

REGULATIONS

on the final state examination of graduates of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Regulations on the final state examination for graduates of Jalal-Abad International University (hereinafter referred to as the Regulations) define the goals, objectives, forms, and procedures for organizing, conducting, and documenting the final state examination for graduates of Jalal-Abad International University (hereinafter referred to as the University, JAIU).

1.2. These Regulations apply to JIMU graduates enrolled in higher professional education programs offered by the University.

1.3. These Regulations are binding on faculties, departments, the Academic and Information Department, chairs and members of state examination commissions, supervisors of final qualification projects, students, and other persons involved in the organization and conduct of the final state examination.

1.4. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic “On Education”; ([Minjust of the Kyrgyz Republic](#))
2. Decree of the Cabinet of Ministers of the Kyrgyz Republic No. 329 dated June 10, 2025; ([Minjust Kyrgyz Republic](#))
3. Regulations on Higher and Post-Secondary Vocational Education Institutions of the Kyrgyz Republic; ([Ministry of Justice of the Kyrgyz Republic](#))
4. Regulations on State Educational Standards for Higher and Secondary Vocational Education in the Kyrgyz Republic; ([Ministry of Justice of the Kyrgyz Republic](#))
5. Regulations on the Final State Examination for Graduates of Higher Professional Education Institutions of the Kyrgyz Republic; ([Ministry of Justice of the Kyrgyz Republic](#))
6. Regulations on Documents for Secondary, Higher, Continuing, and Postgraduate Professional Education; ([Ministry of Justice of the Kyrgyz Republic](#))
7. State educational standards for relevant fields of study and specializations; ([Ministry of Justice of the Kyrgyz Republic](#))
8. the Charter of JAIU;
9. other local regulatory acts of JAIU.

1.5. If the provisions of these Regulations conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply. ([Ministry of Justice of the Kyrgyz Republic](#))

1.6. The final state examination is a mandatory concluding part of the completion of a higher professional education program. Its purpose is to establish the graduate’s level of training in accordance with the requirements of the state educational standard and their readiness for professional activity. ([Ministry of Justice of the Kyrgyz Republic](#))

1.7. The final state examination is conducted at an accredited university and its structural units authorized to implement the relevant educational programs. ([Ministry of Justice of the Kyrgyz Republic](#))

2. Goals and Objectives of the Final State Examination

2.1. The objective of the final state examination is to determine the graduate's level of preparedness to perform professional tasks and to establish whether the results of the educational program meet the requirements of the state educational standard. ([Ministry of Justice of the Kyrgyz Republic](#))

2.2. The objectives of the final state examination are:

1. to determine the extent to which the graduate has achieved learning outcomes;
2. to verify the development of universal, general professional, and professional competencies;
3. to assess the graduate's readiness for independent professional practice;
4. to decide on the awarding of a qualification and the issuance of a standard educational certificate. ([Ministry of Justice of the Kyrgyz Republic](#))

3. Forms of the final state examination

3.1. The forms of final state certification are determined by the state educational standard for the relevant field of study/specialization and the educational program of JAIU. ([Ministry of Justice of the Kyrgyz Republic](#))

3.2. The final state examination may include:

1. a state exam;
2. defense of a final qualification project;
3. other forms, if they are expressly provided for by the state educational standard. ([Ministry of Justice of the Kyrgyz Republic](#))

3.3. The specific list of forms of final state assessment for each educational program is approved by JAIU as part of the educational program, curriculum, and final state assessment program, taking into account the requirements of the State Educational Standard. ([Ministry of Justice of the Kyrgyz Republic](#))

4. State Certification Commission

4.1. Final state certification of graduates is conducted by a state certification commission established in accordance with the established procedure. ([Ministry of Justice of the Kyrgyz Republic](#))

4.2. The State Certification Commission is formed for each educational program or for a group of related educational programs.

4.3. The composition of the State Certification Commission is approved by order of the Rector of JAIU or by another administrative document in accordance with established procedures.

4.4. As a rule, the State Certification Commission consists of:

1. the chair of the commission;
2. the vice-chair of the commission, if necessary;
3. commission members from among the faculty;
4. representatives of employers and the professional community, if necessary;
5. the commission secretary.

