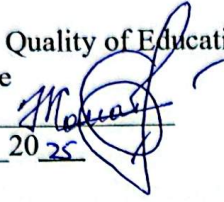


MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE
KYRGYZ REPUBLIC

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER SATKYNBAI TENTISHEV

AGREED

Vice-Rector for Quality of Education and
Labor Discipline
Edigeev Zh.A.


" 30 " 10 20 25

APPROVED

by the decision of
the Academic Council of AIU

Protocol № 2

dated " 30 " 10 20 25

Rector of AIU named after S. Tentishev
Honored Doctor of the Kyrgyz Republic,
Doctor of Medical Sciences, Professor
Selpiev T.T.



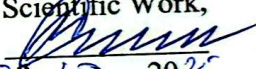
QUALITY MANAGEMENT SYSTEM

REGULATION ON STATE FINAL ATTESTATION (SFA)


QMS – AS – 4 – 2025

AGREED

Vice-Rector for Academic and Scientific Work,
PhD, Associate Professor Choguldurov M.D.


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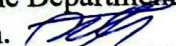
Head of Educational and Methodological Department
Sulaimanova Zh.B.


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COMPILED BY

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Karagulova M.Sh.


" 30 " 10 20 25

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1. General provisions

- 1.1. This Regulation regulates the procedure of organization and conduct of state final attestation of students in main educational programs of higher education of the Asian International University named after S. Tentishev (University, AIU). The Regulation determines forms of state final attestation (SFA), requirements to persons involved in its conduct, procedure of submission and consideration of appeals, procedure of change and (or) annulment of results of state final attestation, as well as features of conduct of state final attestation for students from among persons with limited health capabilities.
- 1.2. The State Attestation Commission (SAC) is guided in its activity by legislation of the Kyrgyz Republic in the field of education, Regulation on final state attestation of graduates of educational organizations of higher professional education of the Kyrgyz Republic, Regulation on final state attestation of graduates of educational organizations of secondary professional education of the Kyrgyz Republic (Resolution of the Cabinet of Ministers of the Kyrgyz Republic dated May 22, 2024 №. 258), as well as this Regulation and other local normative acts of the University.
- 1.3. SFA represents a complex of attestation tests directed to establishment of compliance of the level of preparation of the graduate with requirements of state educational standards and educational programs, evaluation of the level of his professional preparation and ability to solve professional tasks.
- 1.4. The goal of state final attestation is establishment of compliance of the level of preparation of graduates with requirements of state educational standards and confirmation of readiness of the graduate for professional activity according to the obtained educational program.
- 1.5. SFA of graduates is conducted taking into account specificity of educational programs. For medical educational programs state final attestation may include practical and theoretical forms of attestation tests, such as patient curation or OSCE (objective structured clinical examination), solution of situational tasks, testing, as well as answers to examination tickets. For non-medical educational programs state final attestation may include state examination, defense of graduation qualification work, testing, solution of professionally oriented tasks or other forms of final evaluation of knowledge and competencies of graduates.
- 1.6. Types and forms of state final attestation, as well as their duration are determined by the educational-methodological council of the University in accordance with requirements of state educational standards and educational program.
- 1.7. State final attestation may be conducted in written, oral or combined form.
- 1.8. A student who does not have academic due and has fully fulfilled the curriculum for the corresponding main educational program of higher professional education is admitted to state final attestation.
- 1.9. Conduct of state final attestation is based on principles of objectivity, independence of evaluation of knowledge, transparency of procedures and compliance with academic integrity.
- 1.10. Conduct of state final attestation with application of electronic learning and distance educational technologies is allowed only in cases provided by legislation of the Kyrgyz Republic or decisions of authorized bodies.

2. Procedure for organization and conduct of state final attestation

- 2.1. State final attestation is conducted annually in accordance with the calendar academic schedule of the University.
- 2.2. Grades “excellent”, “good”, “satisfactory” mean successful passing of state final attestation. Successful passing of SFA is the basis for awarding the graduate the corresponding qualification and issuing a diploma of state standard of higher professional education.
- 2.3. State final attestation is conducted according to a program approved by the University. The SFA program contains a list of examination questions, practice-oriented tasks, recommendations

to students on preparation for state final attestation, as well as a list of recommended literature. Before conduct of SFA consultations are organized for students.

2.4. The program of state final attestation, including criteria for evaluation of results of state examinations, as well as the procedure for submission and consideration of appeals are brought to the attention of students not later than six months before the beginning of state final attestation.

2.5. Not later than 30 calendar days before the beginning of state final attestation the schedule of conduct of SFA is approved, in which dates, time and place of conduct of state attestation tests and pre-examination consultations are indicated. The schedule is brought to the attention of students, chairman and members of the state attestation commission, members of the appeal commission and secretary of the SAC. When forming the schedule between state attestation tests a break with duration not less than 7 calendar days is established.

