

APPROVED:
by decision of the Board
"International Information Technology
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Chairman of the Board, Rector
_____ Khikmetov A.K.

**REGULATIONS ON THE ADMISSIONS COMMITTEE
"INTERNATIONAL INFORMATION TECHNOLOGY UNIVERSITY" JSC**

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Edition 2**

	Job Title	Surname and Initials	Signature
Developed by	Executive Secretary of the Admissions Committee	Mukhamediyeva A.G.	_____
Agreed	Vice-Rector for Academic and Methodological Affairs	Mustaffina A.K.	_____
Agreed	Vice-Rector for Digitalization and Innovation	Duzbayev N.T.	_____
Agreed	Vice-Rector for Science and International Affairs	Daineko Ye.A.	_____
Agreed	Director of the Legal Department	Orazghali A.D.	_____
Agreed	Director of the Department of Human Resources and Documentation Management	Kusainova A.K.	_____

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I. GENERAL PROVISIONS

1. The Admissions Committee of the International University of Information Technology (hereinafter referred to as IITU) was established to organize the admission of students, accept documents from applicants, conduct entrance examinations and enrollment of students.

2. The main task of the Admissions Committee is to ensure compliance with the rights of citizens to education, established by the Constitution of the Republic of Kazakhstan, and the transparency and openness of all admission procedures.

3. The Admissions Committee is guided in its work by:

- The Constitution of the Republic of Kazakhstan of August 30, 1995;
- By the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007;
- By order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 "Model rules for admission to study in educational organizations implementing education programs of higher and postgraduate education" (as amended in accordance with the Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 554 dated November 5, 2021) ;

- Regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the MES RK) and the National Testing Center of the MES RK;
- this Regulation.

4. The composition of the University Admissions Committee is approved by order of the Chairman of the Board, the Rector, who is the chairman of the Admissions Committee.

4.1. The Admissions Committee includes: vice-rectors, deans of faculties, executive secretary, heads of structural divisions of the university.

4.2. The executive secretary of the Admissions Committee and his/her/her deputies are appointed from among qualified teachers and employees of the university.

5. The University Admissions Committee operates in accordance with the plan approved by the Chairman of the Admissions Committee.

6. The decisions of the Admissions Committee are made by a simple majority of votes, provided that at least 2/3 of the approved members are present.

7. The term of work of the Admissions Committee is one calendar year. The work of the Admissions Committee is completed by a report on the results of admission to the Academic Council of the University.

8. To ensure the work of the Admissions Committee, the rector's order approves technical personnel from among the university's teachers, engineering and technical workers, and educational and support staff.

II . ORGANIZATION OF THE WORK

1. The organization of the work of the Admissions Committee and office work must ensure the observance of individual rights and the fulfillment of state requirements for admission to higher educational institutions.

2. The work of the Admissions Committee is formalized in minutes, which are signed by the chairman and the executive secretary of the Admissions Committee.

3. Decisions of the Admissions Committee are made in strict accordance with the current legislation of the Republic of Kazakhstan, laws, regulatory legal acts in the field of education of the Ministry of Education and Science of the Republic of Kazakhstan and regulatory documents of the university by a simple majority of votes (if there are at least 2/3 of the approved composition), including when issues arise that are not provided for by the relevant documents.

4. The executive secretary of the Admissions Committee and his/her deputies prepare various information materials, forms of necessary documentation in advance, select the composition of subject examination committees, technical personnel, equip premises for the work of the executive secretary and technical personnel, prepare reference materials on education programs, samples of

documents filled out by applicants, and ensure conditions for storing documents.

5. Before the start of accepting documents, the Admissions Committee announces:

- Rules for admission to IITU;
- a list of education programs for which the university accepts students in accordance with licenses;
- the number of grants for admission to the first year in accordance with the approved state educational order for the training of specialists with higher education;
- rules for conducting special and creative examinations, etc.;
- the procedure for admission to the university.

The specified documents are posted on the information boards of the Admissions Committee and on the IITU website.

During the period of document acceptance, the Admissions Committee provides daily information on the number of applications submitted for the competition and organizes the operation of special telephone lines to answer all questions from applicants.

