

Terms and Conditions for Admission to
Westminster International University in
Tashkent (University in the text below)

PLEASE, READ THIS DOCUMENT CAREFULLY AS IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR APPLICATION TO WIUT.

1) Overview

1.1) These Terms and Conditions are aimed to set out the contractual basis for your relationship with the University through your application process. The Terms and Conditions apply to all applications for Foundation, Undergraduate and Postgraduate studies.

2) Roles and Responsibilities

2.1) The main body regulating the admissions process is the Admission Board, comprised of WIUT top management. The admission process is supported by the admissions staff members - the Admissions and Recruitment section. This unit is responsible for reviewing and approving each application. The Admissions and Recruitment section is responsible for ensuring that procedures regarding student admissions are applied fairly and consistently, in compliance with entry requirements of related programmes as indicated in the Course Handbooks, and the University Admissions Policy and relevant legislation.

2.2) Applicants who intend to apply to any course provided by the University should apply only through admission.wiut.uz by the date announced on the official website of the University for each academic year.

2.3) In agreeing to these Terms and Conditions you are also agreeing to

familiarise yourself with and adhere to the WIUT Admissions Policy and other rules and regulations.

3) Application rules and regulations

- 3.1) Each application is required to be completed by the applicant only and it is the applicant's responsibility to provide accurate, complete, and authentic information. The applicant will receive a notification of their incomplete application, via the admissions system and only by email that they indicated when they signed up.
- 3.2) The Admissions section will process your application as soon as your application is fully completed. Each application will be reviewed by at least two highly qualified staff using approved criteria.
- 3.3) The primary communication between the University and the applicants is done by email.
- 3.4) Considering the University's strategic plan and capacity applications will be reviewed on a 'first come, first served' basis.
- 3.5) Normally applications submitted after the application deadline will not be received. Any exceptions will be considered on a case-by-case basis.
- 3.6) Admission decisions will be made as quickly as possible. However, due to large numbers of applications and to ensure a fair admissions process, in some cases it may take longer for a decision to be made.
- 3.7) Admission decisions will be communicated to applicants in an appropriate and timely manner primarily by email they indicated in their application form.
- 3.8) In some cases where the University is unable to make an offer for an applicant's preferred programme, an offer for an alternative programme may be made.
- 3.9) Applicants are not allowed to record telephone calls and in-person conversations without the consent of the Admissions & Recruitment Section.

4) Under 18 Applicants

- 4.1) Applicants who are not 18 by the 1st December in their second year (undergraduate) will be required to complete a consent form (request from staff the Admission policy for students under 18).
- 4.2) The University is not able to take on the usual rights, responsibilities, and authority that parents have in relation to a child.

5) Math Exam Booking and Payment fees

- 5.1) Applicants who intend to take the WIUT Math entrance exam are required to book an exam place on an available date only through admission.wiut.uz. It is the applicant's responsibility to ensure that the 'applicant checklist' documents are uploaded onto the system at least 2 weeks prior to the WIUT Math entrance exam. Individuals with incomplete applications registered for a WIUT Math entrance exam will be notified about missing information or document(s) by email. If the applicant does not upload the required document(s) on time, it may result in the cancelation of the WIUT Math entrance exam registration.
- 5.2) The WIUT Math entrance exam fee will be determined by the University and this fee is non-refundable. The payment for the Math entrance exam is processed within 24 hours after a successful booking in the system.
- 5.3) The results of the WIUT Math entrance exam are normally published within 4 weeks from the exam date.
- 5.4) The applicants can appeal the result of a WIUT Math entrance exam within 3 working days after the results are announced. In order to appeal the exam results, the applicants should fill the Appeal Form via the link which is sent through the admission system.

6) Fraud and Plagiarism

- 6.1) The University will not admit applicants based on information considered to be either fraudulent or plagiarised. Where an applicant is suspected of having provided a fraudulent or plagiarised application, the application

will not be assessed until an investigation of the fraud or the plagiarism is carried out. If fraud or plagiarism is confirmed, the applicant will be banned for applying to any course at the University forever.

6.2) The University may terminate a student's contract if he/she is found, at a later stage, to have submitted a fraudulent or plagiarized application to the University.

6.3) Plagiarism is defined as the submission of material (written, visual or oral), originally produced by another person or persons, without correct acknowledgement, in such a way that the work could be assumed to be the student's own. That will not be accepted throughout the admission process and if a personal statement shows a plagiarised matter, the application will be considered but the applicant will be informed of the detected plagiarism and the seriousness of the offence. Applicants will be advised to ensure that they understand what plagiarism is and how to consult sources of information when they become students.

7) Application cancellation and Refund policy

7.1) Applicants who wish to cancel their application should email admission@wiut.uz with indicating the reason for their cancellation. Your application will remain securely stored in the WIUT Admissions system.

7.2) Students who intend to terminate their Student contract after they enroll for the course can inquire on the procedures by WIUT Refund Policy.

8) Privacy Policy and Data protection

8.1) The University is committed to protecting the security of personal information and will take all reasonable precautions to protect it from unauthorised access and disclosure.

8.2) Statistical information about students enrolled on University courses will be supplied to legitimate external agencies on request.

8.3) By agreeing with these Terms and Conditions, you also agree to receive communications about the University courses, services, and products. If

you wish to opt-out of these communications (only those not related to your predicted admissions or after your admissions/rejection) you will be able to do so by notifying admission@wiut.uz.

9) **Force Majeure**

- 9.1) The University will always endeavor to remain open and functioning as normal to the best of its ability. In certain unforeseen circumstances, the University may be forced to close some, or part of, or all its buildings and/or campuses, or to interrupt or suspend the delivery of some or all of its services and courses.
- 9.2) In circumstances where such a closure or disruption is due to events outside of the University's control, e.g. events which pose a threat to public or national health and safety, the University cannot be held legally responsible or contractually liable to its staff and prospective students for any resulting consequences.

10) **Equal opportunities**

- 10.1) The University is committed to supporting diversity and providing equal opportunities in our dealings with prospective student applicants, students, staff and the public. We are fully committed to creating a stimulating and supportive learning and working environment based on mutual respect and trust. This will allow students to reach their full potential, regardless of their age, disability, gender, marital status, pregnancy and maternity, race, religion or belief, ethnic or national origins, family circumstances, nationality, political beliefs and affiliations, socio-economic background, or other distinction/s (distinctive feature/s) protected by the national legislation of Uzbekistan and in accordance with its international agreements.

**WIUT Admissions Policy is developed based on the
University of Westminster (UK) Policies and Procedures.**