



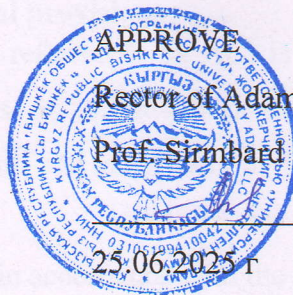
АДАМ УНИВЕРСИТЕТИ  
УНИВЕРСИТЕТ АДАМ  
ADAM UNIVERSITY

Quality Management System		
Registration number 01-05/39	<b>Regulations on the Admissions Committee of Adam University</b>	Order number and date <b>№ 53 – ОД dated 25.06.2025</b>

ADOPTED

by the Academic Council  
of Adam University

The protocol № 9  
dated 29.05.25



Rector of Adam University  
Prof. Sirmbard S.R.

25.06.2025 r

**REGULATIONS  
ON THE ADMISSIONS COMMITTEE  
OF Adam University  
for the 2025–2026 academic year**

**Bishkek 2025**



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### 1. General provisions

1.1. An Admissions Committee (hereinafter referred to as AC) is established to organize the admission of applicants/students to all forms of tuition-based education, the acceptance of documents, the conduct of entrance examinations, and enrollment at Adam University (hereinafter referred to as Adam University).

1.2. These Regulations have 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, based on the “Procedure for admission to higher education institutions of the Kyrgyz Republic,” approved by Decree of the Government of the Kyrgyz Republic No. 355 of June 30, 2022, No. 106 of February 28, 2023, and the “Regulations on the Selection and Enrollment of Applicants to Higher Education Institutions of the Kyrgyz Republic Based on the Results of Nationwide Testing,” approved by Decree No. 256 of the Government of the Kyrgyz Republic of May 27, 2011, as well as on the basis of the Resolution of the Cabinet of Ministers of the Kyrgyz Republic “On the Approval of Regulatory Legal Acts in the Field of Higher and Secondary Vocational Education of the Kyrgyz Republic” dated June 30, 2022, No. 355, and regulate admission to Adam University.

### 2. Admissions Committee

2.1. To organize the admission of applicants/students to all forms of education, the Rector of Adam University has issued an order establishing an Admissions Committee (AC), chaired by the Rector.

2.2. The main task of the AC is to ensure compliance with the rights of citizens to education, as established by the Constitution of the Kyrgyz Republic and the Law on Education, as well as the transparency of all admission procedures.

2.3. The chair of the AC is responsible for implementing the admission plan and complying with the requirements of legislative acts and regulatory documents on admission to Adam University, determining the responsibilities of the members of the admissions, certification, subject, and appeals committees, and approving their working procedures and the schedule for receiving citizens.

2.4. The AC consists of: the Vice-Rector for Academic Affairs - Deputy Chair, Executive



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Secretary, heads of structural academic departments, technical secretaries, as well as experienced professors and associate professors.

2.5. The executive secretary of the AC is responsible for organizing the work of the AC and is appointed by the rector. Candidates for the position of executive secretary of the AC are considered by the Academic Council and approved by order of the rector. The same person cannot be the executive secretary for more than two consecutive years.

2.6. The term of office of the admissions committee is one year.

2.7. The AC is responsible for verifying the accuracy of information about the applicant's participation in the national testing, and also has the right to check other educational documents submitted by the applicant.

2.8. To organize and conduct entrance examinations for applicants with foreign citizenship, the chair of the AC approves the composition of the subject and appeals committees. The powers and procedures of these committees are determined by the relevant regulations approved by the rector of Adam University.

2.9. For applicants entering accelerated programs and master's programs, as well as for students applying for second and subsequent courses, the chair of the AC approves the composition of the certification commission. The powers and procedures of the certification commission are determined by the relevant regulations approved by the rector of Adam University.

2.10. The composition of the certification, subject, and appeals committees is made up of the most experienced teachers at Adam University and is updated annually by at least 50%.

