

Approved

Vice-Rector for Academic Affairs

_____E.Sh. Alymbaev

« _____ » _____ 2017

Provisions on the commission for the preliminary review of students-graduates documents applying for a diploma “with honors”

1. General provisions

- 1.1 Commission for the preliminary review of I.K.Akhunbaev KSMA students-graduates documents applying for a diploma “with honors” (Commission) it is a collegial organ whose main task is to review documents prepared by the technical secretaries of the State Final Certification on the basis of the analysis of students graduates personal files.
- 1.2 The purpose of the commission is to review and determine candidates for a diploma “with honors” and ensuring compliance with uniform requirements for the development and resolution of disputes.
- 1.3 The commission for the review and approval of applicants for a diploma “with honors” in its work is guided by:
 - The Constitution of the Kyrgyz Republic;
 - The Law of the Kyrgyz republic on education;
 - Regulations of the Ministry of Education and Science of the Kyrgyz Republic;
 - Resolution of the Government of the Kyrgyz republic on amendments to the resolution of the Government of the Kyrgyz Republic of 29.05.2012 №346 “On approval of regulatory legal acts regulating the activities of educational organizations of higher and secondary professional education of the Kyrgyz Republic”.

- Provision on documents of secondary, higher, additional and postgraduate professional education No. 53 of 3.02.2004.
- Provision on the procedure for the production, payment, storage, Issuance and Accounting of State-issued educational documents No. 346 of 29.05.2012
- Provision on the issuance of the diploma "with honors" of the I. K. Akhunbayev KSMA, according to which, for obtaining a diploma with honors for the entire period of study, the following are not allowed:
 - unsatisfactory and satisfactory grades that were retaken for positive ("good" and " excellent»);
 - failure to attend the exam for a disrespectful reason, regardless of the retake of the assessment; supporting documents must be submitted by the student no later than 10 days from the date of passing the exam / exams.

II Structure of the Commission

The personal membership of the Commission is approved annually by the order of the Rector. The Commission consists of the Chairman (Vice-Rector for Academic Affairs), the executive Secretary (Educational and Methodological Department) and the members of the commission:

- Head of the Educational and Methodological Department;
- Head of HR and Legal Department;
- Deans of faculties;
- Head of the student office management sector;
- Head of the internship sector
- Head of the educational and organizational-mass work department;
- Head of the Research, Innovation and Clinical Work department;
- Chairman of the student trade union committee;
- Chairman of the student Council.

The term of office of the Commission is estimated from the moment of issuing an order on the approval of its personnel until the end of the State final Certification.

III Organization of work

3.1. The date, time and place of the meetings of the Commission, determined in accordance with the order of the rector, the members of the Commission are notified by the executive secretary.

3.2 A meeting of the Commission is valid /eligible if more than half of its members attend it. The decision of the Commission on all issues is considered adopted if more than half of the members of the Commission present at the meeting voted for it. Voting is open. If the votes of the members of the Commission are equal, the chairman's vote is decisive.

3.3 Functions of the Commission:

- * Review of documents prepared by the technical secretaries State Final Certification in order to confirm their compliance with the requirements of the Regulations on the issuance of a diploma “with honors”;

- * Consideration of applications of students-applicants for a diploma “with honors” for the possibility of retaking exams in no more than two disciplines, except for the assessment "satisfactory" (applications are submitted for signed by the dean of the faculty).

3.4 According to the results of the Commission meeting, students-applicants whose candidacies were rejected for one reason or another, have the right to submit a written appeal (appeal) within one day from the date of the Commission meeting.

3.5 The student who filed the appeal has the right to be present at its consideration by the commission and to be acquainted with his personal file on an individual basis.

3.6 Second-party appeals, including relatives of applicants, are not accepted and are not considered.

3.7 After consideration of the appeal, a final decision is made by the Commission on the applicant's compliance with the requirements of the Regulations on the issuance of a diploma with “honors”.

3.8 In a case of a production need (confirmation of previously unaccounted facts), the Commission has the right to meet again before the graduates pass the Final State Certification.

3.9 The decision of the commission issued by the protocol is transmitted to the Rector of the KSMA.