4.5. The chair of the state certification commission organizes the commission's work, ensures compliance with the established procedure for conducting the final state certification, the objectivity of the evaluation, and the formalization of the commission's decisions.

4.6. The secretary of the State Certification Commission ensures the preparation of materials, the maintenance of minutes, the formalization of documents, and the transfer of materials in accordance with established procedures.

5. Admission to the final state certification

5.1. Students who have fully completed the curriculum or individual study plan for the relevant educational program and have met other requirements established by the educational program and local regulations of JAIU are admitted to the final state examination. This requirement logically follows from the fact that the final state examination is conducted upon completion of the full course of study. ([Ministry of Justice of the Kyrgyz Republic](#))

5.2. The basis for admission to the final state examination is a recommendation from the dean's office, agreed upon with the graduating department and the Academic and Information Department, and an order from the rector of JAIU.

5.3. The following students are not eligible to take the final state assessment:

1. who have not completed the curriculum;
2. who have academic deficiencies;
3. who have not completed their internships, if they are a mandatory part of the program;
4. who have not met the requirements for the final qualification project, if the defense of the final qualification project is required by the program.

6. Preparation and Conduct of the State Examination

6.1. The state examination is conducted in accordance with the final state assessment program approved in the prescribed manner.

6.2. The state examination program must include:

1. a list of learning outcomes and competencies to be assessed;
2. the content of the exam;
3. the format of the exam;
4. assessment criteria;
5. the procedure for conducting the exam;
6. list of permitted materials and resources;
7. the procedure for recording results.

6.3. The state examination may be conducted in written, oral, test, combined, practice-oriented, or other formats, provided that this complies with the State Educational Standards (GOS), the specifics of the educational program, and the approved IGA program. Such a decision falls within the competence of the higher education institution, subject to compliance with the GOS and the state regulations of the IGA. ([Ministry of Justice of the Kyrgyz Republic](#))

6.4. For medical and other practice-oriented educational programs at JAIU, it is permissible to include clinically oriented, situational, practical, and simulation components in the structure of the final state assessment, provided this complies with the State Educational Standard, the program profile, and the approved assessment materials. This follows from the requirements of the State Educational Standard regarding the assessment of a graduate's professional competence and from the university's right to specify the forms of the final state examination within the framework of the State Educational Standard. ([Ministry of Justice of the Kyrgyz Republic](#))

7. Preparation and Defense of the Final Qualification Project

7.1. The final qualification project is completed by the graduate independently under the guidance of an academic advisor.

7.2. The topics of final qualification theses must correspond to the profile of the educational program and the current challenges of science, practice, and professional activity.

7.3. The topics of final qualification theses are approved in accordance with established procedures.

7.4. The final qualification project is subject to preliminary review by the graduating department.

7.5. A graduate who has completed the thesis in accordance with the established requirements and received a positive evaluation from the graduating department is admitted to the defense of the final qualification thesis.

7.6. Requirements for the structure, scope, formatting, review procedure, evaluation, and defense of the final qualification project are determined by these Regulations, the methodological recommendations of ZhAMU, and the requirements of the relevant educational program, taking into account the State Educational Standards ([Ministry of Justice of the Kyrgyz Republic](#)).

8. Procedure for Conducting Commission Meetings

8.1. Meetings of the State Examination Commission are held on the dates established by the schedule for the final state examination, approved by JAIU.

8.2. A commission meeting is considered valid if the required number of commission members are present, in accordance with the local regulations of JAIU and the order establishing the commission's composition.

8.3. The commission's decision on the results of the certification examination is adopted during a closed discussion by a simple majority of the votes of the commission members present.

8.4. In the event of a tie, the chairperson of the commission has the casting vote.

8.5. The results of the final state certification are announced to graduates within the timeframes established by the IGA program and the commission's work schedule.

9. Evaluation of the Results of the Final State Certification

9.1. The evaluation of the results of the final state examination is conducted based on approved criteria and assessment materials.

9.2. The evaluation criteria must ensure:

1. objectivity;
2. transparency;
3. comparability of results;
4. alignment with the competencies being assessed and learning outcomes.

