

“Approved”

Academic Council

Minutes No. 40 dated 04/25/2018

Rector of the "IUK"



**REGULATION
ON THE APPEAL COMMISSION
«INTERNATIONAL UNIVERSITY OF KYRGYZSTAN»**

1. The Regulations on the Appeal Commission (hereinafter - the Regulations) have been developed in accordance with the Regulations "On the Educational Organization of Higher Professional Education of the Kyrgyz Republic", "The Procedure for Admission to Higher Educational Institutions of the Kyrgyz Republic", "The Procedure for Admission to the “International University of Kyrgyzstan” (hereinafter referred to as the university).

2. The applicant has the right to familiarize himself with his work in the manner prescribed by these Regulations.

3. To consider appeals for the period of entrance examinations, by order of the rector, an appeal commission is created and appointed its chairman. In the absence of the chairman, his duties are performed by the deputy chairman (from among the members of the selection committee). The appeal committee includes the executive secretary of the admissions committee, the deputy executive secretary of the admissions committee.

4. The appeal commission may not include persons whose actions are being appealed.

5. Based on the results of the admissions test conducted at the university, the applicant has the right to submit to the appeal commission a written appeal on violation, in his opinion, of the established procedure for conducting the test and (or) disagreement with his (their) results (hereinafter the appeal).

6. An appeal is a reasoned written statement of the applicant either about a violation of the admissions test procedure, which led to a decrease in the mark, or about the erroneousness, in his opinion, of the mark on the admissions tests (testing). In the application, the applicant must indicate specific complaints about the quality of the test check.

7. Applications from second persons, including from relatives of the applicant, are not accepted or considered.

8. The executive secretary must notify the applicant of the time and place of consideration of his appeal.

9. Appeal on a change in the examination score the entrance test (number of points) is submitted by applicants personally the next day after the announcement of the results.

10. The admissions office of the university ensures the reception of appeals throughout the working day (until 17-00).

11. Consideration of appeals is carried out from 15-00 to 17-00.

12. Consideration of an appeal is not a retake of the exam. During the consideration of the appeal, only the correctness of the assessment of the test results is checked.

13. The applicant has the right to be present at the consideration of the appeal.

14. An applicant applying for a review of the assessment must have a document proving his identity.

15. The appealed work is considered by the members of the appeal commission in the presence of the author of the work.

16. One of the parents or legal representative has the right to be present with a minor applicant (under 18 years old), except for minors recognized in accordance with the law as fully capable before reaching the age of majority.

17. After consideration of the appeal, the final decision of the appeal committee on the number of test scores is made. By the decision of the commission, the number of points can be left unchanged, increased or decreased.

18. One of the parents or legal representative present at the appeal with a minor applicant does not participate in the discussion of the work and does not comment on the actions of the appeal commission.

19. The decision of the appeal commission drawn up in the minutes is brought to the attention of the applicant (against signature).

20. The decision of the appeal committee drawn up in the minutes is approved by the selection committee.

21. A copy of 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.

22. If it is necessary to change the number of points (both in the case of its increase and decrease), a protocol of the decision of the appeal commission is drawn up, in accordance with which the changed number of points is entered in the applicant's examination work and the "Examination sheet".

23. If the number of points changes or remains unchanged, the applicant personally writes consent (disagreement) with the received number of points on the application for appeal.

24. The results of voting by members of the appeal commission are final and not subject to revision.

25. A repeated appeal for applicants who did not appear at it within the specified period is not assigned and is not carried out.