

MINISTRY OF EDUCATION AND SCIENCE OF KYRGYZ REPUBLIC
ADAM UNIVERSITY

APPROVED



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Regulations on the final state certification of graduates

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Regulations on the final state certification of graduates of ADAM University

Regulations on the final state certification of graduates of ADAM University (hereinafter referred as - University) were developed in accordance of the application NO: 4 Resolutions from May 19, 2012 y. NO: 346 "On approval of regulatory legal acts regulating the activities of educational organizations of higher and secondary professional education of the Kyrgyz Republic".

This Regulation defines the procedure for the final state certification of University students.

1. General Regulations

- 1.1 The development of educational programs of higher professional education ends with the mandatory final state certification of graduates.
- 1.2 The Regulation on the final state certification of University graduates (hereinafter referred as - Regulation) applies to graduates studying in all forms of higher professional education and levels of education.
- 1.3 The purpose of the final state certification is to determine the level of preparation of University graduates to perform professional tasks, compliance of their training with the requirements of the state educational standard of higher professional education in the relevant field (specialty), as well as the approved competence model of a University graduate.
- 1.4 The final attestation exams, which are part of the final state attestation, are allowed for those who have successfully completed in full the development of the main educational program in the direction (specialty) of higher professional education, developed by the University, in accordance with the requirements of the state educational standard of higher professional education.

On condition of successful completion of all the established types of final attestation exams included in the final state certification, the graduate is awarded the appropriate professional qualification or academic degree and a state-issued diploma of higher professional education is issued.

2. Types of final attestation exams

- 2.1 The types of final attestation exams of the final state certification of University graduates include:
 - defense of the final qualifying work
 - state interdisciplinary examination

The list of mandatory final attestation exams is established by the state educational standard of higher professional education.

- 2.2 Final qualification works are carried out in the forms corresponding to certain levels of higher professional education:
 - for an academic bachelor's degree - in the form of a bachelor's final qualifying work;
 - for the qualification of a specialist - in the form of a thesis work (project);
 - for an academic Master's degree – in the form of Master's dissertation.
- 2.3 The topics of the final qualifying work are determined in accordance with the established procedure by the relevant University programs. The student may be given a right to choose the topic of the final qualifying work in accordance with the

procedure established by the University, up to the proposal of his own topic with the necessary justification for the expediency of its development. To prepare the final qualifying work, a supervisor is assigned to the student.

Bachelor's graduation works can be based on the generalization of completed coursework and projects and be prepared for defense in the final period of theoretical training. Final qualifying works completed upon completion of the main educational programs for bachelors, specialists and masters are subject to review in order to get admission to the defense and confirmation of a sufficient level of conducted research by external experts. The composition of reviewers is usually determined among production specialists, employees of scientific institutions of the relevant profile. As a rule, professors and teachers of other higher educational institutions can also be reviewers. For reviewing Master's work, as a rule, teachers, who have an academic degree not lower than a candidate of sciences or equivalent, are involved.

The finished final qualifying work with a review is submitted to the program for admission no later than 3 working days before the start of the defense of the final qualifying work in accordance with the schedule.

2.4 The conditions and deadlines for the completion of final qualifying works are established by the University on the basis of these Regulations and the schedule of the educational process, relevant state educational standards of higher professional education and recommendations of educational and methodological associations.

2.5 The programs of state examinations (in individual disciplines), the final interdisciplinary examination in the areas (by specialties) and the evaluation criteria for final attestation exams are approved by the educational and methodological council of the University.

3. State attestation commissions

3.1 State attestation commissions in their activities are guided by the legislation of the Kyrgyz Republic in the field of education, this Regulation, state educational standards of higher professional education, educational and methodological documentation developed by the University.