2.11. When admitting students to Adam University, the chair of the AC ensures compliance with the rights of citizens in the field of education established by the legislation of the Kyrgyz Republic, the transparency and openness of the AC's work, the objectivity of the assessment of the abilities



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and aptitudes of applicants, and the accessibility of the admissions committee at all stages of the admissions process.

### 3. Composition of the admissions committee

3.1. The AC of Adam University consists of:

- the chair of the admissions committee;
- the deputy chair of the admissions committee;
- the executive secretary of the AC;
- the deputy executive secretary of the AC;
- the technical secretaries of the AC;
- members of the admissions committee for specific fields of study and other members of the committee from among the University staff.

3.2. The candidacy of the executive secretary of the AC is considered by the Academic Council and appointed by the rector of Adam University.

### 4. AC job descriptions

#### 4.1. Job description of the AC chairperson

4.1.1. The AC Chairperson shall perform his or her duties in accordance with the Labor Code of the Kyrgyz Republic and other regulatory legal acts governing labor relations, as well as these Regulations.

The Chair of the AC is the Rector of Adam University.

The Chair of the AC is responsible for:

- approving the composition of the AC;
- determining and approving the powers of AC members and structural units of Adam University in matters of admission;
- approving the AC's work plan and schedule for the year;
- approve local documents of Adam University and regulations governing the activities of the AC.

4.1.4. The Chair of the AC has the right to:

- give instructions to AC members within the scope of their powers;
- submit proposals to the Board of Trustees for improving the work related to their duties.

4.1.5. The Chair of the AC is responsible for:



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- for failure to perform (improper performance) of their official duties as provided for in this job description, within the limits specified by the current labor legislation of the Kyrgyz Republic;
- for causing material damage to the employer within the limits specified by the current labor and civil legislation of the Kyrgyz Republic.

#### 4.2. Job description of the Deputy Chair of the AC

4.2.1. The Deputy Chair of the AC shall perform his/her duties in accordance with the Labor Code of the Kyrgyz Republic and other regulatory legal acts governing labor relations, as well as these Regulations.

4.2.2. The Deputy Chair of the AC shall be obliged to:

- perform (on behalf of the chair) the duties of the AC chair during his absence;
- organize and supervise the selection of candidates for the AC and submit their composition for approval to the AC chair;
- organize the development of Adam University regulatory documents governing the activities of the AC;
- organize the study by AC members of regulatory and instructional documents on admission.

4.2.3. The Vice Chair of the AC has the right to:

- familiarize himself with draft decisions of Adam University management concerning his activities;
- submit proposals to management for improving work related to his duties;
- receive from heads of structural divisions and specialists the information and documents necessary for the performance of his official duties;
- engage specialists from all structural divisions of Adam University to perform the duties assigned to him;
- request assistance from Adam University management in the performance of his official duties and rights.

4.2.4. The Executive Secretary of AC is responsible for:

- for failure to perform (improper performance) of their official duties as provided for in this job description, within the limits specified by the current labor legislation of the Kyrgyz Republic;
- for causing material damage within the limits specified by the current labor, criminal, and civil legislation of the Kyrgyz Republic.



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#### 4.3. Job description of the executive secretary of the AC

4.3.1. The Executive Secretary of the AC shall perform his/her duties in accordance with the Labor Code of the Kyrgyz Republic and other regulatory legal acts governing labor relations, as well as these Regulations.

4.3.2. The Executive Secretary of the AC shall be responsible for:

- organize and supervise the selection of candidates for the AC and submit their composition for approval to the rector of Adam University;
- organize the development of regulatory and legal documents governing the activities of the AC;
- organize the study of the AC's composition of regulatory and instructional documents on admission;
- exercise operational management of the AC of Adam University, organize and supervise its work and paperwork;
- submit for approval and approval draft orders and materials relating to the organization and conduct of admissions, as well as regulating the work of the admissions committee;
- prepare reports and materials for AC meetings;
- prepare a plan and schedule for the work of the AC;
- exercise general management of subject, attestation, and appeals committees;
- organize training and instruction for AC members;
- monitor the correctness of incoming documents and the maintenance of registration logs;
- coordinate the work on organizing the preparation of AC documentation forms;
- receive citizens, respond to letters regarding admission to Adam University;
- coordinate AC career guidance and advertising activities;
- supervise the work of the admissions committee on record keeping and statistics;
- oversee the preparation of advertising materials, reference guides for applicants, and other AC information materials for publication;
- ensure the safekeeping of AC documents and property;
- organize the preparation and submission of documents to the Human Resources and Legal Support Department;
- organize the admissions committee's reporting for submission to the Academic Council and the



