

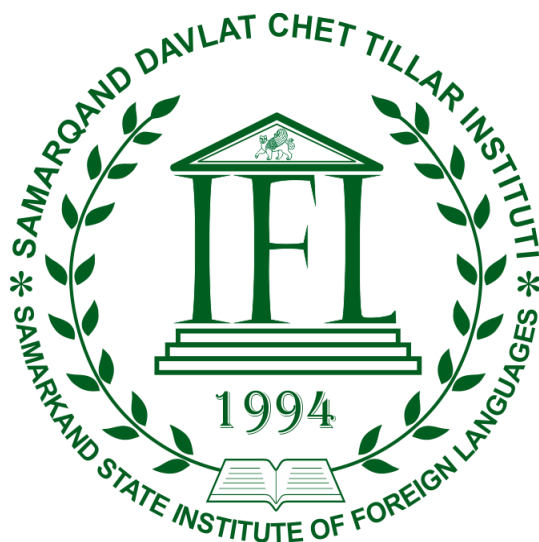
# ADMISSIONS & ACCESS POLICY

## 2023



**SAMARKAND STATE  
INSTITUTE OF FOREIGN  
LANGUAGES**

admission



# **SAMARKAND STATE INSTITUTE OF FOREIGN LANGUAGES**

## **ADMISSIONS & ACCESS POLICY**

<b>Functional Category</b>	Higher Education Admissions and Admissions Procedure
<b>Approval Date</b>	2023
<b>Effective Date</b>	2023
<b>Policy owner</b>	Rector
<b>Policy Administrator</b>	Vice-rector for academic affairs
<b>Last revision date</b>	2023
<b>Next revision date</b>	2024

## **ADMISSIONS & ACCESS POLICY**

### **1. Introduction**

1.1 This policy establishes the overarching framework for Institute admissions policies and procedures at Samarkand State Institute of Foreign Languages (SamSIFL).

1.2 This policy applies to the admission of all categories of students to accredited programs of undergraduate and postgraduate study at SamSIFL.

1.3 SamSIFL is dedicated to upholding fair, transparent, and consistent admissions practices. This policy is aligned with SamSIFL's strategies and is in compliance with codes of practice and policies on Data Protection, Disability, Equality & Diversity, and Widening Participation.

1.4 SamSIFL is unwavering in its commitment to equality in education, selecting students based on their individual merits, abilities, and aptitudes.

1.5 SamSIFL endeavors to enhance the diversity of its student population by actively encouraging applications from underrepresented groups, seeking candidates from diverse social, cultural, and educational backgrounds who demonstrate academic aptitude and skills essential for their chosen fields of study.

1.6 SamSIFL is dedicated to providing clear advice and guidance to prospective applicants to assist them in making informed choices and applying to programs that align with their interests, academic qualifications, and potential.

1.7 Admission is contingent upon the availability of places, and competition for limited positions can be intense.

1.8 This policy and its associated procedures adhere to relevant legislation and align with the expectations and practices of the Republic of Uzbekistan for Higher Education.

### **2. Terms and Conditions**

2.1 SamSIFL's published terms and conditions apply to all applications for undergraduate and postgraduate study. These terms and conditions are transparent and form a contractual agreement between the Institute and each student upon the acceptance of an offer. They are reaffirmed at the commencement of each academic year.

### **3. Roles and Responsibilities**

3.1 The Student Recruitment and Fees Strategy Group, representing SamSIFL, is responsible for approving admissions practices and policies.

3.2 The Student Recruitment & Admissions Department at SamSIFL is tasked with ensuring that policies and procedures related to student recruitment and admissions are administered fairly and consistently, aligned with the Institute's strategic objectives and relevant legislation.

3.3 SamSIFL's academic units establish entry requirements for their programs. Admissions decisions are made within these units. Heads of academic units ensure that staff involved in admissions possess the necessary qualifications and experience and maintain transparent admissions criteria and procedures.

3.4 Admissions staff receive regular training on admissions-related matters and are expected to adhere to Institute admissions policies, procedures, and guidelines.

#### **4. Selection**

4.1 For all programs, the selection process will take into account:

- Attained and pending academic qualifications
- The academic context in which qualifications were achieved
- An applicant's expressed interest, commitment, and motivation for study
- Relevant work or non-academic experience where applicable
- Academic and/or professional references
- Interview performance when required
- Portfolio or writing samples when required
- Research proposals when required
- English language proficiency

4.2 Each application is individually assessed by appropriately trained and qualified staff in accordance with established selection criteria.

4.3 Admissions decisions are made promptly, though the volume of applications may occasionally necessitate additional time for thorough evaluation.

4.4 Some postgraduate programs may operate a 'gathered field' process, where applications from qualified candidates are held until the application deadline, after which decisions are made. Gathered field deadlines are published online. SamSIFL aims to minimize such delays.

4.5 Admission decisions are communicated to applicants in a clear and timely manner, specifying any conditions attached to offers.

4.6 In cases where SamSIFL cannot offer admission to the chosen program, an offer for an alternative program may be extended.