The main functions of the state attestation commission are:

- determination of compliance of graduate's preparation with the requirements of the State educational standard of Higher professional education, the competence model of a University graduate in the relevant field (specialty) and the level of his preparation;
 - making a decision on awarding a professional qualification or academic degree based on the results of the final state attestation and issuing a corresponding state diploma of higher professional education to the graduate;
 - development of recommendations aimed at improving the preparation of graduates based on the results of the work of the state attestation commission.
- 3.2 To conduct the final state attestation, the University proposes the composition of the state attestation commission for each direction and specialty for approval by the Ministry of education and science of the Kyrgyz Republic.

At the suggestion of the University program, several state attestation commissions can be approved for one basic educational program of higher professional education in accordance with the profiles being implemented.

State attestation commissions are valid for one calendar year.

- 3.3 The state attestation commission is formed from the teaching staff of the University and researchers, as well as people invited from outside organizations (not less than 3);
- specialists of enterprises, institutions and consumer organizations;
 - personnel of this profile, leading teachers and researchers of other higher educational institutions.
- 3.4 The state attestation commission is headed by the chairman, who organizes and controls the activities of the commission, ensures the unity of the requirements for graduates.
- 3.5 The chairman of the state attestation commission should be a person who does not work at the University, from among doctors of sciences, professors of the relevant profile, and in their absence - candidates of sciences or major specialists of enterprises, organizations, institutions who are consumers of personnel of this profile.

4. The procedure for the final state attestation

- 4.1 The procedure for conducting state attestation exams is developed by the University programs on the basis of this. Regulations and is brought to the attention of students of all forms of education no later than six months before the start of the final state attestation. Students are provided with state examination programs, they are provided with the necessary conditions for preparation and consultations are held.

To conduct the final state attestation, the Educational Department prepares the following set of documents and submits them to the secretary of the SAC:

- an order on admission of students, no later than one month before the start of the final state attestation;
 - summary statement on the implementation of the curriculum throughout the entire period of study (Appendix No. 1);
 - forms of protocols of the commission meeting (Appendices No. 2,3,4);
 - examination sheets for attestation exams (Appendix No. 5,6).
- 4.2 The defense of the final qualifying work (with the exception of works on closed topics) is held at an open meeting of the state attestation commission with the participation of at least two-thirds of its composition. The procedure for taking state exams is established by the University programs. The duration of the meeting of the state attestation commission should not exceed 6 hours a day.

The results of any of the types of attestation exams included in the final state attestation are determined by the grades "excellent", "good", "satisfactory", "unsatisfactory" and are announced on the same day after the protocol of the commission meetings is drawn up in accordance with the established procedure. The assessment made by the commission is final.

Individuals who have successfully completed the full development of the basic educational program in the direction (specialty) of higher professional education, developed by the University in accordance with the requirements of the state educational standard of higher professional education, and have successfully passed all other types of final attestation exams, are allowed to defend the final qualification work. Retake of state attestation exams and re-defense of final qualifying works is not allowed.

- 4.3 The decision on awarding an academic degree to a graduate in the direction of bachelor's or master's degree and qualification in the specialty (direction) of specialist training and the issuance of a diploma of higher professional education of the state standard is made by the state attestation commission based on the positive

results of the final state attestation, drawn up by the protocols of the state attestation commissions.

Decisions of the state attestation commission are taken at closed meetings by a simple majority of votes of the members of the commissions participating in the meeting, with the mandatory presence of the chairman of the commission or his deputy. With an equal number of votes, the chairman of the commission (or the deputy chairman of the commission) has the right to a decisive vote. All decisions of the state attestation commission are formalized by protocols.

- 4.4 A diploma with honors is issued to a graduate who has passed the exams with an excellent grade of at least 75 percent of all disciplines included in the diploma supplement, and for the rest of the disciplines included in this appendix - with a good grade and who has passed the final state attestation only with excellent grades.

A graduate who has studied in a two-level system of higher education, a diploma with honors is issued on condition that the program of full higher professional education is completed, taking into account the corresponding basic education (bachelor) and has passed the final state attestation with excellent grades at all levels.

