

Unofficial translation

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



AGREED

**at the meeting of Academic Council
“Salymbekov University” Institution**

protocol № ____ dated « ____ » _____ 20 ____

APPROVED _____

**by the rector of “Salymbekov University”
Institution Zhumadilov E.Zh.**

dated « ____ » _____ 20 ____

**REGULATIONS
on EXAMINATION COMMITTEE**

BISHKEK

I. General provisions

1.1. This Regulations determines the powers and procedure for the activities of the examination committee of the Institution "Salymbekov University" (hereinafter referred to as the University).

1.2. Regulations on the examination committee of the University were developed in accordance with the Law of the Kyrgyz Republic "On Education", "The Procedure for Admission to Higher Educational Institutions of the Kyrgyz Republic", approved by the Decree of the Government of the Kyrgyz Republic No. 256 dated May 27, 2011, Regulations on the educational organization of higher professional education of the Kyrgyz Republic of February 3, 2004 No. 53, the Charter and the Regulations on the Admissions Committee of "Salymbekov University" Institution.

1.3. The examination committee is created to organize and conduct entrance examinations in specialties, prepare the necessary materials in a timely manner, and objectively assess the abilities of applicants.

1.4. This Regulations is valid until it is amended or a new one is adopted.

II. Organization of the examination committee

2.1. The examination committee is created by the order of the rector of the University to work in areas of training where the results of the nationwide testing are not required (for applicants - foreign citizens), in which the personal composition of the committee is determined and its chairman is appointed. The examination committee is formed from qualified teachers and from among the employees of the University. The composition of this commission must be renewed annually by at least 50 percent.

2.2. The composition of the examination committee may include specialists who do not work in this educational institution.

2.3. The examination committee is created to conduct entrance examinations separately for each general education subject for which an entrance examination is conducted, as well as to conduct entrance examinations for admission to residency programs, postgraduate training programs for scientific and pedagogical personnel. The examination committee carries out its work during the period of entrance examinations at the University.

2.4. The powers and procedures of the examination committee are approved by the Rector of the University. The term of office of the selection committee is one year.

2.5. The number, list, forms of conducting and the system of assessments of entrance examinations of the examination committee are determined by the annual Rules for admission to the University, agreed with the Ministry of Education and Science of the Kyrgyz Republic.

2.6. Entrance tests are conducted according to programs corresponding to the educational programs of the basic general and / or secondary (complete) general education. It is unacceptable to include in the program of entrance examinations questions that are not reflected in the educational programs of basic general and / or secondary complete general education.

2.7. For applicants, consultations are held, both on the content of the programs of entrance examinations, and on the organization of entrance examinations, evaluation criteria, and requirements. Consultations of applicants with examiners during the entrance examinations are allowed only in terms of the formulation of the control task.

2.8. Entrance examinations are conducted in the form of blank testing, and in another form, determined by the Admission Rules developed by the University.

2.9. Members of the examination committee must be objective and observe the unity of the requirements for entrance examinations.

2.10. The examination committee, in case of violation by the applicant of the procedure for conducting entrance examinations, has the right to remove him from the place of the entrance examination with the drawing up of an act of removal.

III. The composition of the examination committee

3.1. The Examination Commission of the University includes:

- Chairman of the examination committee;
- technical secretaries;
- teachers-experts in relevant areas and other employees of the University.

3.2. In order to perform its functions, the examination committee, in accordance with the established procedure, has the right to request and receive from authorized persons the necessary documents and information.

3.3. The Chairman of the Examination Commission manages all the activities of the Examination Commission.

IV. Job description of the examination board chairman

4.1. The Chairman of the Examination Commission conducts its work in accordance with the Labor Code of the Kyrgyz Republic and other legal acts regulating labor relations, the Regulations on the Admissions Committee of the «Salymbekov University» Institution, the Charter of the University, as well as these Regulations.

