



Approved

*(Signature)*

Rector of Adam University  
Associated prof. Simbard S.R.

«        »        2022

**PROVISION**  
**ON THE ADMISSION COMMITTEE**  
**for 2022-2023 academic year**

**Bishkek 2022**

## **1. General provisions**

1.1 This Provision has been developed in accordance with the Law of the Kyrgyz Republic «On Education», other regulatory acts of the Kyrgyz Republic in the field of education, on the basis of the «Admission procedure to higher educational institutions of the Kyrgyz Republic» and «Provisions on the selection and enrollment of applicants to universities of the Kyrgyz Republic based on the results of nationwide testing»; approved by the Resolution of the Government of the Kyrgyz Republic No. 256 from May 27, 2011, the Admission Rules at Adam University.

## **2. Admission Committee**

- 2.1 An admissions committee, the chairman of which is the Rector, is created by the order of the Rector of the university, in order to organize the admission of students to full-time and part-time education.
- 2.2 The main task of the admission committee is to ensure compliance with the rights of citizens to education established by the Constitution of the Kyrgyz Republic, the Law «On Education», as well as the transparency of all admission procedures.
- 2.3 The Chairman of the admission committee is responsible for the implementation of the admission plan, compliance with the maximum contingent established by the license, as well as the requirements of legislative acts and regulatory documents for admission to the university, determines the duties of members of the admissions and appeals commissions, approves the procedure for their work, the schedule of admission of citizens by the admission and appeal commissions.
- 2.4 The admissions committee consists of: vice-rector for Academic Affairs - deputy Chairman, executive secretary, heads of structural educational units, technical secretaries, as well as experienced professors and associate professors.
- 2.5 The Executive Secretary of the admission committee, who is appointed by the rector, is responsible for organizing the work of the admission committee. The candidacy of the executive secretary of the admission committee is coordinated with the Ministry of Education and Science of the Kyrgyz Republic. The same person may not be the executive secretary for more than two consecutive years.
- 2.6 The term of office of the admission committee is one year
- 2.7 The admission committee is obliged to monitor the accuracy of information about the participation of applicants, in the nationwide testing (hereinafter testing), and also has the right to verify other educational documents submitted by the applicant.

- 2.8 For the organization and conduct of entrance examinations, the chairman of the admission committee approves the composition of the examination, subject and appeal commission. The authority and the procedure for the activities of these commissions are determined by the relevant provisions approved by the Rector of the University. Examination boards are come complete from the most experienced University teachers. The composition of this commission should be updated annually at least by 50%.
- 2.9 For the organization and conduct of attestation tests for admission to the second and subsequent courses at the university, attestation commission is created. The procedure for the formation, composition, authority and activities of attestation commission, as well as the procedures for conducting attestation tests, are determined by the relevant provisions approved by the rector.
- 2.10 Upon admission to the University, the chairman of the admission committee ensures compliance with the rights of citizens in the field of education established by the legislation of the Kyrgyz Republic, transparency and openness of the work of the admission committee, the objectivity of the assessment of the abilities and inclinations of applicants, the availability of the management of the admission committee at all stages of admission.

### **3. Acceptance of documents**

- 3.1 Admission to the University is carried out on the personal application of the applicant. The application can also be submitted online through the university's website. The applicant presents a document certifying his identity and citizenship while applying for admission. Attachments to the application are:
- a state-issued document (bachelor's or specialist's degree), on secondary (general) or secondary professional education;
  - test certificate;
  - 6 photos in the size of 3x4
  - certificate of attribution (for young men)
- Additional documents may be submitted by the applicant if he claims the benefits established by the admission Rules of the University.
- 3.2 Foreign citizens must submit to the admission committee a document on education equivalent to the state document on secondary general education or secondary vocational education of the Kyrgyz Republic. The examination of documents of foreign citizens is carried out by the Ministry of Education and Science of the Kyrgyz Republic. It is not allowed to enroll foreign citizens without providing a certificate of compliance with the

level of education content issued by the Ministry of Education and Science of the Kyrgyz Republic.

- 3.3 Acceptance of documents with the payment of tuition fees begins on June 20. Acceptance of documents for Master's degree programs begins on June 20 and ends on October 1.
- 3.4 A personal file is opened for each applicant, in which all the submitted documents and materials of the entrance examinations, attestation tests are stored (including an extract from the protocol of the decision of the appeals commission).
- 3.5 A receipt on the acceptance of documents is issued to applicant while submitting documents.
- 3.6 Applicants who have submitted deliberately forged documents to the admissions Committee of the University are liable under the legislation of the Kyrgyz Republic
- 3.7 While applying for admission to the university, the applicant, at his discretion, submits an original or a notarized copy of documents certifying his identity, citizenship, an original or a notarized copy of a state-issued document on education and the required number of photographs.
- 3.8 It is allowed to notarize copies of documents of citizens of the Kyrgyz Republic according to the original of the university

#### **4. Submitting of information and control**

- 4.1 The University submits to the Ministry of Education and Science of the Kyrgyz Republic the final data on admission to study on a paid basis by October 5
- 4.2 Control over the work of the admission committee of the University is carried out by the Ministry of Education and Science of the Kyrgyz Republic.