ANNEX 10
to Minutes No. 19 of the University Council
dated 5 June 2026

The Public Information Policy of Tashkent State Univeristy of Law

The Public Information Policy of Tashkent State University of Law (hereinafter – policy) is in accordance with the legal authorities on education in Uzbekistan and the Quality Assurance Policy of Tashkent State University of Law.

Chapter I. General rules

1. This policy sets out the University's approach to the development, approval, monitoring and audit of public information at the University.
2. The purpose of this policy is to provide clarity over specific measures taken by the Tashkent State University of Law in satisfying itself that control measures are in place for the information that is published in relation to its Higher Education (HE) provision.
3. This Policy provides for ensuring the effective implementation of the requirements established by the legislation of the Republic of Uzbekistan for the official websites of higher education institutions, as well as continuous compliance monitoring, including through the public information audit process.
4. For the purposes of this Policy, public information means information published in electronic or printed form relating to programme profiles, services, the University's strategy, and the University's regulations. A complete list of public information is set out in Annex 2 to this Policy.
5. The University is committed to publishing information that is accurate and fair, and the institution aims to enable both internal and external audiences to gain an accurate impression of the organisation in order to make informed decisions.

Chapter II. Principles of the public information

6. To ensure that the published information enables students and external stakeholders to make informed judgements and decisions, TSUL commits to producing and maintaining information that is:

Accurate;

Fit for purpose;

Transparent and open;

Timely and up to date;

Accessible.

7. The University provides information in accordance with the principles set out in this Policy and in compliance with the requirements of the Law of the Republic of Uzbekistan “On Personal Data”, the Law of the Republic of Uzbekistan “On the Principles and Guarantees of Freedom of Information”, and the quality standards established by the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).Responsibilities for public information are set out in Annex 1.

8. The list of departments responsible for the creation and review of public information is set out in Annex 1 to this Policy.

Departments shall submit information to the Department for Public and Media relations in Uzbek, Russian, and English. The head of the relevant department shall be responsible for the accuracy, reliability, and authenticity of the information submitted by that department.

The Department for Public and Media relations shall be responsible for ensuring that the information to be published complies with applicable language standards and literary norms and may engage external specialists for this purpose.

Chapter III. Accessibility

9. All information will be provided in accessible formats on request in order to meet the needs of individuals, for example individual with additional learning needs.

10. Requests for the provision of information in alternative formats shall be submitted to the University Chancellery in accordance with the established procedure. Such requests shall be considered in accordance with the procedure prescribed by the Law of the Republic of Uzbekistan “On Appeals of Individuals and Legal Entities”.

Chapter IV. Standards

11. Any externally published document should be developed in collaboration with the Department of Public and Media Relations and approved by them where it relates to marketing material.

12. Creators of policies and procedures particularly, but also other information sources should ensure that they are referenced to the requirements of legislation and regulatory bodies, where appropriate

13. The Department of Public and Media relations are responsible for ensuring that information is published according to the university standards and individual authors must ensure they are familiar with the standards.

14. The Department of Public and Media Relations is responsible for ensuring that standards are in place and available to staff, including as set out in the Public Information Policy.

15. All information published externally must be signed off by the Department of Public and Media Relations.

16. The university logo(s) can only be used with adherence to the university standards and subject to brand guidelines.

17. University employees shall refrain from any conduct on social media and other digital platforms that may harm the University's honor, business reputation, or interests. Communication carried out through social media and other platforms shall be conducted professionally while safeguarding the University's institutional position. When using their personal social media accounts, University employees shall avoid creating the impression that they are expressing the official position of the University.

Chapter V. University and partner institution websites

18. The development and maintenance of the University's website are carried out by the Department of Public and Media Relations in cooperation with the Department of Electronic University.

19. The University has a number of partnerships with other higher education institutions, including for joint programmes. The institution is cognisant of its responsibility to ensure information published on partner websites about TSUL is accurate.

20. At the commencement of a new partnership, any initial information about the University to be published by the partner organisation shall be approved by the International Cooperation Department in consultation with the Department for Public Media Relations. The continuing accuracy, transparency, and completeness of such information shall be reviewed on a regular basis through the public information audit process.

21. Any images, video or music on the website is copyright of the University or, if this is not the case, is used with permission and acknowledged.

Chapter VII. Communication with the media

22. Communication with the media, including making statements, issuing responses, or replying to media enquiries on behalf of the University, shall be undertaken only by duly authorised persons, taking into account the provisions of Clause 24 of this Policy.

23. The conduct of University students on social media and other media platforms shall be governed by the University's Code of Ethics and internal regulations. When using such platforms, students shall refrain from any conduct that may damage the University's honour, reputation, or legitimate interests.

24. Press releases, official statements, and official responses issued on behalf of the University shall be prepared, approved, and published by the Rector and the Department for Public Relations and Media Communications in accordance with the established procedure. The authority to issue official statements or express official positions on behalf of the University shall rest with the Rector. Such authority may be delegated by the Rector to the Head of the Department for Public Relations and Media Communications or to another authorised employee.