2.6. Results of practical forms of state attestation tests are determined by marks "passed" or "not passed". Results of theoretical forms of state attestation tests are evaluated by the system "excellent", "good", "satisfactory", "unsatisfactory".

2.7. Results of state final attestation conducted in oral form are announced on the day of conduct of the examination. In case of conduct of attestation test in written form results are announced on the next working day after its conduct.

2.8. Students who did not pass state final attestation due to non-appearance for a valid reason (temporary incapacity for work, performance of state or public duties, summons to court, transport problems, unfavorable weather conditions, restrictive measures during spread of infectious diseases or other circumstances recognized by the University as valid), have the right to pass state final attestation within six months after completion of SFA. In this case the student is obliged to submit a document confirming the valid reason of absence.

2.9. A student who did not pass one of the state attestation tests for a valid reason is admitted to passing the next state attestation test.

2.10. Students who did not pass state final attestation due to non-appearance for an invalid reason or receiving the grade "unsatisfactory" are expelled from the University as not having fulfilled obligations for conscientious mastering of the main educational program.

2.11. A person who did not pass state final attestation may repeatedly pass state final attestation not earlier than after 10 months and not later than after five years after the term of conduct of state final attestation. Repeated passing of state final attestation is allowed not more than two times.

2.12. For repeated passing of state final attestation the person upon his application is reinstated in the University for a period of time established by the University, but not less than the term provided by the calendar academic schedule for conduct of state final attestation for the corresponding educational program.

2.13. For conduct of state final attestation, a fund of evaluation means is formed and annually updated. The composition of the fund of evaluation means may include working programs of state final attestation, examination tickets, test tasks, situational tasks, passports of OSCE stations and other materials. The fund of evaluation means is submitted to the educational-methodological council of the University for consideration and approval not later than one month before the beginning of state final attestation.

2.14. For conduct of state final attestation, the dean of the faculty not later than 10 days before the beginning of SFA submits to the state attestation commission the following documents:

- report on students admitted to state final attestation;
- consolidated statement on fulfillment by students of the curriculum and received grades by them in academic disciplines and practices.

On the basis of submitted documents an order of the Rector of the University on admission of students to state final attestation is issued.

3. Composition, structure and activity of the State Attestation Commission

3.1. For conduct of state final attestation in the University state attestation commissions are created for each field of training or educational program. For consideration of appeals on results of state final attestation an appeal commission is created. The chairman of the appeal commission is appointed the Rector of the University or a person authorized by him. The state attestation and appeal commissions are created for a period of one calendar year. The composition of the commissions is approved by the order of the Rector of the University not later than one month before the beginning of state final attestation. In exceptional cases the composition of the state attestation commission may be changed by the order of the Rector.

3.2. The composition of the state attestation commission includes the chairman of the commission and not less than four members of the commission. Members of the state attestation commission may be heads of departments, teachers and scientific-pedagogical workers having an academic degree or academic title, representatives of employers, leading specialists of профильных organizations, as well as representatives of bodies of state administration in the corresponding sphere of professional activity.

3.3. The chairman of the state attestation commission is approved from among persons not working in the University. The chairman must have an academic degree of doctor or candidate of sciences and (or) academic title of professor or associate professor, or be a leading specialist in the corresponding field of professional activity and a representative of employers or their associations.

3.4. The chairman of the state attestation commission is approved not later than six months before the beginning of work of the commission in the procedure established by legislation of the Kyrgyz Republic and normative acts of the authorized body.

3.5. The chairman of the state attestation commission:

- organizes and controls activity of the state attestation commission;
- ensures uniform requirements to evaluation of knowledge and competencies of students during conduct of state final attestation;
- conducts meetings of the state attestation commission;
- ensures compliance with the established procedure of conduct of state final attestation;
- takes part in solving procedural issues during conduct of state final attestation;
- presents a report on work of the state attestation commission and compliance with procedures of conduct of state final attestation.

3.6. The main functions of the state attestation commission are:

- establishment of compliance of the level of preparation of the graduate with requirements of state educational standards and educational program;
- adoption of decision on awarding to the graduate the corresponding qualification based on results of state final attestation and issuing of a diploma of state standard;
- development of recommendations directed to improvement of the educational process and increase of quality of preparation of graduates.

3.7. For organizational support of work of the state attestation commission a secretary of the commission is appointed. The secretary of the state attestation commission is not its member. The secretary keeps protocols of meetings of the commission, formalizes documentation and, if necessary, presents materials to the appeal commission.

3.8. The main form of activity of the state attestation commission is meetings. Meetings of the commission are considered competent if not less than two thirds of members of the commission participate in them. Meetings are conducted by the chairman of the commission. Decisions of the commission are adopted by a simple majority of votes of members of the commission participating in the meeting. In case of equal number of votes the vote of the chairman of the commission is decisive. Decisions of the commission are formalized by protocols.

