

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 Condition 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 and process involved staff members. The Admissions Section, on behalf of the University, is responsible for reviewing and approving each application. The Admissions Section is responsible for ensuring that policies and procedures regarding student admissions are operated fairly and consistently, in compliance with entry requirements of related program as indicated in Course Handbooks (link), the University Admissions Policy (link) and relevant legislation.

2.1) 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 the according academic year.

2.2) In agreeing to these terms and conditions you are also agreeing to familiarize yourself with and adhere to 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 true information. The applicant will receive notification on incomplete applications via the admissions system and only by email they indicate when they signed up.

3.2) The Admissions section will process your application as soon as your application is fully completed and each application will be reviewed on an individual basis by at least two

members of appropriately trained and qualified staff working to an agreed selection criteria.

- 3.3) Primary communication tool between the University and applicants is 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 or will they be considered on a case-by-case basis.
- 3.6) Admission decisions will be made as quickly as possible. However, due to the large volume of applications and in order to operate a fair admissions process, in some cases it may take longer for decisions to be reached.
- 3.7) Admission decisions will be communicated to applicants in an appropriate and timely manner primarily by email they indicate in their application form.
- 3.8) In some cases where the University is unable to make an offer for an applicant's preferred program, an offer for an alternative program may be made.
- 3.9) Applicants are not allowed to record telephone calls and in-person conversations without permission the consent of at least one of the parties from Admissions Section.

4) Under 18 Applicants

- 4.1) Applicants who are not 18 by 1st December in their second year (undergraduate) will be required to complete consent form (refer to 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 Entrance Math test 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' (link) documents are uploaded onto the system at least 2 weeks prior the WIUT Entrance Math test. Incomplete applications registered for an WIUT Entrance Math test will be notified about missing information or documents once by email and if the applicant does not upload the required documents on time, it may result in a rejection of application from attending a WIUT Entrance Math test.
- 5.2) The WIUT Math test fee will be as determined by the University and the payment is non-refundable. Payment for booked examination is processed within 48 hours after successful registration on the system.
- 5.3) The results of the WIUT Entrance Math test are normally published within 4 weeks of the examination on the profile of each applicant.

5.4) The applicants can appeal the result of an WIUT Entrance Math test within 2 working days after the results are announced. In order to appeal the test results, the applicants should send the completed Appeal Form (link) to admission@wiut.uz.

6) Fraud and Plagiarism

6.1) The University will not admit applicants on the basis of information considered to be either fraudulent or plagiarized. Where an applicant is suspected of having provided a fraudulent or plagiarized 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 is not accepted throughout the admission process and if a personal statement shows 60% or more of plagiarized matter, the application will be considered by Admissions but the applicant will be informed of the detected plagiarism and the seriousness of this offence. Applicants will be advised to ensure that they understand what plagiarism is and how to consult sources of information when they become students.

6.4) In cases where the statement contains over 80% of plagiarized matter, it may lead to a rejection decision.

7) Application cancellation and Refund policy

7.1) Applicants who wish to cancel their application should email indicating the reason for their cancellation to admission@wiut.uz. The WIUT Admissions system applications are never deleted from the system until reasonable argument, i.e. incorrect information inserted, exists.

7.2) Students who intend to terminate their Student Contract after they enroll for the course can refer to WIUT Refund Policy (link).

8) Privacy Policy and Data protection

8.1) The University is committed to protecting the security of personal information and will take reasonable precautions to protect it from unauthorized 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 on receiving 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 or campuses, or to interrupt or suspend the delivery of some or all of its service 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 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 staff and 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 irrelevant distinction.

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