATION REPORT
DASTLABKI MODERATSIYA HISOBOTI

SECTION A - to be completed by the assessor (teacher)**A-BO'LIM** – quyidagilar baholovchi (*o'qituvchi*) tomonidan to'ldirilishi kerak:

Module Code:

Fanning kodi:

Type of assessment:

 Essay

Name of assessor:

*Imtihon qabul qiluvchining ismi-sharifi:**Imtihonning turi:* Insho Test Problem sheet Case study Test*Muammoli vaziyat varaqasi* Keys stadi Other (please specify): *Boshqalar (belgilash zarur):*

Issue date: Hand-in date: Proportion of module mark: %

Topshiriq berilgan sana: *Topshirish sanasi:* *Fanni baholash nisbatlari:* %

The brief for this assessment indicates to students:

Ushbu baholashning qisqacha ma'lumoti talabalarga quyidagilarni ko'rsatib beradi:(a) how this assessment relates to the learning objectives/outcomes of the module Yes(a) ushbu baholashning o'quv maqsadlari bilan qanday bog'langanligi/fan natijalari Ha(b) the criteria against which marking/grading will be carried out Yes(b) baholash boy'icha mezonlar/baholash amalga oshiriladi Ha(c) the marking/grading scheme Yes(c) belgilash/baholash sxemasi Ha(d) the expected student effort hours Yes(d) talabandan kutilayotgan mehnat soatlari Ha**SECTION B** - to be completed by internal moderator **before** the assessment task is issued to students.**B-BO'LIM** - talabalarga baholash topshirig'i berilishidan oldin quyidagilar ichki moderator tomonidan bajarilishi kerak:

Name of moderator:

Moderatorning ismi-sharifi:

I confirm that this assessment task:

Men ushbu vazifani baholash ishini tasdiqlayman:

(a) is effective for measuring attainment of the relevant

module learning objectives/outcomes; Yes No(a) modulni o'rganish bo'yicha tegishli maqsadlar/natijalarga erishishni o'lchashda samarali hisoblanadi Ha Yo'q(b) of an appropriate standard Yes No(b) tegishli standartga muvofiq Ha Yo'q(c) is sufficiently discriminatory Yes No(c) yetarlicha ajratuvchi (diskriminatsion) hisoblanadi Ha Yo'q(d) requires student effort hours appropriate to its weighting in the module mark Yes No(d) fandagi bahosining nisbatiga mos holda talabandan mehnat soatlari talab etiladi... Ha Yo'q(e) has assessment criteria which give students a clear indication of what is required. Yes No(e) talabalarga aynan nima talab etilayotganligini tasavvur qilish bo'yicha baholash mezoni mavjudligi..... Ha Yo'q(f) indicates clearly how marks/grades will be allocated Yes No(f) qanday baholash aniq ko'rsatib beriladi / baholar qo'yib beriladi..... Ha Yo'q

Moderator's comments (if any):

Moderatorning izohlari (agar bo'lsa):

Moderator's Signature Date

Moderator imzosi Sana

Annex 10

FINAL RESULTS REPORT

FINAL RESULTS REPORT №

Academic year: 2020/2021. Semester: Spring. Group _____

Course: _____

Level of Course		Name of the Course		Percentage of contribution/ Points received						Final Exam		Result	
Bachelor / Master		Code, Name		20	35	15		70	30	Results			
	ID Number	Name	Surname	Mid-Term I	Mid-term II	Assignment I	Assignment II	Activity / Attendance	Other	Semester Study Total	Final Exam Score	Score in number	Score in Letter
1	00000498	Farrux	Salomov	87		87		100			50		
	Points received			17,40		30,45		15,00		62,85	16,00	79	B-
2	00000490	Erkin	Yahyaev	35		30		10			0		
	Points received			7,00		10,50		1,50		19,00	0,00	19	F Failed
3	00000517	Umid	Xolboev	78		57		100			50		
	Points received			15,60		19,95		15,00		50,55	15,00	61	C- Successful

Lecturer:

Chair of department:

Dean of Tourism Management Faculty:

Instruction

The Final Result Report is a mandatory document that sums up the grades obtained by students of one group from a given subject during one semester. The document is completed by the course teacher, signed by the teacher and the head of the department, who thus confirm the truthfulness and correctness of the grades.