## **5. Fraud & Plagiarism**

5.1 SamSIFL will not admit applicants based on fraudulent or plagiarized information. If an applicant is suspected of providing a fraudulent or plagiarized application, it will be initially assessed based on standard academic and non-academic selection criteria. An investigation into fraud or plagiarism will precede the final decision.

5.2 SamSIFL reserves the right to reject or cancel an application under such circumstances. The Institute may also terminate a student's registration if, at a later stage, a fraudulent or plagiarized application is discovered.

## **6. Applicants with Disabilities**

6.1 Applications from disabled students are evaluated against the Institute's entry requirements on the same basis as any other application, with separate consideration for support needs or adjustments, which are addressed after the admissions decision.

6.2 If significant health and safety concerns or barriers are linked to fitness to practice requirements, the applicant will engage in discussions to explore alternatives and, if necessary, find a suitable alternative program.

6.3 The Policy and Procedure for Applicants with Declared Disabilities outlines the process for handling applications from individuals with declared disabilities.

## **7. Gender Equality in Applications and Admissions**

7.1 Initiating gender-inclusive reporting mechanisms to monitor compliance with regulations regarding gender balance and participation.

7.2 Adjusting internal regulations as needed to ensure a gender-balanced presence in various juries, commissions, committees, courts, and selection or assessment bodies.

7.3 Conducting studies on the profiles and career paths of individuals in key positions at SamSIFL to identify obstacles that hinder the inclusion of women in leadership or representation bodies.

7.4 Providing training programs aimed at empowering women, enhancing their leadership capacities, and recognizing and valuing female leadership.

7.5 Implementing mentoring activities to increase the participation of women in various governing, managerial, directorial, and representation bodies.

7.6 Promoting gender balance in workforce representation bodies at SamSIFL.

7.7 Appointing representatives for SamSIFL on bar bodies, technical committees, national or international advisory committees to ensure a balanced gender presence.

7.8 Advocating for the recognition of women through honorary mentions and delivering expert lectures at institutional events to progressively address existing gender imbalances.

7.9 Establishing assessment mechanisms based on the principle of equality for public hiring and relationships with other entities, and evaluating their implementation.

7.10 Enhancing SamSIFL's collaboration with equality networks within the institution and with the units and equality programs of various national and international universities.

7.11 Collaborating with programs or corporate networks that strive for gender equality.

7.12 Encouraging prospective students to make academic choices free from gender stereotypes, organizing meetings or visits to secondary education centers.

## **8. Interaction between the Institute and the Applicant**

8.1 SamSIFL is committed to conducting all interactions with applicants in a professional, respectful, and courteous manner, and expects the same in return.

8.2 Applicants are advised that the Institute will not tolerate inappropriate behavior or language towards its employees or members of the Institute community during the admissions process. Any hostile, aggressive, or otherwise inappropriate behavior or language, whether expressed verbally or in writing, and excessive communication, will be taken seriously and may impact the application's consideration, appeals, or complaints.

8.3 While SamSIFL typically provides applicants with a warning when their behavior or language is inappropriate, in cases of exceptionally inappropriate conduct, a warning may not be issued before action is taken. Such action could include offer withdrawal or application rejection. Conduct constituting a criminal offense will be reported to the relevant authorities.

## **9. Postgraduate Admissions**

9.1 Applications for postgraduate programs should be submitted directly to SamSIFL via the Institute's online application platform.

9.2 Academic and non-academic entry criteria for postgraduate programs are detailed on the Institute's online Degree Finder and in select printed materials.

9.3 Applicants to postgraduate programs are generally required to hold an undergraduate degree in a relevant discipline or be in the final year of such a program. Some postgraduate research programs may require a relevant Master's degree and a satisfactory research proposal.

9.4 In some cases, relevant work experience may be accepted in lieu of formal academic qualifications.

9.5 Offers for postgraduate research programs are contingent on the Institute's ability to offer satisfactory research supervision in the applicant's chosen area of study.

## **10. Feedback**

10.1 Unsuccessful applicants can reasonably expect to receive feedback upon request. The academic unit responsible for the admissions decision provides this feedback.

10.2 While SamSIFL aims to offer informative feedback that is helpful to applicants, highly specific or tailored advice may not always be feasible.

10.3 The Institute can provide feedback to a third party, such as a parent, guardian, advisor, or agent, only with the written consent of the applicant.

## **11. Complaints and Appeals**

11.1 Applicants wishing to raise concerns or question the Institute's decision or application handling may follow SamSIFL's Policy and Procedure for Admissions Feedback, Appeals, and Complaints.

## **12. Related Policies**

12.1 The Institute Admissions Policy is supported by several other policies and procedures that provide specific guidance on various aspects of the process or for specific applicant categories:

- Policy and Procedure for Undergraduate Applications from Adult Returners to Higher Education
- Policy and Procedure for the Recognition of Prior Learning for Admissions to SamSIFL

- Policy and Procedure Regarding Confirmation of Examination Results for Undergraduate Entry

- Policy and Procedure for Undergraduate Applications from Elite Athletes
- Policy Regarding English Language Entry Requirements

These policies are accessible on the Institute's website.

### **13. Monitoring and Review**

13.1 This policy undergoes annual review by the Student Recruitment and Fees Strategy Group to ensure alignment with changes in legislation, Institute regulations, and strategic objectives.