- 4.5 Individuals, who have completed the development of the basic educational program and have not confirmed the compliance of the training with the requirements of the state educational standard of higher professional education when passing one or more final attestation exams, when reinstated at the university, repeated final attestation exams are assigned in accordance with the procedure determined by the University. If the repeated attestation exam is the defense of the final qualifying work, then the student is given a new topic and tasks.
- 4.6 Repeated final attestation exams are appointed no earlier than three months and no more than five years after passing the final state attestation for the first time. The University assigns repeated final attestation exams no more than twice.
- 4.7 Individuals who have not passed the final attestation exams for a good reason (due to medical testimony, for family reasons, documented, who are studying under academic mobility programs) should be given the opportunity to pass the final attestation exams without being expelled from the university.

Additional meetings of state attestation commissions are organized in accordance with the procedure established by the University.

Additional meetings of state attestation commissions are organized in the following order:

- a. A student who has not passed the final attestation exams for a good reason submits an application addressed to the rector to the educational department, with the provision of supporting documents;
- b. The educational department prepares a draft order and gets signature from the rector;
- c. After the order is issued, the educational department draws up the schedule of the SAC meeting, forms a package of documents (protocols, examination sheet, a copy of the admission order) for the SAC and is given to the secretary of the SAC;
- d. The secretary of the SAC informs the student and the members of the SAC about the schedule and organizes SAC;
- e. At the end of the meeting of the SAC, the secretary gives the documents to the educational department;

- f. The educational department, after receiving the documents of the meeting of the SAC, organizes the issuance of a diploma of higher professional education.
- 4.8 The procedure for the preparation and submission of documentation by the secretaries of the Chairmen of the SAC.

The secretary of the SAC forms a folder with documentation in the following order:

- a. Act on acceptance of the transfer of documentation;
- b. The report of the chairman of the SAC;
- c. The order on the composition of the SAC;
- d. The order on the appointment of the secretary of the SAC;
- e. The order on the admission of students to attestation exams;
- f. Orders on fixing the topics of final qualifying works, supervisors and the practice base;
- g. Program of the SAC;
- h. Examination tickets;
- i. Examination sheet;
- j. Protocols of the commission meeting;
- k. Summary examination sheet

Corrections are not allowed when making the minutes of the meeting of the SAC. In case of damage to the protocol, it is crossed out diagonally, and the following protocol is filled in by numbering.

Corrections are not allowed when making the examination sheet.

Upon completion of the meeting of the SAC, the chairman of the commission draws up a report on the work of the state attestation commission, which is heard at the Academic Council of the University and, together with recommendations on improving the quality of professional training of specialists, are submitted to the founder and to the Ministry of Education and Science of the Kyrgyz Republic within two months after the completion of the final state attestation of graduates. The protocols of the final state attestation of graduates are stored in the archive of the University.

INFORMATION ABOUT THE IMPLEMENTATION OF THE CURRICULUM BY STUDENTS

Direction/specialty

Academic degree/qualification _____

Group	Full name	GPA	Diploma with honors	Name of the discipline						
				Number of hours № of the discipline						

Head of educational department

Protocol № _____
meeting of the State attestation commission

« ____ » _____ 20__ y.

from _____ h _____ min
to _____ h _____ min

Attended: Chairman of the SAC, _____
(full name, academic degree and title, place of work)

Members of the commission:

(full name, academic degree and title, place of work)

(full name, academic degree and title, place of work)

(full name, academic degree and title, place of work)

On passing the final State interdisciplinary comprehensive exam in the direction /
specialty _____
with the indication of the cipher _____

The student _____ is being examined
(full name)

Examination ticket № _____

Questions: _____

General characteristics to students' answer for the given questions

Recognize that the student passed final state examination with assessment

Note, that _____

Specific opinion of the Commission members _____

CHAIRMAN: _____

MEMBERS OF STATE ATTESTATION COMMISSION: _____

SECRETARY: _____

Appendix №3

Protocol № _____
meeting of the State attestation commission on defense graduate
qualification work (Master's dissertation)

« ____ » _____ 20__ y.