9.3. Based on the results of the final state assessment, the state assessment commission decides:

1. on passing the final state assessment;
2. on failure to pass the final state assessment;
3. on awarding a qualification to the graduate;
4. to issue a standard educational certificate. ([Ministry of Justice of the Kyrgyz Republic](#))

10. Retaking the final state examination

10.1. Individuals who have failed the final state examination or received an unsatisfactory result are entitled to retake the examination in accordance with the procedure established by the legislation of the Kyrgyz Republic and the local regulations of JAIU. The general admissibility of such a procedure stems from state regulation of the IGA and the internal rules of the educational institution. ([Ministry of Justice of the Kyrgyz Republic](#))

10.2. Retaking the final state examination is formalized in accordance with established procedures based on the graduate's application and a decision by JAIU.

10.3. Specific deadlines, admission requirements, and the list of required documents are determined by JAIU in the IGA program and internal regulations in compliance with the legislation of the Kyrgyz Republic.

11. Appeal

11.1. A graduate has the right to file an appeal regarding a violation of the established procedure for conducting the final state examination and/or disagreement with the result of the examination, if such a procedure is provided for by the local regulations of JAIU.

11.2. Appeals must be filed within the time limits and in accordance with the procedures established by the IGA program and the local regulations of ZhAMU.

11.3. To review appeals, JAIU shall establish an appeals committee or designate an authorized procedure for reviewing appeals.

11.4. The decision on the appeal shall be recorded in a protocol and communicated to the applicant.

12. Documentation of the Results of the Final State Certification

12.1. The proceedings of the meetings and the decisions of the State Certification Commission shall be recorded in minutes.

12.2. The minutes of the State Certification Commission's meetings, examination records, evaluation sheets, conclusions on final qualification projects, and other materials of the State Final Attestation are stored at JAIU in accordance with established procedures.

12.3. Based on the decision of the State Certification Commission, the Rector of JAIU issues an order:

1. on the completion of the final state certification;
2. on the conferral of a qualification;
3. on the issuance of an educational document;
4. if necessary, on dismissal due to completion of studies. The legal consequences of the IGA regarding the conferral of a qualification and the issuance of a diploma are established in the relevant acts of the Kyrgyz Republic. ([Ministry of Justice of the Kyrgyz Republic](#))

13. Powers of JAIU's Structural Units

13.1. Dean's Office:

1. compiles lists of graduates to be presented for the final state examination;
2. verifies compliance with the curriculum;
3. prepares materials for the admission order;
4. organizes coordination with the department and the Academic and Information Department.

13.2. Graduating Department:

1. develops the final state examination program;

2. compiles a pool of assessment tools;
3. organizes the preparation of graduates;
4. nominates candidates for the chair and members of the commission;
5. organizes the preliminary review of final qualification projects.

13.3. Academic and Information Department:

1. monitors compliance with the IGA schedule;
2. provides organizational and informational support for the procedure;
3. enters data into information systems and eBilim;
4. prepares the necessary analytical and reporting materials.

14. Responsibility

14.1. Officials and structural units of JAIU are responsible for compliance with the requirements of these Regulations, the objectivity of the evaluation, and the correct preparation of documents.

14.2. The chairperson and members of the State Attestation Commission are responsible for:

1. compliance with the established procedure for conducting the IGA;
2. the objectivity and impartiality of the evaluation;
3. maintaining the confidentiality of materials prior to the start of the certification;
4. the correct formatting of the commission's decisions.

14.3. The graduating department, the dean's office, and the Academic and Information Department are responsible for the timely preparation of documents, the accuracy of information, and the organizational support for the final state certification.