4.2. The chairman of the examination committee is appointed by the Rector of the University.

4.3. The chairman of the examination committee is obliged:

- to carry out operational management of the examination committee of the University, organize and control its work and office work;
- conscientiously perform the functions assigned to him in accordance with the Regulations on the selection committee and the Regulations on the examination committee;
- determine and approve the list, forms of conducting and criteria for assessing entrance and attestation tests for persons entitled to admission based on the results of entrance examinations conducted by the University independently and entrance examinations for applicants for residency and postgraduate programs;
- organize entrance examinations;
- select qualified members of the examination committee (examiners);
- approve examination materials for entrance (attestation) tests, as well as other exams equated to them;
- prepare materials for entrance examinations (in the required quantity);
- develop uniform requirements for assessing the knowledge of applicants and familiarize all examiners with these requirements;
- to provide guidance and systematic control over the work of members of the examination committees;
- keep records of the working hours of the members of the examination committee;
- summarize the results of entrance examinations;
- comply with the requirements of legislative and other regulatory legal acts, instructions, decisions of the selection committee;
- ensure confidentiality and information security regime when checking written works;
- control the mode of storage of examination materials as documents of strict accountability;
- timely inform the management of the examination committee about emerging problems and difficulties that may lead to a violation of the deadlines for checking written work.
- sign the materials of entrance examinations (examination tests, questions, etc.) of the relevant examination committee.

4.4. The chairman of the examination committee has the right to:

- give instructions to the members of the examination committee within their powers;

- remove, in agreement with the President of the University, members from participation in the work of the examination committee, in case of problem situations;
- to make, in agreement with the Rector of the University, decisions on the organization of the work of the examination committee in the event of force majeure and other unforeseen circumstances that prevent the continuation of the work of the examination committee.

4.5. The chairman of the examination committee is responsible for:

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

V. Expert teachers' job description

5.1. Expert teachers conduct their work in accordance with the Labor Code of the Kyrgyz Republic and other legal acts regulating labor relations, the Regulations on the Admissions Committee of the Salymbekov University Institution, the Charter of the University, as well as these Regulations.

5.2. Teachers-experts of the University are obliged to:

- compose questions and materials of entrance examinations;
- take part in the organization of entrance examinations for applicants;
- annually update the materials of entrance examinations (examination tests, test questions in their subject, etc.);
- to conduct consultations for entrance examinations;
- to check written works of entrants;
- evaluate the results of entrance examinations;
- announce the results of entrance examinations in the manner prescribed by current legislation;
- to familiarize applicants with the rules for filing and considering appeals based on the results of entrance examinations;

5.3. Teachers-experts of the University have the right to:

- get acquainted with the draft decisions of the University management regarding their activities;
- submit proposals for improvement of the work related to the responsibilities provided for by this instruction for consideration by the management;
- demand the provision of the necessary equipment, inventory, a workplace that meets sanitary and hygienic rules and regulations, etc.

5.4. Teachers-experts of the admissions committee are responsible for:

- for failure to perform or improper performance of their official duties within the limits determined by the current labor legislation of the Kyrgyz Republic.
- for causing material damage to the employer - within the limits determined by the current labor and civil legislation of the Kyrgyz Republic.

VI. Job description

technical secretary and other members of the examination committee from among the employees of the University

6.1. The technical secretary and other employees of the University conduct their work in accordance with the Labor Code of the Kyrgyz Republic and other legal acts regulating labor relations, the Regulations on the Admissions Committee of the Salymbekov University Institution, the Charter of the University, as well as these Regulations.

6.2. The technical secretary of the examination committee and other employees of the University are required to:

- prepare normative documents, draft orders relating to the work of the examination committee.
- prepare the established reporting on the work of the examination committee;
- to conduct entrance examinations in a specially prepared room that provides the necessary conditions for applicants to prepare and pass entrance examinations;

6.3. The technical secretary and other employees of the University have the right to:

- make proposals to higher management on improving the methods of their work;
- require the management of the organization to provide assistance in the performance of their professional duties and the exercise of rights;
- get acquainted with the draft decisions of the management of the organization relating to its activities;
- demand the provision of the necessary equipment, inventory, a workplace that meets sanitary and hygienic rules and regulations, etc.

6.4. The Technical Secretary and other employees of the University are responsible for:

- for failure to perform or improper performance of their official duties within the limits determined by the current labor legislation of the Kyrgyz Republic.
- for causing material damage to the employer - within the limits determined by the current labor and civil legislation of the Kyrgyz Republic.

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

VII. Examination committee reporting

7.1. The work of the examination committee ends with a report on the conduct and results of entrance examinations, the report is submitted by the chairman of the examination committee to the selection committee before the end of the admissions campaign.