

**Unofficial translation**

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC  
"SALYMBEKOV UNIVERSITY" INSTITUTION**



# **Regulations on Appeal Commission**

**BISHKEK 2019**



## **I. General Provisions**

1.1 The Regulation on the Appeal Commission during entrance examinations for enrollment in higher education educational programs (hereinafter referred to as the Regulation) has been developed in accordance with the Procedure for Enrollment to higher educational institutions of the Kyrgyz Republic, approved by the Government of the Kyrgyz Republic Resolution No. 256 dated May 27, 2011 and the Regulation on the Admission Commission of Salymbekov University Institution.

1.2 This Regulation defines the composition, powers and procedure of the Appeal Commission during entrance examinations for enrollment in higher education educational programs (hereinafter referred to as the Appeal Commission) of Salymbekov University Institution.

1.3 The Appeal Commission in its work is guided by the legislation of the Kyrgyz Republic, resolutions of the Government of the Kyrgyz Republic, orders of the Ministry of Education and Science of the Kyrgyz Republic, other normative legal acts of the Kyrgyz Republic, the Charter of the University, the annual rules of admission to the University, this Regulation.

## **II. Composition of the Appeal Commission**

2.1. The composition of the Appeal Commission is approved by the order of the Rector of the University.

2.2. The appeal commission consists of:

- Chairperson of the Appeal Commission of the University,
- Technical Secretaries,
- Teachers are Experts in the relevant areas.

Teachers from other educational institutions may be included in the Appeal Commission.

2.3. The Appeal Commission is headed by the Chairperson, who organizes the work of the Appeal Commission, distributes duties among the members of the Appeal Commission, and supervises the work of the Appeal Commission in accordance with this Regulation.

2.4. The term of office of the Appeal Commission is one year.

## **III. Job Description of the Chairperson of the Appeal Commission**

3.1. The Chairperson of the Admission Commission conducts his/her work in accordance with the Labor Code of the Kyrgyz Republic and other normative legal acts regulating labor relations, the Regulations on the Admission Committee of Salymbekov University Institution, the Charter of the University, as well as this Regulation.

3.2. The Chairperson of the Appeal Commission is appointed by the Rector from among the experienced and qualified staff of the University.

3.3. The Chairperson of the Appeal Commission shall:

- carry out timely and unbiased consideration of appeals in accordance with this Regulation and the requirements of normative legal acts;
- perform the functions assigned to him at a high professional level, observing ethical and moral standards;
- timely inform the management staff of the Admission Commission about emerging problems or difficulties that may lead to violation of the terms of consideration of appeals;
- respect confidentiality;



- comply with the established procedure for document management, storage of documents and materials of the considered applications;
- make a decision on the compliance of the assessment or on the issuance of another assessment (both in case of its increase and decrease);
- organize briefing of the staff of the appeal commission;
- accept and consider appeals filed by applicants (authorized persons) based on the results of entrance tests in accordance with the Rules of Admission to the University;
- establish the compliance of the assessment with the accepted requirements for the evaluation of works according to the appropriate entrance and established procedure for conducting entrance tests;
- organize and control its work and office work;

3.4. The Chairperson of the Appeal Commission may:

- give instructions to the members of the appeal commission within their powers;
- submit for consideration and take part in the discussion of the decisions of the appeal commission;
- take part in voting on the decisions of the appeal commission;
- request and receive from authorized persons the necessary documents and information (materials of entrance tests, information on compliance with the procedure for entrance tests, etc.).

3.5. The Chairperson of the Appeal Commission is responsible:

- for failure to perform (improper performance) their official duties within the limits defined by the current labor legislation of the Kyrgyz Republic;
- for offenses committed in the course of carrying out their activities within the limits defined by the current administrative, criminal and civil legislation of the Kyrgyz Republic;
- for causing material damage – within the limits defined by the current labor, criminal and civil legislation of the Kyrgyz Republic.

**IV. Job Description of the Technical Secretary of the Appeal Commission**

4.1. The Technical Secretary conducts their work in accordance with the Labor Code of the Kyrgyz Republic and other normative legal acts regulating labor relations, the Regulations on the admission committee of Salymbekov University Institution, the University Charter, as well as this Regulation.

4.2. The Technical Secretary of the Appeal Commission shall:

- prepare regulatory documents, draft orders concerning the work of the appeal commission.
- comply with the uniform requirements for evaluating the result of the entrance test;
- discuss with the chairperson of the appeal commission the necessary documents and information (on appeals, information on compliance with the appeal procedure, etc.);
- monitor the proper processing of the applicant's documents;
- inform the appellant and formalize their protocol;
- prepare established reports on the work of the appeals commission;

4.3. The Technical Secretary of the Appeal Commission may:

- require the management of the organization to assist in the performance of their professional duties and the exercise of their rights;



- get acquainted with the draft decisions of the organization's management concerning its activities;

4.4. The Technical Secretary of the Appeal Commission is responsible:

- for non-performance or improper performance of their official duties within the limits defined by the current labor legislation of the Kyrgyz Republic.

- for causing material damage to the employer - within the limits defined by the current labor and civil legislation of the Kyrgyz Republic.

4.5. For offenses committed in the course of carrying out their activities - within the limits defined by the current administrative, criminal, civil legislation of the Kyrgyz Republic.