15. Final Provisions

15.1. These Regulations shall enter into force on the date of their approval.

15.2. Amendments and additions to these Regulations shall be made in accordance with established procedures.

15.3. Matters not covered by these Regulations shall be resolved in accordance with the legislation of the Kyrgyz Republic, state educational standards, the Charter of JAIU, and other local regulatory acts of the University. ([Ministry of Justice of the Kyrgyz Republic](#))

Appendix 1. Form of the Final State Examination Program

PROGRAM

for the final state examination
for the educational program _____

1. General Information

1. Field of study / major: _____
2. Profile / educational program: _____
3. Graduate's qualification: _____
4. Form of study: _____
5. Language of instruction: _____
6. Graduating Department: _____
7. Academic year: _____

2. Regulatory Basis

The final state examination program has been developed in accordance with:

1. State Educational Standards for the relevant field of study/specialization;
2. the curriculum of the educational program;
3. the Regulations on the final state examination for graduates of ZhAMU;
4. other local regulatory acts of ZhAMU.

3. Purpose of the final state examination

4. Objectives of the final state examination

5. Forms of the final state certification

1. state examination;
2. defense of the final qualification project;
3. Other: _____

6. List of learning outcomes and competencies to be assessed

No.	Learning Outcomes	Competencies	Form of IGA

7. State Exam

- 7.1. Format: _____
- 7.2. Exam structure: _____
- 7.3. List of subjects/modules: _____
- 7.4. Duration: _____

7.5. Assessment criteria: _____

7.6. List of permitted materials: _____

8. Final Qualifying Project

8.1. Requirements for the topic: _____

8.2. Structure requirements: _____

8.3. Formatting requirements: _____

8.4. Procedure for admission to the defense: _____

8.5. Evaluation criteria: _____

9. Procedure for conducting the final state examination

1. dates;
2. composition of the state examination commission;
3. admission procedure;
4. procedure for announcing results;
5. documentation procedure.

10. Appeal procedure

11. List of recommended reading and resources

12. Approval

The program was reviewed at a meeting of the Department of _____

Minutes No. ____ dated “_” _____ 20

Department Chair _____ /Full Name/

Approved by:

Dean of the Faculty _____ /Full Name/

Head of the Academic and Information Department _____ /Full Name/

Appendix 2

Form for the Schedule of the Final State Examination

SCHEDULE
for the final state examination
for the educational program _____

No.	Form of the Final State Examination	Date	Time	Auditorium / Platform	Group	Responsible

Approved by:

Rector of JAIU _____ /Full Name/

"_" _____ 20

Appendix 3

Form of the minutes of the meeting of the State Attestation Commission

Jalal-Abad International University
MINUTES No. ____
of the State Certification Commission

dated "_" _____ 20

Field of study / major: _____

Educational program: _____

Form of final state examination: _____

Venue: _____

Present:

Chair of the State Examination Commission _____

Commission members _____

Secretary _____

Agenda

Conducting the final state certification of graduates in the form of:

Reviewed

Graduate's Full Name _____

Thesis topic / exam content _____

Questions from the committee members

Brief description of the answer / defense

Commission's decision

To acknowledge that the graduate _____

1. has passed / failed the final state examination;
2. deserves a grade of _____;
3. to be awarded the qualification _____;
4. recommend / not recommend for the issuance of a diploma with honors.

Chair of the State Examination Commission _____ /Full Name/

Commission Members _____ /Full Name/

Secretary _____ /Full Name/

Appendix 4

Form for the Record of Final State Examination Results

STATEMENT

of final state examination results

Field of study / major _____

Educational Program _____

Academic year _____

No.	Graduate's Full Name	Form of IGA	Grade	Commission Decision	Signature

Chair of the State Examination Commission _____ /Full Name/

Secretary _____ /Full Name/

Appendix 5

Form for the Evaluation Sheet of the Final Qualification Project

EVALUATION SHEET

of the final qualification project

Graduate's Full Name: _____

Educational Program: _____

Thesis Topic: _____

Advisor: _____

No.	Criterion	Max. points	Score
1	Relevance of the topic	10	
2	Relevance of content to the topic and objective	10	
3	Comprehensiveness of theoretical analysis	15	
4	Quality of the practical/research component	20	
5	Validity of conclusions and recommendations	15	
6	Compliance with formatting requirements	10	
7	Quality of the presentation	10	
8	Quality of answers to questions	10	
	Total	100	

Conclusion:

