



"International University of Kyrgyzstan"

Quality Management System  
Regulation  
on the appeal of current and final control  
IUK-QMS-R-2.1.4. -2021

**"APPROVED"**  
**Rector of the IUK**  
**prof. Saychenko E. Yu.**

" " 2021

Academic Council Minutes

№ \_\_\_\_\_ dated " " 2021



REGULATION

on the appeal of current and final control of the "IUK"

QMS-R-2.1.4. -2021

Bishkek city



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## **1. GENERAL PROVISIONS**

1.1. This Regulation on the appeal of the current and final control of the "International University of Kyrgyzstan" (hereinafter referred to as the Regulation) determines the procedure, procedures, deadlines for filing an appeal by students and the work of the appeal commission.

1.2. An appeal in this regulation is understood as a reasoned written appeal (statement) of a student who does not agree with the results of the assessment or the procedure for acceptance, current and / or final control.

1.3. Students of secondary vocational education, bachelor's, master's and medical faculty of the ISM, who are studying at the "IUK", have the right to appeal.

1.4. The regulation was developed with the aim of objectively ensuring compliance with uniform requirements and resolving controversial issues in the assessment and conduct of current and final controls.

1.5. The Regulation was developed in accordance with the Law of the Kyrgyz Republic "On Education" dated April 30, 2003 No. 92, the Regulation "On the organization of the educational process on credit technology of education in the "IUK", the Regulation" On the modular grade-rating system for assessing the knowledge of students in the "IUK".

1.6. This Regulation does not apply to final state attestations.

## **2. APPEAL PROCEDURE**

2.1. A student who disagrees with the results of the current and / or final control, or believes that the procedure for acceptance, current and / or final control has been violated, has the right to appeal to the appeal commission.

2.2. The appeal is submitted only by the student who participated in the current or final control. No appeal will be accepted from other persons, including relatives.

2.3. The appeal is not accepted and is not subject to consideration:



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- according to the content and structure of examination tasks;
- on violation by the student of the rules of conduct on the exam.

2.4. The appeal can be made in the following cases:

- text tasks have incorrect wording;
- text tasks do not contain the correct answer
- text tasks contain several correct answers, and the student is asked to choose the only correct answer;
- test assignments or the content of tickets for oral or written exams, go beyond the curriculum available in the teaching materials;
- in other cases.

2.5. The student submits an appeal (application) addressed to the chairman of the appeal commission (Appendix # 1).

2.6. The application must indicate: full name. student, course, direction, group, discipline and the reason the student disagrees.

2.7. The application is submitted to the appropriate dean's office, where the student is studying, within 48 hours from the date of the announcement of the assessment of the current or final control.

2.8. The student has the right to familiarize himself with his examination work.

### **3. COMPOSITION AND WORKING PROCEDURE OF THE APPEAL COMMISSION**

3.1. The appeal commission is formed on the basis of the order of the rector of the "IUK".

3.2. The Appeal Commission is created from among the current employees of the "IUK".

3.3. The composition of the appeal commission is determined depending on the faculty, direction and specialization in which the student is studying.

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3.4. The Appeals Commission includes:

- head (dean, director) of the relevant faculty / unit, who is the chairman of the appeal commission;
- head of the department;
- specialist of the Education Department;
- instructor of a related discipline.

3.5. The secretary of the appeal committee is the specialist of the relevant department where the student is studying. The secretary has the following duties:

- organization of the work of the appeal commission;
- timely notification of the date and time and postponement of the meeting of the members of the appeal commission and the applicant;
- keeping the minutes of the meeting of the appeal commission;
- organization of online communication.

3.6. In the absence of the chairman, the work of the appeal commission is headed by the head of the department, who is entrusted with all the rights and duties of the chairman of the appeal commission.

3.7. The Appeal Commission carries out its work during the academic year.

3.8. The meeting of the appeal commission is held no later than 72 hours from the date of receipt of the appeal.

3.9. The decision of the appeal commission is made by a simple majority of votes from the total number of members present at the meeting. With the same number of votes, the final vote of the chairman of the appeal commission is decisive.

3.10. In the case of remote work in connection with the announcement of a distance (online) form of training, the appeal commission has the right to hold meetings online using the appropriate platforms.

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3.11. The meeting of the appeal commission is considered competent if it was attended by more than half of its obligatory members.

3.12. The meeting is held with the obligatory participation of the student who submitted the appeal. In the absence of a student for a good reason, the Appeal Commission has the right to postpone its meeting to another day with the subsequent notification of the student about the new date and time of the meeting.

3.13. The validity of the reason, the appeal committee determines independently based on the student's situation.

3.14. If the student, notified of the date and time of the meeting of the appeal commission, did not appear and did not report the reasons for his failure to appear, the appeal commission has the right to leave his application without consideration.

3.15. The decision of the appeal commission is drawn up in minutes and signed by the chairman, secretary and all members of the appeal commission.

3.16. Based on the results of the consideration of the appeal, the appeal commission has the right to make one of the following decisions:

- leave the appeal without consideration, if the student does not appear without a valid reason;
- refuse to satisfy the appeal and leave the assessment unchanged;
- satisfy the appeal and change the grade.

3.17. If the appeal is upheld, the revised score will be recorded on the appropriate sheet and in the AVN system.

3.18. The protocol, after being signed by all members of the appeal commission, is transferred by the secretary to the student department and kept in the student's personal file.

3.19. The decision of the appeal committee is final and not subject to revision.



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#### **4. PROCEDURE OF BECOMING LAW AND CHANGES TO THE REGULATION**

4.1. This Regulation comes into force from the moment of its approval by the rector and is valid until its cancellation.

4.2. The procedure for making amendments and additions to this Regulation is carried out according to the rules provided for by the internal procedure of the "IUK"



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## Appendix № 1

To the chairman of the appeal commission

\_\_\_\_\_  
(Full name of Director / Dean)

\_\_\_\_\_  
From \_\_\_\_\_  
(Name of the student)

\_\_\_\_\_  
\_\_\_\_\_  
(Direction, specialization, group, course)

\_\_\_\_\_  
(indicate phone number)

### APPEAL

I ask the Appeals Panel to reconsider my grade, in discipline

\_\_\_\_\_  
(indicate the name of the discipline)

exhibited by the teacher \_\_\_\_\_,  
(full name of the teacher)

in the \_\_\_ semester 202\_ - 202\_ of the academic year, I disagree with this  
assessment due to \_\_\_\_\_

(indicate reasons)

Date: "\_\_\_" \_\_\_\_\_ 20\_\_

Signature: \_\_\_\_\_