Component weights

From the 2020/2021 academic year, the following weighting system for a given subject is recommended:

- activity, including attendance, should weigh 15%
- Midterm rating should weigh 20%
- other elements (tasks, quizzes, tests etc.) should weigh a total of 35%
- the final grade (Exam) should weigh 30%.

Heads of Departments may request a change of proportions at the Monitoring and Training Department, if justified by the specificity of the subject.

Pass requirements:

- to be admitted to the exam session, a student's Midterm must be minimum 50% and the points of all components received until the exam must add up to at least 35;
- and a result of the Final Assessment must be at least 50%.

Procedure

- The teacher enters the weights, as set out above, in the header of the appropriate columns.
- The teacher assesses students on a scale of 0 (minimum) to 100 (maximum).
- The teacher enters the student's grades rounded to full numbers into the form. The formula calculates points by multiplying by weight, the results are calculated with two decimals.
- Then the points are added together and rounded to full numbers.

The document is forwarded by the teacher to the Department Monitoring and Training, which after checking compliance with the student list and regulations, and comparing the average results of a given group in various subjects, submits to the dean with conclusions.

After the dean's approval, the Registrar's Office enters data into the IT system and informs individual students about the grades obtained. Final Result Reports are recorded and stored on paper in the archive.

YAKUNIY NATIJALAR BO'YICHA HISOBOT (QAYD NOMA)**FINAL RESULTS REPORT №****Academic year: 2020/2021. Semester: Spring. Group _____****Course: _____**

Level of Course		Name of the Course		Percentage of contribution/ Points received						Final Exam			Result	
Bachelor / Master		Code, Name		20	35	15	70	30	Results					
ID Number	Name	Surname	Mid-Term I	Mid-Term II	Assignment I	Assignment II	Activity / Attendance	Other	Semester Study Total	Final Exam Score	Score in number	Score in Letter		
1	00000498	Farrux	Salomov	87	87		100			50				
Points received				17,40	30,45	15,00		62,85	16,00	79	B-	Successful		
2	00000490	Erkin	Yahyaev	35	30	10				0				
Points received				7,00	10,50	1,50		19,00	0,00	19	F	Failed		
3	00000517	Umid	Xolboev	78	57	100				50				
Points received				15,60	19,95	15,00		50,55	15,00	61	C-	Successful		
Lecturer:														
Chair of department:														
Dean of Tourism Management Faculty:														

Yo'riqnomma

Yakuniy natijalar boy'icha hisobot (qaydnomma) - bu bir semestr davomida bir guruh talabalari tomonidan o'tilgan fan bo'yicha olingan natijalarning umumlashgan shartli hujjati hisoblanadi. Ushbu hujjat fan o'qituvchisi tomonidan to'ldirilib, o'qituvchi va kafedra mudiri tomonidan imzolanadi va shu bilan baholarning chinligi va to'g'rilingini tasdiqlaydi.

Tarkibiy qism nisbatlari

2020/2021 o'quv yilidan boshlab alohida olingan mavzu bo'yicha quyidagi baholash tizimi nisbatlari tavsiya etiladi:

- faoliik, shu jumladan davomat, 15 foizni tashkil qilishi kerak
- oraliq nazoratning ulushi 20 foizni tashkil qilishi kerak
- boshqa nazoratlar (topshiriqlar, savol-javoblar, testlar va boshqalar) jami 35 foizni tashkil qilishi kerak
- yakuniy baholash(imtihon)ning ulushi 30 foiz bo'lishi kerak.

Kafedra mudirlari baholash ulushlari nisbatlarini mavzuning o'ziga xosligidan kelib chiqib O'quv jarayonini monitoring qilish va tashkillashtirish bo'limidan o'zgartirishni so'rashlari mumkin.

Nazoratlardan o'tish talablari:

- imtihon sessiyasida ishtirok etish uchun talabaning oraliq nazorati bali kamida 50% bo'lishi va imtihongacha olingan barcha nazoratlarning ballari kamida 35 va undan yuqori bo'lishi kerak.