Recommended final grade: _____

Member of the State Examination Commission _____ /Full Name/

“ - ” _____ 20

Appendix 6

Procedure for Filing and Reviewing Appeals

- 1.** A graduate has the right to file an appeal:
 1. regarding a violation of the established procedure for conducting the final state examination;
 2. regarding disagreement with the results of the final state examination.
- 2.** Appeals must be submitted in writing to the chair of the appeals committee / the rector of ZhAMU.
- 3.** The appeal must include:
 1. the graduate's last name, first name, and patronymic;
 2. the educational program;
 3. the format of the final state examination;
 4. the date of the examination;
 5. the substance of the appeal;
 6. reasons;
 7. date and signature.
- 4.** The appeal is registered in accordance with established procedures on the day it is filed.
- 5.** The appeal is reviewed by the appeals committee within the timeframes established by JAIU's local regulations.
- 6.** When reviewing the appeal, the committee has the right to:
 1. review the minutes of the committee meeting;
 2. hear the chair of the State Examination Commission, commission members, and the secretary;
 3. review written materials;
 4. decide to reject the appeal;
 5. decide to require the student to retake the relevant certification exam if there are grounds to do so.
- 7.** The decision of the appeals commission shall be recorded in the minutes and communicated to the graduate against signature or by other established means.

Appendix 9

Report Form of the Chair of the State Certification Commission

Jalal-Abad International University
SMK-20-19
Regulations on the Final State Examination of JIU Graduates

REPORT

of the Chair of the State Examination Commission
on the results of the final state examination

1. General Information

- 1.1. Field of study / major: _____
- 1.2. Educational program: _____
- 1.3. Graduate's qualification: _____
- 1.4. Mode of study: _____
- 1.5. Language of instruction: _____
- 1.6. Academic year: _____
- 1.7. Term of the State Examination Commission: _____
- 1.8. Chair of the State Examination Commission: _____
- 1.9. Composition of the State Examination Commission: _____

2. Information on the graduating class

- 2.1. Total number of graduates eligible for the final state examination: _____
- 2.2. Number of graduates actually admitted to the final state certification: _____
- 2.3. Number of graduates who passed the final state examination: _____
- 2.4. Number of graduates who did not pass the final state examination: _____
- 2.5. Number of graduates who received a diploma with honors: _____

3. Forms of the final state examination

3.1. The final state assessment was conducted in the following forms:

1. state exam;
2. defense of a final qualification project;
3. other: _____

3.2. Brief description of the organization and conduct of the final state assessment:

4. Analysis of the results of the final state assessment

- 4.1. General description of the graduates' level of preparation:
- 4.2. Level of development of graduates' professional competencies:
- 4.3. Quality of answers on the state exam / quality of the thesis defense:
- 4.4. Key strengths of graduate training:
- 4.5. Main identified shortcomings in graduate training:

5. Analysis of final qualification projects

- 5.1. Quality of the topics of final qualification projects:
- 5.2. Degree of relevance and practical significance of the theses:
- 5.3. Level of independence demonstrated by graduates in completing their final qualification projects:
- 5.4. Quality of formatting, structure, and presentation of results:
- 5.5. Main comments on final qualification projects:

6. Evaluation of the organization of the work of the State Examination Commission

- 6.1. Compliance with deadlines and the schedule for the final state certification:
- 6.2. Availability of necessary documentation and materials:
- 6.3. Conditions for holding commission meetings:
- 6.4. Organizational and technical support for the procedure:
- 6.5. Performance of the commission secretary, the dean's office, the department, and the Academic and Information Services Department:

7. Conclusions and recommendations

- 7.1. General conclusion regarding the quality of graduate preparation:
- 7.2. Recommendations for improving the educational program:
- 7.3. Recommendations for improving the organization of the final state examination:
- 7.4. Suggestions for improving the teaching process, course content, internships, and final qualification projects:

8. Final Conclusion

The State Certification Commission considers that the level of preparation of graduates of the educational program _____ meets / does not meet the requirements of the state educational standard and allows / does not allow the graduates to be awarded the corresponding qualification.