from _____ h _____ min
to _____ h _____ min

The student _____
Direction /specialty _____
with the indication of the cipher

On the topic _____

Attended: Chairman of the SAC, _____
(full name, academic degree and title, place of work)

Members of the commission:

(full name, academic degree and title, place of work)

(full name, academic degree and title, place of work)

(full name, academic degree and title, place of work)

The final qualifying work (master's thesis) was carried out under the supervision
of _____
(full name, academic degree)

Under consultation of: _____
(full name, academic degree)

To the State attestation commission were submitted:

The text of the final qualifying work (master's dissertation) on _____ pages;

Drawings (tables) on _____ pages;

Review of the supervisor of the final qualifying work (master's dissertation);

Review/

Given questions: _____

General characteristics to students' answer for the given questions

_____ and review _____

Solution: to recognize that the student has completed and defended the final qualifying work
(master's dissertation) with an assessment _____

Note, that _____

Specific opinion of the Commission members _____

CHAIRMAN: _____

MEMBERS OF STATE ATTESTATION COMMISSION: _____

SECRETARY: _____

Appendix №4

Protocol № _____
meeting of the State attestation commission

« _____ » _____ 20__ y.

from _____ h _____ min
to _____ h _____ min

Attended: Chairman of the SAC, _____
(full name, academic degree and title, place of work)

Members of the commission:

(full name, academic degree and title, place of work)

(full name, academic degree and title, place of work)

(full name, academic degree and title, place of work)

On passing the final State interdisciplinary comprehensive exam in the direction /
specialty _____
with the indication of the cipher _____

The student _____ is being examined
(full name)

Examination ticket № _____

Questions: _____

General characteristics to students' answer for the given questions

Recognize that the student passed final state examination with assessment

Note, that _____

Specific opinion of the Commission members _____

CHAIRMAN: _____

MEMBERS OF STATE ATTESTATION COMMISSION: _____

SECRETARY: _____

Appendix №5

ADAM University
Form of study: full time/part-time
Examination sheet № _____

Semester _____ academic year _____

Form of control: exam

Group _____ Course _____

Discipline: State (comprehensive) interdisciplinary exam in the direction / specialty

_____ with the indication of the cipher

Chairman: _____

(academic degree, title and full name)

Members of state attestation commission: _____

(academic degree, title and full name)

Secretary _____

SAC

_____ (academic degree, title and full name)

Exam dates « _____ » 20 _____ y.

№	Full name	Exam grades	Signature of examiners	Signature of examiners	Signature of examiners	Signature of examiners	Signature of examiners
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

The number of students at exam _____

of those who got an "excellent" _____

"good" _____

"satisfactory" _____

"unsatisfactory" _____

The number of absent students _____

The number of students not admitted to the exam _____

Head of educational department _____

Prohibited: 1. Take exams and tests from students who are not included in this examination sheet.

2. Take exams within the time not set by the approved schedule, except cases specifically permitted by the educational department.

3. Submit an examination sheet with corrections.

Appendix №6

ADAM University
Form of study: full time/part-time
Examination sheet № _____

Semester _____ academic year _____

Form of control: exam

Group _____ Course _____

Discipline: State (comprehensive) interdisciplinary exam in the direction / specialty

_____ with the indication of the cipher

Chairman: _____
(academic degree, title and full name)

Members of state attestation commission: _____
(academic degree, title and full name)

Secretary _____
SAC
(academic degree, title and full name)

Exam dates « _____ » 20 _____ y.

№	Full name	Exam grades	Signature of examiners	Signature of examiners	Signature of examiners	Signature of examiners	Signature of examiners
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

The number of students at exam _____
of those who got an "excellent" _____
"good" _____
"satisfactory" _____
"unsatisfactory" _____

The number of absent students _____

The number of students not admitted to the exam _____

Head of educational department _____

Prohibited: 1. Take exams and tests from students who are not included in this examination sheet.

2. Take exams within the time not set by the approved schedule, except cases specifically permitted by the educational department.
3. Submit an examination sheet with corrections.