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Ministry of Education and Science of the Kyrgyz Republic.

4.3.3. The Executive Secretary of the AC has the right to:

- familiarize himself with draft decisions of Adam University management concerning his activities;
- submit proposals to management for improving work related to his duties;
- receive from heads of structural divisions and specialists the information and documents necessary for the performance of his official duties;
- involve specialists from all structural divisions of Adam University in the performance of his duties;
- request assistance from the management of Adam University in the performance of his official duties and rights.

4.3.4. The Executive Secretary of the AC shall be liable:

- for failure to perform (improper performance) of his/her official duties as provided for in this job description, within the limits specified by the current labor legislation of the Kyrgyz Republic;
- for causing material damage within the limits defined by the current labor, criminal, and civil legislation of the Kyrgyz Republic.

#### 4.4. Job description for the Deputy Executive Secretary of AC

4.4.1. The Deputy Executive Secretary of the AC shall perform his/her duties in accordance with the Labor Code of the Kyrgyz Republic and other regulatory legal acts governing labor relations, as well as these Regulations.

4.4.2. The Deputy Executive Secretary of the AC shall be responsible for:

- assisting the Executive Secretary of the AC in the operational management of the AC, organizing and supervising its work and record keeping;
- prepare draft orders and materials related to the organization and conduct of admissions, as well as those regulating the work of the AC;
- prepare draft reports and materials for AC meetings;
- prepare draft plans and schedules for the work of the AC;
- prepare materials for meetings of subject, certification, and appeals committees;
- check that incoming documents are filled out correctly and keep registration logs;
- organize the preparation of AC documentation forms;



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- meet with citizens and respond to letters regarding admission to Adam University;
- organize career guidance and promotional work for the admissions committee;
- supervise the admissions committee's work on accounting and statistics;
- supervise the preparation for publication of brochures, textbooks, reference books for applicants, and other informational materials of the admissions committee;
- ensure the safety of the documents and property of the admissions committee;
- organize the preparation and submission of documents to the Human Resources and Legal Support Department;
- organize the admissions committee's reporting for submission to the Academic Council and the Ministry of Education and Science of the Kyrgyz Republic;

4.4.3. The Deputy Executive Secretary of AC has the right to:

- familiarize themselves with draft decisions of Adam University management concerning their activities;
- submit proposals to management for improving work related to the duties provided for in these instructions;
- receive from the heads of structural divisions and specialists the information and documents necessary for the performance of his or her official duties;
- engage specialists from all structural divisions of Adam University to perform the duties assigned to him or her.

4.4.4. The Deputy Executive Secretary of the AC is liable:

- for failure to perform (improper performance) of his/her official duties provided for in this job description, within the limits defined by the current labor legislation of the Kyrgyz Republic;
- for causing material damage within the limits defined by the current labor, criminal, and civil legislation of the Kyrgyz Republic.

#### 4.5. Job description for the AC technical secretary

4.5.1. The Technical Secretary of the AC shall perform his/her duties in accordance with the Labor Code of the Kyrgyz Republic and other regulatory legal acts governing labor relations, as well as these Regulations.

4.5.2 The AC Technical Secretary reports directly to the Executive Secretary of the Admissions



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Committee.

