



WESTMINSTER

International University in Tashkent



**CENTRE FOR
ACADEMIC
DEVELOPMENT**

**Terms of Reference (ToR)
WIUT Teaching and Learning Symposium**

1. Purpose of the Symposium

The WIUT Teaching and Learning Symposium is a flagship event of Westminster International University in Tashkent (WIUT), providing a structured and practice-oriented platform for educators and teaching practitioners to critically reflect on, share, advance, and celebrate innovative approaches to learning and teaching in higher education. The Symposium supports institutional and sector-wide enhancement of teaching quality through dialogue, evidence-informed practice, and peer learning.

2. Scope and Focus

The WIUT Teaching and Learning Symposium is an annual academic and professional development event that provides a platform for critical reflection on learning and teaching in higher education. Each year, the Symposium adopts a specific theme that reflects institutional priorities, sector developments, and emerging challenges and opportunities in higher education.

3. Objectives

The objectives of the Teaching and Learning Symposium are to:

- showcase effective and innovative practices in learning, teaching, and assessment;
- promote reflective, evidence-informed, and student-centred pedagogical approaches;
- foster cross-institutional dialogue and collaboration within and beyond WIUT;
- support professional learning and scholarship related to teaching and learning;
- encourage the sharing of practices that are transferable and adaptable across higher education contexts.

4. Scope and Participation

The Symposium is open to:

- full-time academic staff from Westminster International University in Tashkent (WIUT);
- where relevant educators and teaching practitioners from English-Medium Instruction (EMI) institutions across Uzbekistan.

Participation is based on a competitive abstract submission and a double-blind peer-review process.

WIUT reserves the right to issue an open call for contributions from other institutions, including EMIs (subject to resource availability).

5. Indicative Areas of Contribution

The Centre for Academic Development proposes a theme for the Symposium through discussion with faculty, university administration, and higher education experts.



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6. Symposium Format

- The Symposium will be delivered in person, with alternative online or blended formats used only in the event of significant disruption, e.g., lockdown, pandemic, etc.
- The Centre for Academic Development will reserve the right to propose the format of presentations depending on the scope and number of presenters.
- Presentations will be assessed by a panel of invited jurors using predefined assessment criteria.
- Assessment criteria will be shared with shortlisted presenters upon notification of acceptance.
- Presentations can be delivered by no more than **two** presenters. In cases where one presenter is a student at a participating university, a strong rationale should be provided for the student's serving as a co-presenter.

7. Submission Requirements

Submissions must align with the symposium theme and indicative areas. Candidates who wish to participate will be required to submit an abstract of the presentation that describes the approaches, methods, techniques, and innovative solutions, demonstrating relevance and impact on student learning and potential for adaptation across higher education contexts. Details on where, how, and when to submit the abstracts will be communicated along with the call for contributions and the symposium online page at cad.wiut.uz.

8. Review and Selection Process

- All submissions will undergo a double-blind review process conducted by a panel of experts.
- Selection will be based on relevance to the theme, clarity, originality, impact, and transferability.
- Shortlisted presenters will be notified via email at least one month prior to the event to allow sufficient time for preparation.

9. Panel of Juries

- The Symposium panel of jurors will consist of education or higher education experts working in areas directly or indirectly related to higher education.
- The panel may also consist of representatives from government, non-governmental, international organizations, and industry.
- In exceptional circumstances, the member(s) of the panel may consist of representatives from WIUT. In such circumstances, the organizing committee will ensure that there is no conflict of interest among the jury, presenters, and WIUT.
- The Centre for Academic Development will ensure that the members of the jury are accordingly briefed on the assessment criteria and the given Symposium Terms of Reference.



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10. Recognition and Awards

- **First-place presenter(s)** will be invited to present their work at the **University of Westminster's Annual Learning and Teaching Symposium**.
- WIUT will cover the expenses associated with participating in the University of Westminster Symposium, which range from visa application, return air tickets, accommodation, and living expenses in London according to the established rates.
- WIUT will provide financial assistance to only **one winner**. If there are two winners (for co-presenters) of the Symposium, the second co-winner will be responsible for their own expenses.
- Additional recognition in the form of valuable prizes will be awarded to second and third-place presenters and to other presenters (subject to availability of resources).
- First, second, and third place winners will receive a certificate acknowledging their achievement. All other presenters will receive a Certificate of Presentation at the Symposium.

11. Governance and Administration

The symposium is organised by the **Centre for Academic Development (WIUT)**, in line with institutional priorities for teaching excellence, professional development, and academic quality enhancement.

12. Amendments

The organising committee reserves the right to make reasonable amendments to these Terms of Reference, where necessary. Any changes will be communicated promptly to participants.

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