

Approve Rector of the KSMA named after I.K. Akhunbaev

Professor of Sciences National Academy of the KR Zurdinov July 22.2010 //stamped and signed/

Kyrgyz State Medical Academy Department of Scientific and Medical Work

Regulations on the Commission for checking the primary documentation of dissertations.

1. Commission for checking the primary documentation of dissertations at competition for the degree of candidate, doctor of sciences, created by order of the rector of KSMA for up to 5 years.
2. The purpose of the commission is to confirm the availability, quality and reliability of the primary material of the dissertation.
3. The Commission works on a permanent basis. The members of the commission perform their duties on a voluntary basis.
4. The Commission must organize its work in accordance with the following requirements:
 - * ensuring a high level of examination of primary documentation;
 - * achieving the quality and objectivity of the examination
5. The chairman of the commission is appointed by a full-time employee of the organization who has an academic degree of Doctor of medical Sciences.
6. The number of members of the commission must be at least 7 people.
7. The secretary of the commission is appointed by a person from among the members of the commission who has the

degree of candidate of medical Sciences.
8. If necessary, the commission may involve specialists of a different profile, approved by the order of the rector.
9. The change in the composition of the commission is made by the rector of KSMA on the proposal and written request of the vice-rector and the chairman of the commission.
10. The Commission has the right to request from organizations and institutions the materials necessary for a comprehensive and objective review of the primary documentation of the dissertation in order to make an informed decision.
11. The meeting on checking the primary documentation is held as applications from applicants are received.
- 12.1. At one meeting of the Commission, no more than 2 expert reviews of the primary documentation may be conducted.
- 12.2. The meeting of the commission is held under the leadership of the chairman, in his absence, the Deputy chairman.

12.3. In the event of the simultaneous absence of the Chairman and his deputy, the meeting may not be held.

12.4. The examination of the primary documentation is carried out only if there is a quorum (2/3 of the members).

13. The applicant submits an application to the Vice-Rector for Clinical Training and Research with a request to check the primary documentation of his dissertation work.

13.1. The applicant must submit the materials for verification to the Secretary of the Commission 2 weeks before the scheduled meeting.

13.2. The applicant should be given the opportunity to get acquainted with the materials related to the verification of the primary documentation, to give oral explanations on the issues that arise.

14. Before the meeting, the chairman of the commission or the deputy chairman, the secretary of the commission and one of the members of the profile of the submitted work conduct a preliminary examination.

14.1. At the meeting, the members of the commission, having familiarized themselves with the submitted materials, provide information for making a decision.

15. Based on the results of the examination, the commission makes a decision and prepares an inspection report with an appropriate conclusion.

15.1. The members of the commission sign the protocol of the inspection report.

16. If the documents do not meet the requirements, they are returned to the applicant.

16.1. The negative decision of the commission for the verification of the primary material of the dissertation is transmitted to the heads of the organization's division, as well as to the dissertation council for the relevant specialty for making an adequate decision.

List of documents required for consideration by the commission:

* journal with the numbering of the conducted studies (patients, experimental animals). The magazine must be stitched, the pages numbered, at the end there must be a seal of the institution where the research and painting were carried out the manager. The journal contains the patient's full name, age, address, and medical number. dokum.. diagnosis, date of admission, departure, outpatient follow-up period;

* patient or research cards (the numbering must match the numbering in the journal;

* laboratory research data (the results of additional studies carried out, certified by the seal of the medical institution where they were performed);

- other materials relevant to this study;

* conclusion of the ethics commission.

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