Information on the number of applications submitted must be provided in accordance with the rules of the competition.

6. Submission of an application for admission to a higher education institution and other required documents is registered in a special journal and a journal of applications, approved by the software of the NTC MES RK. It is recommended to include columns in the journal form that provide for the recording by the applicant (by signature) of the following facts:

- list of submitted documents;
- obtaining a certificate of participation in the competition for a state educational grant;
- familiarization with the results of special and creative exams.

Before the start of document acceptance, the journal (journals) sheets are numbered, stitched and sealed. On the day of the end of document acceptance, the entries in the journal (journals) are closed with a final line. The line drawn after the end of document acceptance is recorded by the signature of the executive secretary and sealed with a seal.

7. A personal file is created for each applicant (entrant), in which all submitted documents and UNT materials are stored.

Registration logs and personal files of applicants are kept as strictly accountable documents.

8. The applicant is given a receipt for the acceptance of documents.

9. The decisions of the Admissions Committee on enrollment of students are formalized in a Minutes, which indicates the grounds for enrollment.

10. Based on the decision of the Admissions Committee, upon the submission of the executive secretary of the Admissions Committee, the Rector issues an Order on the admission of students, master's degree students and doctoral students.

III . FUNCTIONS

In order to successfully solve the problems of forming a contingent of students, master's degree students and PhD students, the Admissions Committee:

1. coordinates the activities of all university departments responsible for career guidance for young people, acceptance of documents from applicants and citizens applying for master's and doctoral programs (PhD);

2. defines:

- the procedure for all departments to receive documents from applicants;
- the main provisions and rules for the admission of citizens to IITU in accordance with the Model Rules for Admission to Study in Educational Organizations Implementing Education programs of Higher and Postgraduate Education;

- list of education programs and conditions for commercial recruitment;
- the procedure for enrolling individuals under a shortened training program;

3. organizes the acceptance of documents, makes decisions on the admission of applicants to

participate in the competition for the award of state educational grants;

4. exercises control over the work of commissions conducting special (creative) examinations;
5. supervises the activities of technical, information and service departments that ensure the organization and conduct of student admissions.

IV . RIGHTS, RESPONSIBILITIES AND LIABILITIES

Chairman of the Admissions Committee

1. manages all activities of the Admissions Committee, is responsible for compliance with legislative acts and regulatory documents on the formation of the student body, monitors compliance with the rules for admission to the university;
2. appoints the executive secretary and his/her deputies, senior technical secretaries, technical secretaries, assistant technical secretaries and programmers;
3. approves the work plan and schedule of the IITU Admissions Committee and plans for the logistical support of admissions;
4. determines the operating mode of the Admissions Committee and services that ensure the conduct of the admissions process;
5. distributes responsibilities among the members of the Admissions Committee within the limits of the established functions;
6. approves the form and content of creative examinations,
7. determines the procedure for food and medical care for applicants, as well as accommodation in hostels for out-of-town students;
8. holds a reception for citizens on issues related to admission to the university.

Deputy Chairman of the Admissions Committee:

1. performs the duties of the chairman of the Admissions Committee during his/her absence;
2. organizes the development of regulatory documents of the university governing the activities of the Admissions Committee;
3. organizes the study by members of the Admissions Committee of regulatory and instructional documents on admission;
4. holds a reception for citizens on issues related to admission to a university.

Executive Secretary of the Admissions Committee

1. has the necessary powers to organize and ensure the admission of applicants to the university;
2. proposes candidates for deputy executive secretary of the Admissions Committee, senior technical secretaries, members of the appeals committee, technical secretaries and programmers;
3. coordinates and organizes the work of the Admissions Committee, secretariat and programmers;
4. determines the functional responsibilities of deputies and senior technical secretaries;
5. determines the operating mode of the Admissions Committee and services that ensure the conduct of admissions, personally monitors the interaction of all services related to admissions;
6. develops the Rules for admission to IITU in accordance with the Model Rules for admission to universities of the Republic of Kazakhstan;
7. familiarizes members of the university Admissions Committee with the Rules for Admission to Universities and other regulatory and instructional documents on the admission of applicants;
8. organizes training and instruction for technical personnel of the Admissions Committee;
9. carries out operational management of services that ensure the work of the Admissions Committee,
10. prepares materials for meetings of the Admissions Committee, draft orders of the rector concerning the organization and conduct of admissions;

11. organizes and supervises the conduct of creative and additional examinations, interviews, as well as the work of the appeals committee;
12. carries out management and systematic control over the work of subject examination committees, participates in the consideration of appeals;
13. is responsible for compliance with the University Admissions Rules and other regulatory documents on the formation of the student body.

