



APPROVE

Rector of Adam University,
Assoc. prof. Symbard S.R.
29 March, 2021

PROVISION
ON THE APPEAL COMISSION
for the academic 2021 - 2022 year

Bishkek 2021

1. General provisions

- 1.1. This provision is developed in accordance with the Law of Kyrgyz Republic (KR) "On Education", other regulatory acts of the KR in the field of education, based on the "Admission to Higher Education Institutions of the KR" and "Regulations on the selection and admission of applicants to universities of the KR by results of nationwide national testing, approved by the Government of the KR № 256 of May 27, 2011, and the " Admission Regulation of Adam University".
- 1.2. Admission is announced after agreement with the Ministry of Education and Science of the Kyrgyz Republic on the list of training areas and specialties and their admission plan.
- 1.3. This Regulation defines the structure, authority and procedure of the Appeal Commission in administering admission tests at the Adam University.

2. Members of the Appeal Commission

- 2.1. The appeal commission consists of the Chairman of the University Admissions Committee (hereinafter - CC), the executive secretary of the CC, members of the subjects commissions.
- 2.2. The personal structure of the appeal commission is approved by order of the Rector of University.
- 2.3. The Appeals Board is headed by the Chairman, who organizes work of the Appeals Board, assigns duties among the members of the Appeals Board, supervises it in accordance with this Regulation.

3. Authority and organization of the Appeal Commission

- 3.1. Appeal Commission:
 - accepts and considers the statement about violation of an entrance test and (or) disagreement with the results of an entrance test (hereinafter - the appeal), submitted by the applicant;
 - defines conformity of the content, structure of examination materials of entrance examinations, procedure of check and evaluation of entrance examinations by the established requirements;
 - makes a decision by the results of the appeal regarding the change of the assessment of results-entrance test or remaining assessment without change;
 - informs the applicant of the decision by signature.
- 3.2. All decisions of the Appeal Commission are taken by a simple majority of votes and formalize them by a protocol which is signed by the chairman and members of the appeal commission. Decisions of the appeal committee are final and cannot be reexamined.

- 3.3. The Appeal Commission does not accept and does not consider appeals on the entrance examinations of the General National Test.
- 3.4. The appeal commission accomplishes its work during the period of admission tests and appeals.
- 3.5. During the appeals process, the persons who are included in the Appeal Commission cannot be on vacation or business trips.
- 3.6. The term of authorities of the Appeal Commission is one year.

4 Rights, obligations and responsibilities of members of the Appeal Commission

- 4.1. The Chairman and members of the appeal commission have the right:
 - submit for consideration and participate in the discussion of decisions of the Appeal Commission;
 - take part in decision-making process vote by the Appeal Commission;
 - To request and receive from authorized persons necessary documents and information (materials of entrance examinations, information on adherence of entrance examination procedure, etc.).
- 4.2 The Chairman and members of the Appeal Commission are obliged to:
 - carry out timely and objective consideration of appeals in accordance with this Regulation and the requirements of regulatory legal acts;
 - accomplish the functions assigned to them at a high professional level, following ethical and moral standards;
 - inform the Chairperson of the CC of the University in a timely manner about the arising problems or difficulties that may lead to violations of the deadlines for consideration of appeals;
 - keep confidentiality;
 - comply with established procedures for document management, storage of documents and materials Entrance Test.
- 4.3 In case of failure or improper performance of assigned obligations, confidentiality and information security, abuse of established authority, committed out of mercenary or other personal interest, the Chairman and members of the appeal committee are responsible in accordance with the legislation of the Kyrgyz Republic.

5. General rules of submission and consideration of appeals.

- 5.1. According to the results of the entrance test at the University, the applicant has the right to apply to the appeals committee a written statement of protest about violation, according his opinion, the established order of the test and (or) disagreement with its (their) results (hereinafter - the appeal).
- 5.2. The appeal is a reasoned written statement of the applicant or a violation of the procedure of entrance tests, which led to a lower score or about the incorrectness, according his opinion, issued assessment on the entrance examinations (testing). In the statement the applicant must point out specific claims about the quality of testing.

- Applications from second persons, including relatives of the applicant, will not be accepted and will not be considered.
- 5.4. The responsible secretary must notify the applicant about the time and location of his appeal.
 - 5.5. Appeal on the issue of changing the test score of the entrance test (score) is filed by the applicant personally on it next day after the announcement of results.
 - 5.6. The University admission commission ensures the reception of appeals during the working day (until 6 p.m.).
 - 5.7. Consideration of the appeal is not a reexamination. During the appeal review, only the correctness of the assessment of the test results is checked.
 - 5.8. The applicant has the right to be present at the appeal hearing.
 - 5.9. The appealed work is considered by the members of the appeal commission in the presence of the author of the work.
 - 5.10. One of the parents or legal representative has the right to be present with the underage applicants (under 18 years), except underage applicants who are recognized in accordance with the law of full legal capacity before adulthood.
 - 5.11. After considering the appeal, a final decision is made by the Appeal Commission about the score of the test. The commission's decision can leave the number of points unchanged, increased or decreased.
 - 5.12. Recorded decision of the appeal commission notified to the applicant (with signature).
 - 5.13. Recorded decision of the Appeal Commission is approved by the Admission Commission.
 - 5.14. A copy of a protocol of the appeal commission's decision is stored in the applicant's personal case as a strictly accountable document during the year.
 - 5.15. In the case of the necessity of changing the score (both in the case of its increase and decrease), a protocol of the Appeal Commission decision, according of which are entered a changed score in the examination work of the applicant and the "Examination Sheet".
 - 5.16. If the number of points is changed or remains unchanged, the applicant writes his/her consent (disagreement) with the received scores.
 - 5.17. The results of the vote of the members of the Appeal Commission are final and cannot be changed.
 - 5.18. A second appeal for applicants who were not present at it within the specified period is not appointed and is not carried out.

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5.20. In the case of the necessity of changing the score (both in the case of its increase and decrease), a protocol of the Appeal Commission decision, according of which are entered a changed score in the examination work of the applicant and the "Examination Sheet".

5.21. If the number of points is changed or remains unchanged, the applicant writes his/hers consent (disagreement) with the received scores.

5.17. The results of the vote of the members of the Appeal Commission are final and cannot be changed.

5.18. A second appeal for applicants who were not present at it within the specified period is not appointed and is not carried out.