

Quality Management System		
Registration number 01-15/41	REGULATIONS ON THE APPEALS COMMISSION	Order number and date № 53 – ОД dated 25.06.2025

ADOPTED

by the Academic Council

of Adam University

The protocol № 9

dated 29.05.25

APPROVE

Rector of Adam University

Prof. Simbard S.R.



**REGULATIONS
ON THE APPEALS COMMISSION
for the 2025–2026 academic year**

Bishkek 2025

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1. General provisions

1.1. These Regulations have been developed in accordance with the Law of the Kyrgyz Republic “On Education,” other regulatory acts of the Kyrgyz Republic in the field of education, based on the “Procedure for admission to higher education institutions of the Kyrgyz Republic,” approved by Decree No. 355 of the Government of the Kyrgyz Republic dated June 30, 2022, No. 106 of February 28, 2023, and the “Regulations on the Selection and Enrollment of Applicants to Higher Education Institutions of the Kyrgyz Republic Based on the Results of Nationwide Testing,” approved by Decree No. 256 of the Government of the Kyrgyz Republic of May 27, 2011, as well as on the basis of the Resolution of the Cabinet of Ministers of the Kyrgyz Republic “On the Approval of Regulatory Legal Acts in the Field of Higher and Secondary Vocational Education of the Kyrgyz Republic” dated June 30, 2022 No. 355, and regulate admission to Adam University (hereinafter referred to as the University), as well as the “Rules for Admission to Adam University.”

1.2. Admission is announced after the list of training areas and specialties and their admission plan have been agreed upon with the Ministry of Education and Science of the Kyrgyz Republic.

1.3. These Regulations define the composition, powers, and procedures of the Appeals Commission during the entrance examinations at Adam University.

2. Composition of the Appeals Commission

2.1. The Appeals Committee consists of: the chair of the university admissions committee (hereinafter referred to as the AC), members of the Appeals Committee, and a number of teaching staff who are not members of the subject committee approved for the current year.

2.2. The personal composition of the Appeals Committee is approved by order of the university rector.

2.3. The Appeals Committee is headed by a chairperson who organizes the work of the Appeals Committee, distributes responsibilities among the members of the Appeals Committee, and supervises the work of the Appeals Committee in accordance with these Regulations.

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3. Powers and organization of the appeals committee

3.1. Appeals Commission:

- accepts and considers appeals submitted by applicants regarding violations of the entrance examination procedure and/or disagreement with the results of the entrance examination (hereinafter referred to as “appeals”);
- determines the compliance of the content and structure of the entrance examination materials, as well as the procedure for checking and evaluating the entrance examinations, with the established requirements;
- makes a decision based on the results of the appeal to change the assessment of the entrance examination results or to leave the specified assessment unchanged;
- informs the applicant of the decision taken, which must be signed by the applicant.

3.2. All decisions of the Appeals Commission are made by a simple majority vote and recorded in minutes signed by the chair and members of the Appeals Commission.

The decisions of the appeals committee are final and cannot be reviewed.

3.3. The appeals committee does not accept or consider appeals regarding nationwide testing.

3.4. The Appeals Commission carries out its work during the period of entrance examinations and appeals.

3.5. During the appeals process, members of the Appeals Commission may not be on vacation or business trips.

3.6. The term of office of the Appeals Commission is one year.

4 Rights, duties, and responsibilities of members of the appeals commission

4.1. The chairperson and members of the appeals commission have the right to:

- submit for consideration and participate in the discussion of decisions of the appeals commission;
- participate in voting on decisions of the appeals commission;
- request and receive the necessary documents and information from authorized persons (entrance examination materials, information on compliance with the entrance examination procedure, etc.).

4.2. The chair and members of the appeals committee are obliged to:

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- consider appeals in a timely and objective manner in accordance with these Regulations and the requirements of regulatory legal acts;
- perform their duties at a high professional level, observing ethical and moral standards;
- inform the chair of the university's Appeals Commission in a timely manner of any problems or difficulties that may lead to a violation of the deadlines for reviewing appeals;
- maintain confidentiality;
- comply with the established procedure for document flow, storage of documents, and entrance examination materials.

4.3. In the event of failure to perform or improper performance of assigned duties, violation of confidentiality and information security requirements, abuse of established powers committed for selfish or other personal interests, the chair and members of the Appeals Commission shall be liable in accordance with the legislation of the Kyrgyz Republic.

5. General rules for filing and reviewing appeals.

5.1. Based on the results of the entrance examination conducted at the university, the applicant has the right to submit a written appeal to the appeals commission regarding what they believe to be a violation of the established examination procedure and/or disagreement with its results (hereinafter referred to as an appeal).

5.2. An appeal is a reasoned written statement by an applicant either about a violation of the entrance examination procedure that led to a lower score, or about what they believe to be an erroneous score on the entrance examination (testing). In the statement, the applicant must specify their specific complaints about the quality of the testing.

5.3. Statements from other persons, including relatives of the applicant, shall not be accepted or considered.

5.4. The executive secretary shall notify the applicant of the time and place of consideration of their appeal.

5.5. Appeals regarding changes to entrance exam scores (number of points) must be submitted in person by applicants on the day after the results are announced.

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- 5.6. The university admissions committee accepts appeals throughout the working day (until 6 p.m.).
- 5.7. The consideration of an appeal does not constitute a retake of the exam. During the consideration of the appeal, only the correctness of the test results is checked.
- 5.8. The applicant has the right to be present during the consideration of the appeal.
- 5.9. The appealed work is considered by the members of the appeals committee in the presence of the author of the work.
- 5.10. One of the parents or legal representatives has the right to be present with a minor applicant (under 18 years of age), except for minors who are recognized by law as having full legal capacity before reaching the age of majority.
- 5.11. After considering the appeal, the appeal committee makes a final decision on the number of points for the test. The commission may decide to leave the number of points unchanged, increase it, or decrease it.
- 5.12. The decision of the appeals committee, recorded in the minutes, shall be communicated to the applicant (against signature).
- 5.13. The decision of the appeals commission, recorded in the minutes, shall be approved by the admissions committee.
- 5.14. A copy of the appeal commission's decision shall be kept in the applicant's personal file as a strictly accountable document for one year.
- 5.15. If it is necessary to change the number of points (both in the case of an increase and a decrease), a protocol of the appeal commission's decision shall be drawn up, in accordance with which the changed number of points shall be entered in the applicant's examination paper and the "Examination Sheet."
- 5.16. If the number of points changes or remains unchanged, the applicant shall write their consent (disagreement) with the number of points received on the appeal application.
- 5.17. The results of the vote of the members of the appeals commission are final and cannot be revised.
- 5.18. A repeat appeal for applicants who did not appear within the specified time limit shall not be scheduled or held.