Chair of the State Certification Commission
_____/Full Name/

"_" _____ 20

Appendix 10

Form of the Order on Admission to the Final State Examination

JALAL-ABAD INTERNATIONAL UNIVERSITY ORDER

"_ " _____ 20 No. _____

Jalal-Abad

On the admission of students to the final state examination

In accordance with the Regulations on the final state examination for graduates of Jalal-Abad International University, the curriculum, the academic calendar, and based on the recommendation of the Dean's Office, the conclusion of the graduating department, and information from the Academic Information Department

I ORDER:

1. To admit to the final state examination students who have fully completed the curriculum / individual study plan, have no academic debts, and have met the established requirements of the educational program:

Field of study / Major: _____

educational program: _____

form of study: _____

Language of instruction: _____

List of students admitted to the final state examination:

No.	Student's Full Name	Course	Group	Form of Final State Examination
1				
2				
3				

2. The Dean of the Faculty _____ shall ensure the organization of the final state examination in accordance with the approved schedule.

3. The Head of the graduating department _____ shall ensure that the necessary materials for the final state examination are ready.

4. The Head of the Academic and Information Department _____ shall ensure organizational and informational support for the procedure and the entry of relevant data into the University's record-keeping systems.

5. The Vice Rector for Academic Affairs shall be responsible for overseeing the implementation of this order.

Rector _____ /Full Name/

Basis:

1. Submission from the Dean's Office dated "_ " _____ 20

2. Minutes of the meeting of the graduating department No. ___ dated “_” _____
20
3. Information from the Academic and Information Department regarding the implementation of the curriculum.

Appendix 11

Form of the order approving the composition of the State Examination Commission

JALAL-ABAD INTERNATIONAL UNIVERSITY ORDER

"_ " _____ 20 No. ____
Jalal-Abad

On the Approval of the Composition of the State Certification Commission

For the purpose of organizing and conducting the final state certification of graduates of Jalal-Abad International University under the educational program _____, in accordance with the Regulations on the final state certification of JAIU graduates

I ORDER:

1. To approve the State Examination Commission for the field of study / specialty _____, educational program _____ for the _____ academic year with the following composition:

Chair of the State Certification Commission:

Vice Chair (if necessary):

Commission members:

Secretary of the Commission:

2. The State Certification Commission shall ensure that the final state certification is conducted within the established timeframes in accordance with the approved program and schedule.

3. The Dean of the Faculty _____ and the Head of the Graduating Department _____ shall ensure the preparation of documents, materials, and organizational conditions for the commission's work.

4. The Head of the Academic and Information Department _____ shall ensure organizational and informational support for the commission's work.

5. The Vice Rector for Academic Affairs shall be responsible for monitoring the implementation of this order.

Rector _____ /Full Name/

Basis:

1. Recommendation from the Faculty / Graduating Department dated "_ " _____ 20
2. Decision of the Academic and Methodological Council / other authorized body dated "_ " _____ 20
3. Memorandum from the Academic and Information Department dated "_ " _____ 20

Appendix 12

Form of the order on the conferral of a qualification and the issuance of a diploma

JALAL-ABAD INTERNATIONAL UNIVERSITY ORDER

" _ " _____ 20 No. _____

Jalal-Abad

On the Awarding of Qualifications and Issuance of Diplomas to Graduates

In accordance with the results of the final state examination, based on the minutes of the meetings of the State Examination Commission, and in connection with the completion of the higher professional education program

I ORDER:

1. To award the qualification _____ and issue a diploma of higher professional education to the following graduates:

Field of study / major: _____

educational program: _____

form of study: _____

Language of instruction: _____

No. Graduate's Full Name Qualification Diploma series/No. Note

2. Award diplomas with honors to the following graduates:

No. Graduate's Full Name Degree Diploma Series/No.

3. The Dean of the Faculty of _____ shall ensure the completion of the graduates' personal files.

4. The Academic and Information Department shall ensure that the information is entered into the University's accounting and information systems.

5. The Vice Rector for Academic Affairs shall be responsible for overseeing the implementation of this order.

Rector _____ /Full Name/

Basis:

1. Minutes of the meeting of the State Examination Commission No. ___ dated “_” _____ 20
2. Submission from the Dean’s Office dated “_” _____ 20
3. Summary of the results of the final state certification.

