



Approved

Rector of Adam University
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PROVISION
ON THE SUBJECT COMMISSION
for 2022-2023 academic year

Bishkek 2022

1. General provisions

- 1.1 This Provision defines the authority and the procedure for the activities of the subject commissions of Adam University.
- 1.2 The Provision on the subject commission has been developed in accordance with the «Rules of Admission to Adam University» for the 2021-2022 academic year.
- 1.3 Subject commission is created for admission of entrance examinations, timely preparation of necessary materials, objectivity of assessment of abilities and inclinations of applicants.
- 1.4 Subject commission in its work is guided by the legislation of the Kyrgyz Republic in the field of education, the Charter of Adam University, the Rules of Admission to Adam University and this Provision.
- 1.5 This Provision is valid until changes are made to it or a new one is adopted

2. Structure and composition of subject commissions

- 2.1 Subject commission is created for all disciplines in which the university conducts entrance examinations.
- 2.2 Subject commission carries out its work during the period of entrance examinations.
- 2.3 The subject commission is formed from among qualified teachers, as a rule, conducting teaching activities in disciplines corresponding to the subjects in which entrance examinations are held. Teachers from other educational institutions may be involved in the subject examination commission on a part-time basis.
- 2.4 The quantitative composition of the subject commission is determined based on the approximate number of applicants who will take entrance tests in the relevant disciplines, as well as taking into account the deadlines and standards for checking the examination materials of applicants.
- 2.5 The composition of the subject commission is approved by the order of the rector.
- 2.6 Changes in the composition of the subject commissions may be made, if necessary, by order of the rector of the University.

3. Authority and functions of subject commissions

- 3.1 Subject commission performs the following functions:
 - timely preparation of examination materials;
 - conducting consultations for applicants;
 - participation in entrance tests and appeals;
 - objective assessment of the abilities and inclinations of applicants

3.2 In order to perform their functions, subject commission has the right to request and receive the necessary documents and information from authorized persons in accordance with the established procedure.

3.3 During the entrance examinations, individuals who are included in the subject commission cannot be on vacation or business trips.

3.4 The term of the subject commission is one year.

4. Rights and obligations of subject examination commissions members

4.1 The Subject Commission is obliged to:

- prepare assignments for the formation of examination materials, adhering confidentiality and the established procedure for ensuring information security;
- participate in consultations, entrance examinations and appeals;
- to check the examination materials of applicants, adhering confidentiality and the established procedure for ensuring information security.

4.2 In case of non-fulfillment or improper fulfillment of assigned duties, violation of confidentiality and information security requirements, abuse of the established authorities committed out of mercenary or other personal interest; the chairman and members of the subject examination commission are responsible in accordance with the legislation of the Kyrgyz Republic.

5. The work procedure of the subject commission

5.1 Duties of the subject commission

- conducting consultations and entrance examination;
- ensuring calm and friendly environment, providing an opportunity for applicants to fully demonstrate the level of their knowledge and skills;
- conducting entrance exams in a specially prepared room that provides the necessary conditions for applicants to prepare and pass entrance examinations, including online;
- assessment of the results of entrance examinations in accordance with the current legislation;
- announcement of the results of entrance examinations in accordance with the procedure provided for by the current legislation;
- ensuring the established procedure for registration and storage of examination sheets, written papers;

- familiarization with the rules for filing and considering appeals based on the results of entrance exams:
- compliance with the procedure for admission to the exams of applicants who missed the exam for a good reason.

- 5.2 The number, list, forms of conducting and assessment system of the entrance examinations of the subject commission are determined by the admission rules at the university.
- 5.3 All entrance examinations are conducted according to the programs corresponding to the educational programs of basic general and (or) secondary (full) general education. It is unacceptable to include in the program of entrance examinations questions that are not reflected in the educational programs of basic general and (or) secondary (full) general education
- 5.4 The materials of the entrance tests are replicated in the required quantity. Each of the sets is sealed and stored as a document of strict accountability in the admissions committee of the university
- 5.5 Consultations are held for applicants both on the content of the entrance test programs and on the organization of entrance examinations, assessment criteria, and requirements. Consultations of applicants with examiners during the entrance examinations are allowed only in terms of the wording of the control task.
- 5.6 Entrance examinations are conducted in the form of an interview, testing, viewing or in another form determined by the admission rules developed by the University in accordance with the procedure established by the current legislation.
- 5.7 The assessment of examination papers submitted for tests conducted at the university is carried out anonymously, under a code. Exam papers of applicants are encrypted by the executive secretary of the admission committee, after which they are transferred to the chairman of the subject commission for verification. The decoding of the papers is carried out only after setting the grades on the examination papers, before transferring them to the examination statement. At least two signatures of examiners are put on each examination paper of applicants. Examination papers evaluated below the minimum number of points confirming the successful completion of the entrance test must also be signed by the chairman of the examination subject commission. The grades issued by the examination subject commission are put down on the examination paper, in the examination statement and in the applicant's examination paper.
- 5.8 The results of entrance examinations to another educational institution can be credited to the applicant in the presence of the relevant document, about which an appropriate entry is made in the examination sheet.