

| Quality Management System | | |
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| Registration number 01-05/40 | Regulation on the Subject Committee of Adam University | Order number and date № 53 – ОД dated 25.06.2025 |

ADOPTED

Academic Council of AU

Protocol № 9

dated 29.05.25

APPROVED

Rector of Adam University

Prof. Sirmbard S.R.



25» June 2025

**REGULATION
ON THE SUBJECT COMMITTEE
for the 2025–2026 academic year**

Bishkek 2025

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1. General provisions

- 1.1. This Regulation defines the powers and procedures of the subject committees at Adam University.
- 1.2. The Regulation on the subject committee have been developed in accordance with the 'Rules for Admission to Adam University' for the 2025-2026 academic year.
- 1.3. Subject committees are established to conduct entrance examinations, prepare the necessary materials in a timely manner, and objectively assess the abilities and aptitudes of applicants.
- 1.4. Subject committees are guided in their work by the legislation of the Kyrgyz Republic in the field of education, the Charter of Adam University, the Rules for Admission to Adam University, and this Regulation.
- 1.5. This Regulation shall remain in force until amendments are made or new ones are adopted.

2. Structure and composition of subject committees

- 2.1. Subject committees are established for all disciplines for which the university conducts entrance examinations.
- 2.2. Subject committees carry out their work during the period of entrance examinations.
- 2.3. Subject committees are formed from among qualified teachers who, as a rule, teach subjects corresponding to the subjects covered by the entrance examinations. Teachers from other educational institutions may be invited to participate in subject examination committees on a part-time basis.
- 2.4. The number of members of the subject committee is determined based on the approximate number of applicants who will take the entrance examinations in the relevant subjects, as well as taking into account the deadlines and standards for checking the examination materials of applicants.
- 2.5. The composition of subject committees is approved by order of the rector.
- 2.6. Changes to the composition of subject committees may be made, if necessary, by order of the rector of the university.

3. Authority and functions of subject committees

- 3.1. Subject committees perform the following functions:
 - timely preparation of examination materials;
 - conducting consultations for applicants;
 - participation in entrance examinations and appeals;
 - objective assessment of applicants' abilities and aptitudes.
- 3.2. In order to perform their functions, subject committees have the right to request and receive the necessary documents and information from authorised persons in accordance with the established procedure.
- 3.3. During entrance examinations, persons included in subject committees may not be on holiday or business trips.
- 3.4. The term of office of subject committees is one year.

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4. Rights and responsibilities of members of subject examination committees

4.1. The subject committee is obliged to:

- prepare tasks for the formation of examination materials, observing confidentiality and the established procedure for ensuring information security;
- participate in consultations, entrance examinations and appeals;
- check the examination materials of applicants, observing confidentiality and the established procedure for ensuring information security.

4.2. 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 subject examination commission shall be liable in accordance with the legislation of the Kyrgyz Republic.

5. Procedure for the work of the subject committee

5.1. Responsibilities of the subject committee:

- conducting consultations and entrance examinations;
- ensuring a calm and friendly atmosphere, providing applicants with the opportunity to fully demonstrate their level of knowledge and skills;
- conducting entrance examinations in a specially prepared room that provides the necessary conditions for applicants to prepare for and take entrance examinations, including online;
- evaluating the results of entrance examinations in accordance with current legislation;
- announcing the results of entrance examinations in accordance with current legislation;
- ensuring the established procedure for the preparation and storage of examination records and written works;
- familiarisation with the rules for submitting and considering appeals against the results of entrance examinations;
- compliance with the procedure for admitting applicants who have missed the examination for a valid reason.

5.2. The number, list, forms of conduct and assessment system for the subject committee's entrance examinations are determined by the university's admission rules.

5.3. All entrance examinations are conducted in accordance with programmes corresponding to the educational programmes of basic general and/or secondary (complete) general education. It is unacceptable to include in the entrance examination programme questions that are not reflected in the educational programmes of basic general and/or secondary (complete) general education.

5.4. The entrance examination materials are reproduced in the required quantity. Each set is sealed and stored as a strictly accountable document in the university admissions committee.

5.5. Applicants are provided with consultations on the content of the entrance examination programmes, the organisation of the entrance examinations, the assessment criteria and the

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requirements. Consultations between applicants and examiners during the entrance examinations are only permitted in relation to the wording of the test questions.

5.6. Entrance examinations are conducted in the form of interviews, tests, reviews or in another form determined by the admission rules developed by the University in accordance with the procedure established by current legislation.

5.7. Examination papers submitted for tests conducted at the university are assessed anonymously, under a code. The examination papers of applicants are coded by the executive secretary of the admissions committee and then forwarded to the chair of the subject committee for review. The papers are decoded only after the grades have been entered on the examination papers, before they are transferred to the examination record. Each examination paper of the applicants is signed by at least two examiners. Examination papers that are graded below the minimum number of points required to pass the entrance examination must also be signed by the chair of the subject examination committee. The marks awarded by the subject examination committee shall be entered on the examination paper, in the examination record and on the applicant's examination sheet.

5.8. The results of entrance examinations to another educational institution may be credited to the applicant if there is a corresponding document, which shall be noted in the examination sheet.