Appendix 13

Form of the order for dismissal due to completion of studies

JALAL-ABAD INTERNATIONAL UNIVERSITY ORDER

“_” _____ 20 No. _____
Jalal-Abad

On the Dismissal of Students Upon Completion of Studies

In connection with the full completion of the higher professional education program, the successful passing of the final state examination, and the awarding of the corresponding qualification

I ORDER:

1. To remove the following graduates from the student body of Jalal-Abad International University upon completion of their studies:

Field of study / Major: _____
 educational program: _____
 form of study: _____
 Language of instruction: _____

No.	Graduate's Full Name	Class	Group	Reason
1				Completion of studies
2				Completion of training
3				Completion of studies

2. The Dean of the Faculty of _____ shall ensure the completion of academic documentation and the transfer of student files in accordance with established procedures.

3. The Academic and Information Department shall ensure that the relevant information is entered into the University’s accounting and information systems.

4. The Vice Rector for Academic Affairs shall be responsible for overseeing the implementation of this order.

Rector _____ /Full Name/

Basis:

1. Minutes of the meeting of the State Examination Commission No. ___ dated “_”
_____ 20
2. Order No. ___ on the Award of a Degree and Issuance of a Diploma, dated “_”
_____ 20
3. Recommendation from the Dean’s Office dated “_” _____ **20**

Appendix 14

Form of the Minutes of the Appeals Committee Meeting

JALAL-ABAD INTERNATIONAL UNIVERSITY
MINUTES No. ____
of the Appeals Committee meeting
to review the appeal regarding the final state examination

Jalal-Abad
“_” _____ 20

1. General Information

1.1. Graduate's last name, first name, and patronymic: _____

1.2. Field of study / major: _____

1.3. Educational program: _____

1.4. Form of final state examination: _____

1.5. Date of the final examination: _____

1.6. Date of appeal: _____

1.7. Basis for the appeal:

1. violation of the established procedure for conducting the final state assessment;
2. disagreement with the results of the final state examination;
3. other: _____

2. Composition of the Appeals Committee

Chair of the Committee _____

Committee members _____

Secretary of the Committee _____

3. Information on those present

Present at the meeting:

1. Graduate / Applicant _____

2. Chair of the State Certification Commission _____

3. Members of the State Certification Commission _____

4. other invited persons _____

4. Content of the Appeal

The appellant stated the following:

Summary of the arguments presented:

5. Materials reviewed by the Appeals Commission

The Appeals Committee reviewed:

1. the graduate's written appeal;
2. the minutes of the State Certification Commission meeting;
3. examination record / grade sheet;
4. the final qualification project / state exam materials;
5. written explanations from the chairperson / members of the State Examination Commission, if available;
6. other documents: _____.

6. Course of the Appeal Review

Speakers:

It was established:

7. Decision of the Appeals Committee

Based on the results of the appeal review, the committee decided:

1. to dismiss the appeal and leave the result of the final state examination unchanged;
or
2. to grant the appeal in full or in part;
or
3. to acknowledge a violation of the established procedure for conducting the final state examination;
or
4. order the relevant examination to be retaken;
or
5. other decision: _____.

Reasoned decision of the commission:

8. Voting results

"For" _____

"Against" _____

"Abstained" _____

9. Final provisions

9.1. The decision of the Appeals Committee has been communicated to the applicant.

9.2. A copy of these minutes shall be retained in accordance with established procedures.

9.3. If necessary, the decision of the Appeals Committee shall serve as the basis for the issuance of a corresponding order by JAIU.

Chair of the Appeals Committee

_____/Full Name/

Members of the Commission

_____/Full Name/

_____/Full Name/

_____/Full Name/

Secretary of the Commission

_____/Full Name/

I have reviewed the minutes:

_____ /Graduate's Full Name/

“ ” _____ 20

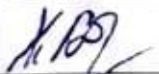
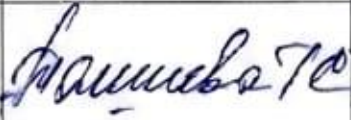







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

Effective date: “ ” 20

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