- va yakuniy nazorat bahosi kamida 50% bo'lishi kerak.

Jarayonni amalga oshirish

- Professor-o'qituvchi yuqorida ko'rsatilgani kabi tegishli ustunning yuqori qismiga kiritadi.
- O'qituvchi talabalarni 0 (minimal) dan 100 (maksimal) gacha bo'lgan tizimda baholaydi.
- O'qituvchi talabaning olgan baholarini yaxlitlagan butun sonlar shaklida kiritadi. Formula ballarni ulushlardagi nisbatlarga ko'paytirish orqali hisoblanadi, natija butundan so'ng ikki o'nlik shaklida ifodalanadi.
- Shundan so'ng ballar birga jamlanib, butun sonlarda ifodalanadi.

Hujjat o'qituvchi tomonidan O'quv jarayonini monitoring qilish va tashkillashtirish bo'limiga yuboriladi, u talabalar ro'yxati va qoidalariga muvofiqligini tekshirgandan so'ng va alohida olingan guruhning turli fanlar bo'yicha o'rtacha natijalarini taqqoslagandan so'ng xulosalar bilan dekanatga taqdim etadi.

Dekan tomonidan tasdiqlanganidan so'ng, Ro'yxatdan o'tkazish idorasi (Registrar's office) ma'lumotlarni AT tizimiga kiritadi va talabalarning olgan baholarini shaxsan o'zlariga xabardor qiladi. Yakuniy natijalar bo'yicha hisobotlar arxivda qayd qilinadi va qog'ozda saqlanadi.

Annex 11

GPA CALCULATION TABLE

The GPA is calculated according to the following formula:

$$\text{GPA} = (\text{K1U1} + \text{K2U2} + \dots + \text{KnUn}) / (\text{K1} + \text{K2} + \dots + \text{Kn})$$

GPA identifies in percentage

For example:

There are 6 courses which are given 6 credits for all. K1=6, K2=6, K3=6, K4=6, K5=6 and K6=6.

Student collects 75%, 85%, 92%, 77%, 95% and 86% respectively. Then

$$\text{GPA} = (6*75 + 6*85 + 6*92 + 6*77 + 6*95 + 6*86) / (6+6+6+6+6+6) = 3060/36 = 85\%$$

If the amount of credits is different, for instance, K1=3, K2=5, K3=6, K4=2, K5=4 and K6=6.

Student collects 75%, 85%, 92%, 77%, 95% and 86% respectively. Then

$$\text{GPA} = (3*75 + 5*85 + 6*92 + 2*77 + 4*95 + 6*86) / (3+5+6+2+4+6) = 2252/26 = 86.6\%$$

11-Ilva

O'RTACHA BALLNI HISOBBLASH FORMULASI

O'rtacha ball quyidagi formula bo'yicha hisoblanadi:

$$O'B(\text{GPA}) = (\text{K1U1} + \text{K2U2} + \dots + \text{KnUn}) / (\text{K1} + \text{K2} + \dots + \text{Kn})$$

O'rtacha ball foizlarda quyidagicha idodalanadi

Masalan:

Barchasi 6 kreditdan beradigan 6 ta fan mavjud bo'lsin. Unda K1=6, K2=6, K3=6, K4=6, K5=6 va K6=6 bo'ladi. Talaba mos ravishda 75%, 85%, 92%, 77%, 95% va 86% yig'gan bo'lsa, unda

$$O'B(\text{GPA}) = (6*75 + 6*85 + 6*92 + 6*77 + 6*95 + 6*86) / (6+6+6+6+6+6) = 3060/36 = 85\%$$

Agar kreditlar miqdori boshqacha bo'lsa, masalan, K1=3, K2=5, K3=6, K4=2, K5=4 va K6=6.

Talaba mos ravishda 75%, 85%, 92%, 77%, 95% va 86% yig'gan bo'lsa, unda

$$O'B(\text{GPA}) = (3*75 + 5*85 + 6*92 + 2*77 + 4*95 + 6*86) / (3+5+6+2+4+6) = 2252/26 = 86.6\%$$