3.9. In the protocol of the meeting of the state attestation commission the list of questions asked to the student, characteristics of answers of the student, opinions of the chairman and members

of the commission about the level of preparedness of the graduate for solving professional tasks, as well as identified shortcomings in his theoretical and practical preparation are reflected.

3.10. Protocols of meetings of the state attestation commission are signed by the chairman and the secretary of the commission. Protocols are stitched into files and stored in the archive of the University in the established procedure.

3.11. Representatives of employers, professional associations, specialized organizations and other interested parties whose activity is connected with the corresponding field of professional preparation of graduates may be included in the composition of the state attestation commission. Participation of representatives of employers is directed to ensuring independent evaluation of the level of preparation of graduates and compliance of their professional competencies with requirements of the labor market.

3.12. Based on results of work of the state attestation commission the chairman of the commission presents to the University a report on results of conduct of state final attestation. The report reflects analysis of the level of preparation of graduates, identified shortcomings in the educational process and recommendations on improvement of educational programs and organization of the educational process.

4. Procedure of appeal

4.1. The chairman of the appeal commission for state final attestation is the Rector of the AIU.

4.2. The composition of the appeal commission includes the chairman of the appeal commission and not less than 3 members of the commission. The composition of the appeal commission is formed from among persons belonging to the teaching staff of the institute and not included in the composition of the state attestation commission.

4.3. Based on results of SFA the student has the right to appeal. The appeal is submitted in written form in case of disagreement with results of SFA or violations, in the opinion of the student, of the procedure of conduct of SFA.

4.4. In case of disagreement with results of SFA, the appeal is submitted not later than the next working day after announcement of its results, in case of violation of the procedure of SFA the appeal is submitted directly on the day of conduct of the examination, without leaving the place of its conduct.

4.5. For consideration of the appeal the secretary of the state attestation commission sends to the appeal commission the protocol of the meeting of the state attestation commission, conclusion of the chairman of the state attestation commission about compliance with procedural issues during conduct of the state attestation test, as well as written answers of the student.

4.6. The appeal is considered not later than 2 working days from the day of submission.

4.7. The chairman of the state attestation commission and the student who submitted the appeal are invited to the meeting of the appeal commission. The meeting of the appeal commission may be conducted in the absence of the student who submitted the appeal in case of his non-appearance at the meeting of the appeal commission.

4.8. The decision of the appeal commission is brought to the attention of the student who submitted the appeal within 3 working days from the day of the meeting of the appeal commission. The fact of familiarization of the student who submitted the appeal with the decision of the appeal commission is certified by the signature of the student.

4.9. When considering an appeal about violation of the procedure of conduct of the state attestation test the appeal commission adopts one of the following decisions:

- about rejection of the appeal, if the information stated in it about violations of the procedure of conduct of the state attestation test of the student was not confirmed and did not affect the result of the state attestation test;
- about satisfaction of the appeal, if the information stated in it about admitted violations of the procedure of conduct of the state attestation test of the student was confirmed and affected the result of the state attestation test.

4.10. In case if the appeal was satisfied, the result of conduct of the state attestation test is subject to annulment, in connection with which the protocol on consideration of the appeal not later than the next working day is transferred to the state attestation commission for implementation of the decision of the appeal commission. The student is provided with the opportunity to pass the state attestation test within the сроки established by the institute.

4.11. When considering an appeal about disagreement with results of SFA the appeal commission makes one of the following decisions:

- about rejection of the appeal and preservation of the result of SFA;
- about satisfaction of the appeal and assignment of another result of SFA.

4.12. The decision of the appeal commission not later than the next working day is transferred to the state attestation commission and is the basis for annulment of the previously assigned result and assignment of a new one.

4.13. The decision of the appeal commission is final and is not subject to revision.

4.14. Repeated conduct of SFA is carried out in the presence of one of the members of the appeal commission. Appeal for repeated test is not accepted.

5. Procedure for conduct of SFA for students with limited health capabilities

5.1. For persons with limited health capabilities, if necessary, upon application of the student, SFA is conducted taking into account features of their psychophysiological development, their individual capabilities and state of health. Provided that the student with limited health capabilities not later than 3 months before the beginning of SFA submits a written application to the dean's office about the necessity of creation for him of special conditions during conduct of SFA with indication of features of his psychophysical development, individual capabilities and state of health. Documents confirming the presence of individual features of the student are attached to the application (in the absence of the specified documents in the university). In the application the student indicates the necessity (absence of necessity) of presence of an assistant during SFA, increase of duration of passing of tests.