Chapter VIII. Monitoring of Public Information

25. In accordance with the requirements of the Policy on Quality Assurance of Tashkent State University of Law, a public information audit shall be conducted annually at the University. The purpose of the public information audit is to ensure the completeness, accuracy, and accessibility of all information made available to the public in relation to the University.

26. The public information audit shall be conducted annually during the third week of August.

For the purpose of conducting the public information audit, a working group headed by the Head of the Department for Public and Media Relations Communications shall be established by order of the Rector.

27. The working group responsible for conducting the public information audit shall complete the Public Information Audit Checklist of Tashkent State University of Law set out in Annex 2 to this Policy.

Based on this checklist, the accuracy, relevance, currency, and accessibility of the information made available to the public shall be reviewed and assessed.

Chapter XI. Concluding rules

28. Any enquiries relating to this Policy and its implementation may be directed to the Department for Public Relations and Media Communications.

29. This Policy shall be reviewed at least once every three years and, where necessary, appropriate amendments and additions shall be made

Annex 1 to the Public Information Policy of
Tashkent State University of Law

Departments Responsible for the Creation and Review of Public Information and Their Responsibilities

Responsibility	**Member of Staff/Department /Council**
Overall responsibility to ensure public information complies with the TSUL Public Information Policy, ministerial and legislative requirements and international standards	University Council
Establishing brand guidelines and monitoring adherence	Department of Public and Media Relations
Conducting Public Information Audits (PIAs) to inform overall compliance with public information requirements	Department of Public and Media Relations
Development and production of institutional policies, procedures and strategies	Various, as appropriate for the particular document, and as detailed in the individual policies, procedures and strategies
Development and review of:	
The TSUL website	Department of Public and Media Relations
Programme specifications	Faculty Academic Departments Quality Assurance Department
Module syllabi	Faculty Academic Departments
Student Handbook	Department of Youth Affairs and Sports Promotion Registrar's Office
Doctoral Handbook	Higher School of Legal Research
Marketing communication and materials	Department of Public and Media Relations
Communication for social media channels (including Telegram)	Department of Public and Media Relations

Annex 2. Responsibilities for Development and Review

Annex 1. Public Information Audit Checklist of Tashkent State University of Law

Category	Checklist Item
Institutional Overview Governance and Leadership	The website makes appropriate use of State symbols, institutional logo and dynamic visual element
	The Charter of the institution is published
	Mission, vision, and values are clearly stated and current.
	History and background of the institution is available.
	Accreditation status (institutional and programmatic) is listed and up to date.
	Strategic plans and institutional goals are published.
	The news section of the website is up-to-date and includes articles about all major TSUL developments including official statements, public lectures, meetings and information relating to scientific and innovative work
	Organizational structure is provided, including information about all major TSUL departments.
	Names, titles, and biographies of senior leadership are available.
	Information on the full names, positions, and biographies of the University's leadership is available. Information on the members of the Boardof Trustees and access to the minutes of its meetings are available. In accordance with the principles of openness and transparency, relevant information shall be made available; however, the publication of annexes and complete approved documents shall be determined on a selective basis. In particular, those parts that do not relate to financial matters or are not subject to restricted access may be disclosed.
Academic Programs	Complete list of programs (degrees, joint programs, Courses Leading to Certificates, majors, minors) is current.
	Program specifications and syllabi are available and easy to find.
	Program accreditation information is included (if applicable).
Partner Institutions	Reference to TSUL on partner institutions accurately describes the nature of the partnership
	Branding used by partner institutions adheres to the institutions brand guidelines
Admissions and	Admissions criteria and deadlines are clearly stated.

Enrollment	Application process is detailed and transparent.
	Transfer credit policies and articulation agreements are documented.
Tuition, Fees, and Financial Aid	Tuition and fee schedules are clear and current.
	Scholarship and bursary information is available, including application requirements and deadlines.
	Refund policies and procedures are accessible.
Student Outcomes	Graduation and retention rates are published.
	Employment rates and career outcomes for graduates are reported.
	Alumni satisfaction, testimonials and/or engagement survey results are shared.
Student Support Services	Academic advising and tutoring services are described.
	Counseling and mental health resources are listed.
	Disability services and information is available.
	Career services and internship support are outlined.
	Student and Doctoral Handbooks are published and easily accessible
	Complaints and Appeals procedures are published and easily accessible
Campus Life	Housing options and costs are detailed.
	Student organizations and extracurricular opportunities are described.
	Campus safety policies and resources are public.
Institutional Effectiveness and Accountability	Annual reports and performance dashboards are published.
	Reports or assessments on equity outcomes are accessible.
	External audit or review reports, summaries and action plans are accessible.
	Mechanisms for stakeholder feedback (e.g., surveys, contact forms) are evident.
Institutional Effectiveness and Accountability	Privacy policies and data use disclaimers are available.
	Intellectual property and copyright policies are disclosed.
	Navigation is intuitive and information is easily searchable.
	Contact options (email, phone, physical address) are easy to find.
	Documents (PDFs, forms) are accessible and readable.