

APPROVED
Rector of OIMU,
Candidate of med. sciences
assoc. professor
R.M. Dzhumaev
«18» 04 2025

REGULATIONS

on the Admission Committee of Osh International Medical University

1. General Provisions

1.1. To organize the enrollment of students on a contractual basis with tuition fees, acceptance of applicants' documents, conducting entrance examinations, and admission of candidates who have passed the competition, an Admission Committee of Osh International Medical University (hereinafter referred to as the Admission Committee) is established. The main task of the Admission Committee is to ensure compliance with citizens' rights to education, established by the Constitution of the Kyrgyz Republic, the legislation of the Kyrgyz Republic, and to guarantee transparency and openness of all admission procedures.

1.2. In its work, the Admission Committee is guided by: the Law of the Kyrgyz Republic "On Education"; the "Procedure for Admission to Higher Professional Educational Institutions of the Kyrgyz Republic" approved by the Resolution of the Cabinet of Ministers of the Kyrgyz Republic dated June 30, 2022 No. 355; and the Admission Rules of Osh International Medical University (OIMU).

1.3. The composition of the Admission Committee is approved by order of the Rector, who serves as the Chairperson of the Admission Committee. The Chairperson is responsible for admissions, compliance with the maximum student quota established by the license, as well as adherence to regulatory legal acts on university admissions. The Chairperson defines the duties of members of the Admission and Appeals Committees, approves the procedure of their work, and the schedule of citizen reception. The Admission Committee includes, in addition to the Chairperson, Vice-Rectors as Deputy Chairpersons, and the Executive Secretary.

1.4. The Executive Secretary, appointed by the Rector, organizes the work of the Admission Committee, record-keeping, and personal reception of applicants and their parents (legal representatives).

1.5. The Admission Committee must verify the authenticity of information regarding the applicant's participation in the National Testing (ORT), and has the right to check other educational documents submitted by the applicant.

1.6. The composition, powers, and procedures of the Admission Committee are determined by these Regulations, approved by the Rector. The term of office of the Admission Committee is one year.

1.7. To organize and conduct entrance examinations, the Chairperson of the Admission Committee approves the composition of Examination and Appeals Committees. Their powers and procedures are defined by separate regulations approved by the Rector.

1.8. To ensure the work of the Admission Committee, the Rector approves the composition of technical staff from among faculty, engineering staff, and support personnel of the university.

1.9. The work of the Admission Committee is documented in minutes signed by the Chairperson (or Deputy Chairperson) and the Executive Secretary.

1.10. These Regulations remain in force until amended or replaced by new Regulations.

2. Organization of Work of the Admission Committee and Record-Keeping

2.1. Applicants, their legal representatives, and parents have the right to familiarize themselves with the University Charter, licenses for educational activities, accreditation certificates,

admission rules, and other necessary information related to admission. For contract-based tuition, the Admission Committee must inform applicants and their representatives about the obligations and rights of the parties, tuition fees, payment procedures, and possible discounts.

2.2. The Admission Committee prepares in advance informational materials, necessary forms, document samples, selects members of subject examination and certification committees, technical staff, equips offices for the Executive Secretary and technical staff, and ensures proper storage of documents.

2.3. Before the start of document acceptance, the Admission Committee publishes the Admission Rules and other required documents on the OIMU website.

2.4. During the admission period, the Committee publishes information on the number of applications and competition for each program and specialty on the official OIMU website.

2.5. The Committee organizes telephone hotlines to answer applicants' questions about admission conditions.

2.6. Document acceptance for contract-based tuition begins on June 20.

2.7. Admission is based on a personal application.

2.8. When submitting an application, the applicant must present an identity and citizenship document. The application must be accompanied by a certificate of secondary or professional education and the required number of photos. Additional documents (death certificates of parents, medical-social examination reports, etc.) may be submitted if the applicant claims benefits established by Kyrgyz law.

2.9. Applicants may submit originals of identity, citizenship, and education documents at their discretion.

2.10. Foreign citizens must present an educational document equivalent to the Kyrgyz state certificate of secondary or professional education. The Ministry of Education and Science of the Kyrgyz Republic conducts the expertise of foreign documents. Admission of foreign citizens without a certificate of equivalence issued by the Ministry is not allowed.

2.11. A personal file is created for each applicant, containing all submitted documents and exam materials.

2.12. Applicants receive a receipt confirming acceptance of documents.

2.13. Information from applicants' files is entered into an electronic database for further processing.

2.14. Applications and documents are registered in a special journal, which is numbered, stitched, and sealed before use.

3. Organization of Entrance Examinations

3.1. Entrance examinations are held within the deadlines established by the Admission Rules. The schedule is approved by the Chairperson or Deputy Chairperson and announced no later than the first day of document acceptance.

3.2. Entrance examinations may be conducted in the form of standardized testing.

3.3. Examiners admit applicants to the exam room upon presentation of a passport, strictly according to the exam group list.

3.4. Unauthorized persons are not allowed at entrance examinations without permission of the Chairperson.

3.5. Before the exam, members of the Examination Committee instruct applicants on exam rules.

3.6. During exams, applicants are prohibited from:

- bringing or using textbooks, notebooks, notes, mobile phones, electronic devices, or other storage media;
- talking, moving without permission, exchanging test tasks, answer sheets, or notes.

3.7. When submitting completed tests, the Committee checks the correspondence of variant numbers, absence of corrections or marks, and proper completion with a ballpoint or gel pen.

3.8. After the exam, tests and answer sheets are handed to the Executive Secretary.

- 3.9. The Executive Secretary, together with Committee members, encrypts exam papers by assigning codes.
- 3.10. Exam papers are checked the same day after encryption.
- 3.11. Rules for checking: pencil-marked answers are not counted; if two answers are marked, the question is invalid; examiners must sign next to awarded scores.
- 3.12. The minimum passing score to participate in the competition is 40% of the maximum score across all subjects.
- 3.13. Applicants absent for valid reasons (illness or documented circumstances) may take exams later in parallel groups or individually before completion of the exam period.

4. Admission Procedure

- 4.1. Admission is granted only upon submission of the original education document or its duplicate.
- 4.2. Out-of-competition admission (with passing score) to contract-based tuition is granted to:
- military personnel discharged to reserve with benefits established by the Government of the Kyrgyz Republic;
 - orphans and children left without parental care (under 18 years old as of October 1 of the current year);
 - persons with disabilities, provided that medical-social expertise confirms no contraindications for study in the chosen program.
- 4.3. Applicants absent without valid reasons or who failed exams are not admitted.
- 4.4. Admission orders with exam scores are published on the official university website and posted on the Admission Committee's information board.
- 4.5. Non-admitted applicants receive their original documents personally upon presentation of a passport or a notarized power of attorney and receipt.
- 4.6. Personal files of admitted students are transferred to the faculty dean's office.
- 4.7. Heads of university departments are responsible for the documents in admitted students' files.

5. Reporting of the Admission Committee

- 5.1. Reporting documents for inspection of the Admission Committee's work include: Admission Rules of OIMU; Regulations on the Admission Committee; Regulations on the Certification Committee; composition of committees for contract-based admission by ORT results; composition of the Admission Committee; composition of the Certification Committee for transfer students; composition of the Examination Committee; composition of the Appeals Committee; composition of the Technical Committee.

Approved at the meeting of the Academic Council of OIMU
«28» 04 2025, Protocol No.4 Academic Secretary S.I. Kochkonbaeva