5.2. During conduct of SFA of students with limited health capabilities, taking into account features of their psychophysiological development, compliance with the following general requirements is ensured:

- conduct of SFA for students with limited health capabilities in one auditorium together with other students, if it does not create difficulties for students during passing of SFA;
- presence in the auditorium of an assistant (assistants) providing necessary technical assistance to students with limited health capabilities taking into account their individual features (to take a workplace, to move, to read and formalize the assignment, to communicate with the chairman and members of the state attestation commission);
- use by students with limited health capabilities of necessary technical means during passing of SFA taking into account their individual features;
- ensuring the possibility of unhindered access of students with limited health capabilities to auditoriums, toilet and other premises, as well as their stay in the specified premises (presence of ramps, handrails, widened doorways, elevators, in the absence of elevators the auditorium must be located on the first floor, presence of special chairs and other devices).

5.3. All local normative acts of AIU on issues of conduct of SFA are brought to the attention of students with limited health capabilities in a form accessible to them.

5.4. Upon written application of the student with limited health capabilities the duration of passing by the student of the state attestation test may be increased in relation to the established duration of its passing up to 20 minutes.

5.5. Depending on individual features of students with limited health capabilities AIU may ensure fulfillment of the following requirements during conduct of the state attestation test:

a) for blind:

- assignments and other materials for passing of the state attestation test are formalized in Braille relief-dot font or in the form of an electronic document accessible with the help of a computer with specialized software for blind, or are read by the assistant;
 - if necessary students are provided with a set of writing accessories and paper for writing in Braille relief-dot font, a computer with specialized software for blind.
- b) for visually impaired:
- assignments and other materials for passing of the state attestation test are formalized in enlarged font;
 - individual uniform lighting not less than 300 lux is ensured;
 - if necessary students are provided with an enlarging device, use of enlarging devices available to students is allowed.
- c) for deaf and hard of hearing, with mild speech disorders:
- presence of sound-amplifying equipment of collective use is ensured, if necessary students are provided with sound-amplifying equipment of individual use;
 - at their desire state attestation tests are conducted in written form.
- d) for persons with disorders of the musculoskeletal system:
- in case of conduct of attestation test in written form, the test is conducted on a computer with specialized software, or is conducted in oral form.

6. Interaction of structural subdivisions during organization and conduct of state final attestation

6.1. Organization and conduct of state final attestation in AIU is carried out with participation of the Educational and Methodological Department, dean's offices of faculties, departments, Education Quality and Labor Discipline Department, as well as other structural subdivisions of the University within the limits of their competence.

6.2. The Educational and Methodological Department:

- coordinates preparation and conduct of SFA;
- develops and updates normative and methodological support of SFA;
- prepares draft orders on creation of state attestation commissions and approval of their composition;
- carries out control of compliance with established requirements to organization and conduct of SFA;
- organizes interaction of structural subdivisions during preparation and conduct of SFA;
- participates in development and approval of funds of evaluation means;
- prepares summary analytical materials on results of SFA.

6.3. Dean's offices of faculties:

- form lists of students admitted to SFA;
- ensure timely submission of documents to the state attestation commission;
- organize informing of students about terms, forms and procedure of conduct of SFA;
- control presence of students at state attestation tests;
- ensure accounting and storage of documentation related to SFA;
- participate in organization of repeated passing of SFA.

6.4. Departments:

- develop programs of state final attestation;
- form funds of evaluation means;
- ensure preparation of students for passing of SFA;
- organize consultations for students;
- participate in work of state attestation commissions;
- analyze results of SFA and develop proposals on improvement of educational programs.

6.5. Education Quality and Labor Discipline Department (EQLDD):

- carries out monitoring of compliance with procedures of conduct of SFA;
- participates in control of objectivity of evaluation of knowledge of students;

- analyzes results of SFA for the purpose of improving quality of educational activity;
- prepares analytical reports on results of SFA.

6.6. Other structural subdivisions of the University participate in organization and conduct of SFA in accordance with their functions and powers.

7. Procedure for storage and introduction of amendments into the Regulation

7.1. Revision of the Regulation is carried out as necessary, but not less than once every three years. The Regulation may be revised for the purpose of introduction of amendments of operational character:

- in case of change of normative and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- in case of change of the Charter of AIU, Mission, Policy and development strategy;
- revision of requirements of educational programs;
- in case of change of organizational structure;
- in case of change of staffing table;
- in case of redistribution of functions between subdivisions and officials;
- within the framework of recommendations based on results of international institutional or program accreditation.

7.2. Introduction of amendments into approved regulations is carried out by their developer by means of development of a new document and its agreement and approval in the established procedure.

7.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.

7.4. The original of the Regulation is stored in EQLDD.

7.5. Copies of the new Regulation are reproduced by the EQLD department, distribution among corresponding structural subdivisions is assigned to the personnel department, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old Regulation on the AIU website with the new Regulation is borne by the employee responsible for updating information on the website jointly with the department of system and software support.