Deputy Executive Secretary of the Admissions Committee

1. compiles a list of all regulatory documents that the Admissions Committee must follow in the current year;
2. prepares all the documentation necessary for the Admissions Committee,
3. provides advertising information to the marketing and PR departments regarding the admission of applicants to IITU;
4. provides instructions to technical secretaries of the Admissions Committee on the technology of accepting documents from applicants;
5. organizes the work of technical secretaries of the Admissions Committee;
6. organizes the preparation of premises and equipment for the work of the Admissions Committee;
7. ensures the transfer of required information to the NTC;
8. controls the filling of the database into the university system;
9. promptly prepares all types of reports on the admission of students to the first year;
10. carries out the tasks of the executive secretary and the chairman of the Admissions Committee.

Senior Technical Secretary

1. works under the supervision of the executive secretary of the university Admissions Committee;
2. generates applications for logistical support for the work of the Admissions Committee;
3. participates in the preparation and circulation of forms for the Admissions Committee documentation;
4. issues each technical secretary a folder with instructions and samples of the necessary documents;
5. keeps minutes of the meetings of the Admissions Committee;
6. ensures storage of documents of the Admissions Committee;
7. organizes and maintains office work ;
8. conducts reception of citizens on issues of admission to the university, provides answers to written inquiries of citizens on issues of admission to the university, within the limits of his/her competence. In difficult situations, consults with the executive secretary or deputy executive secretary of the Admissions Committee;
9. carries out the tasks of the executive secretary and deputy executive secretary of the Admissions Committee;
10. transfers to the university archive the minutes of the meetings of the Admissions Committee on the enrollment of students in the first year, the report on the work of the Admissions Committee and other documents.

Software Engineer

1. works under the supervision of the executive secretary of the university Admissions Committee;
2. provides technical secretaries of the Admissions Committee with a registration log of applicants;
3. prepares and configures a support program to suit the specifics of the university;
4. generates and issues a registration log of applications;

5. forms the technical secretary's journal and issues it to the technical secretary of the university ;
6. daily generates and issues reports on scanning of application forms, passes, and the register of issuance of passes;
7. generates and issues statistical data on the progress of application submissions on a daily basis ;
8. carries out the tasks of the executive secretary and deputy executive secretary of the committee.

Technical Secretary

1. works under the supervision of the executive secretary of the Admissions Committee, his/her deputies and the dean of the faculty;
2. carries out the acceptance, registration, storage, issuance and control of the authenticity of accepted documents;
3. bears personal responsibility for the legality of accepting documents, the correct execution of personal files and the storage of documents;
4. accepts documents, registers them in a journal of the established form and issues receipts;
5. supervises the filling of the application form to prevent errors. The technical secretary fills out some of the information in the application form personally (citizenship, nationality, education information and year of birth). The technical secretary is personally responsible for the accuracy and correctness of the filling of the specified data. The remaining fields (except for those listed above) are filled out by the graduate and controlled by the technical secretary;
6. notifies the executive secretary about applicants applying for benefits;
7. daily, upon completion of the document submission, provides the PC with information for the information stand on the progress of document submission in the established form and other (as assigned by the Admissions Committee) statistical information;
8. prepares orders for admission to the university and enters data into the IITU database;
9. The registrar submits personal files of applicants admitted to the university to the office and returns documents to persons not admitted to IITU.

V. REPORTING

1. The work of the Admissions Committee ends with a report on the results of admission at a meeting of the Academic Council of IITU.
2. The following documents serve as reporting documents when checking the work of the Admissions Committee: Rules for admission to the university, orders for approving the composition of the Admissions Committee, subject examination committees, minutes of the Admissions Committee, and applicant registration logs.