4.5.3. The AC Technical Secretary is responsible for:

- conducting personal interviews and advising applicants, their parents (legal representatives), and authorized representatives on issues related to admission to Adam University;
- ensure the receipt, recording, registration, and necessary processing of applicants' documents, and compile personal files for subsequent transfer to the Human Resources and Legal Support Department;
- prepare electronic personal files for applicants enrolled at Adam University;
- Answer incoming calls and handle external correspondence;
- Participate in advertising and promotional activities;
- Prepare draft orders related to the work of the admissions committee;
- Organize the preparation of reference and informational materials, as well as advertising materials on education at Adam University;
- set up the admissions committee's information stand;
- prepare materials for admissions committee meetings;
- prepare the required reports on the work of the admissions committee;
- organize the design and provision of the necessary equipment and consumables for the auditoriums and other premises for the work of the admissions committee.

4.5.4. The AC Technical Secretary has the right to:

- all social guarantees provided for by law;
- make proposals to senior management on improving the methods of their work;
- familiarize themselves with draft decisions of Adam University management concerning their activities;
- request the provision of the necessary equipment, inventory, workplace, compliance with sanitary and hygienic rules and standards, etc.

4.5.5. The technical secretary of the admissions committee is liable:

- for failure to perform (improper performance) of their official duties as set out in this job description, within the limits defined by the current labor legislation of the Kyrgyz Republic;
- for causing material damage to the employer within the limits defined by the current labor and civil



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legislation of the Kyrgyz Republic.

## 5. Acceptance of documents

5.2. Admission to Adam University is based on the applicant's personal application. Applications can also be submitted online via the Adam University website. When submitting an application for admission, the applicant must attach the following documents to the application:

- a copy of a document proving his identity and citizenship. A state-issued document certifying secondary (general) or secondary/higher vocational education (certificate/diploma);
- a certificate of republic-wide testing (for citizens of the Kyrgyz Republic who participated in the competitive selection process through the AIS MES KR);
- 6 photos, 3x4 cm in size;
- certificate of residence for citizens of the Kyrgyz Republic;
- military certificate (for young men).

Additional documents may be submitted by applicants if they are claiming benefits established by the Adam University Admission Rules.

5.2. Applicants with foreign citizenship or citizens of the Kyrgyz Republic who studied at educational institutions in foreign countries (except for the Russian Federation, Kazakhstan, Tajikistan, and Belarus) must submit to the Admissions Committee a document on education equivalent to a state document on secondary general education or secondary/higher professional 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. Applicants with foreign citizenship or citizens of the Kyrgyz Republic who have studied at educational institutions in foreign countries are not admitted without providing a certificate of compliance with the level of education issued by the Ministry of Education and Science of the Kyrgyz Republic.

5.3. The acceptance of documents for training under a contract with payment of tuition fees for applicants to the accelerated training program or to the second and subsequent courses begins on June 20, 2025, and ends on September 10, 2025. The acceptance of documents for training in master's programs begins on June 20 and ends on October 1, 2025.

5.4. Documents from applicants who are foreign citizens are accepted through the automated information system (AIS) twice a year, from July 10 to October 15 (summer admission) and from



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December 1 to February 15 (winter admission). A personal file is created for each applicant, in which all submitted documents and materials from the entrance examinations and certification tests (including an extract from the minutes of the appeals committee's decision) are stored.

5.5. Upon submission of documents, the applicant is issued a receipt for the documents.

5.6. Applicants who submit knowingly false documents to AC of Adam University are liable under the laws of the Kyrgyz Republic.

During the process of applying for admission to Adam University, applicants shall, at their discretion, submit the original or a certified photocopy of documents proving their identity and citizenship, the original or a certified photocopy of a state-issued document certifying their education, and the required number of photographs. Photocopies of documents of citizens of the Kyrgyz Republic may be certified by Adam University. Submission of information and control:

- The AC of Adam University submits to the Ministry of Education and Science of the Kyrgyz Republic the final data on admission for training under a contract with payment of tuition fees based on the results of the summer admission period by December 10 and based on the results of the winter admission period by March 20.

- Control over the work of the university's admissions committee is carried out by the Ministry of Education and Science of the Kyrgyz Republic.