#### **V. Job Description of an Expert Teacher**

5.1. Expert Teachers conduct their work in accordance with the Labor Code of the Kyrgyz Republic and other normative legal acts regulating labor relations, the Regulations on the admission committee of Salymbekov University Institution, the Charter of the University, as well as this Regulation.

5.2. Expert Teachers of the appeal commission shall:

- check the content of the questions and materials of the entrance tests;

- establish the compliance of the assessment with the accepted requirements for the evaluation of papers according to the appropriate entrance and established procedure for entrance tests;

5.3. Expert Teachers of the Appeal commission may:

- get acquainted with the draft decisions of the University management concerning their activities;

- demand the provision of the necessary equipment, inventory, workplace that complies with sanitary and hygienic rules and regulations, etc.

5.4. Expert Teachers of the appeal commission are responsible:

- for causing material damage to the employer - within the limits defined by the current labor and civil legislation of the Kyrgyz Republic;

- for non-performance or improper performance of their official duties within the limits defined by the current labor legislation of the Kyrgyz Republic;

- for offenses committed in the course of carrying out their activities - within the limits defined by the current administrative, criminal, civil legislation of the Kyrgyz Republic.

#### **VI. General Rules for Filing and Considering Appeals**

6.1. According to the results of the entrance or attestation test, the applicant has the right to submit to the appeal commission a written appeal statement on violation, in his opinion, of the established procedure for the test, and /or disagreement with his (their) results (hereinafter referred to as the appeal).

6.2. The appeal is a reasoned written application of the applicant addressed to the chairperson of the appeal commission or about the violation of the entrance test procedure, which led to a decrease in the grade, or about an erroneous grade.

6.3. In the case of a written test, the applicant can familiarize himself with his work.

6.4. Consideration of the appeal is not a retake of the exam. During the consideration of the appeal, compliance with the established procedure for entrance test and (or) the accuracy of the evaluation of the results of the entrance test is checked.



6.5. Appeals are not accepted on the following issues:

- related to the applicant's violation of the rules of the exam;
- incorrect filling of the examination paper forms;
- related to the applicant's violation of the instructions for the examination work.

6.6. Consideration of appeals on violation of the established procedure for the entrance test and disagreement with the results of the written entrance test is carried out no later than the next working day after the day of its submission. Consideration of the appeal based on the results of the oral entrance test is carried out at the exam immediately after its submission.

6.7. The applicant (or a proxy in the case of a written exam) has the right to be present during the consideration of the appeal. With a minor applicant (under 18 years of age) one of the parents or legal representatives has the right to be present, except for minors recognized in accordance with the law as fully capable before reaching the age of majority.

6.9. When considering an appeal about a violation of the established procedure for entrance examinations, the appeal commission considers the appeal and the conclusion on the results of checking the fact being appealed and makes one of the decisions: to reject the appeal or to satisfy the appeal.

6.10. If the appeal is satisfied, the result of the entrance test, according to the procedure of which the applicant was appealed, is annulled and he is given the opportunity to take the exam in the academic subject on another day provided for by the schedule of entrance tests.

When considering an appeal of disagreement with the results of a written entrance test, the appeals commission decides to change the assessment of the results of the entrance test or leave the specified assessment unchanged.

6.11. The decision of the appeal commission drawn up by the protocol is brought to the attention of the incoming (authorized person). The fact of familiarization of the incoming (authorized person) with the decision of the appeal commission is certified by the signature of the incoming (authorized person).

6.12. In the case of an entrance test using remote technologies, the university ensures that appeals are considered at the place of the entrance test or using remote technologies.

6.13. If there are disagreements in the appeal commission, a vote is taken. If the votes are equal, the appeal is rejected as not having received a majority of votes. The decision of the appeal commission on the merits of the appeal is final and cannot be reviewed. The protocol of the decision of the appeal commission is kept in the applicant's personal file as a document of strict accountability for a year.

6.14. For written entrance tests conducted in the form of testing, an answer form is certified by the applicants on appeal, and the members of the appeal commission establish the correspondence of their answers to the reference ones, and then a decision is made on the accuracy of the assessment on the entrance test.

6.15. For oral entrance tests, the chairperson of the appeal commission, together with the expert teachers who did not take the exam from the incoming student, reviews the oral response sheet and makes an expert opinion on the assessment. Additional questioning of the incoming person and making corrections to the oral response sheet is prohibited.

## **VII. Final Provisions**



7.1. The decision of the appeal commission based on the results of the entrance tests is final and is not subject to revision.

7.2. Additions and changes to this Regulation are approved by the order of the Rector of the University.

7.3. This Regulation comes into force from the date of its signing and is valid until the adoption of a new Regulation.

### **APPROVAL SHEET**

\_\_\_\_\_ **20** \_\_\_\_\_

Executive Secretary of the Admissions

Kasymalieva K. K.

Committee

Chairperson of the Appeal Commission

Akmatova A.T.

Chairman of the Examination Committee

Mambet kzy Gulina



**THE REGULATION ON THE APPEAL  
COMMISSION  
PROTOCOL OF THE ACADEMIC  
COUNCIL**

## Recording of amendments

[illegible]