

ADMISSIONS BOARD REGULATIONS

1. GENERAL PROVISIONS

1.1. The present Regulations define establishment procedures, composition, scope of authority and activities of the Board of Admissions (hereinafter “the Admissions Board”) of the Autonomous nonprofit organisation of further professional education “Russian International Olympic University” (hereinafter “RIOU”).

1.2. The RIOU Admissions Board is responsible for managing student admission to further professional training programmes of **over 500 (five hundred) hours** in duration.

1.3. In its activities the Admissions Board is guided by the current legislation, the RIOU Charter, regulations on admission to RIOU’s educational programmes (hereinafter “the Admissions Regulations”), as well as other RIOU bylaws.

In the selection process the Admissions Board is guided by the principle of equal opportunity and impartiality in assessing the applicants’ ability.

1.4. The Admissions Board’s powers are not limited in time.

2. PROCEDURES FOR ESTABLISHING THE ADMISSIONS BOARD

2.1. The Admissions Board is comprised of 6 (six) members, including:

- Chairman – the RIOU Rector, ex officio member;
- Secretary – appointed by the RIOU Rector from among the members of the Admissions Board.

Members of the Admissions Board, except for the Chairman who sits on the Board by virtue of his position, are appointed by the RIOU Rector.

2.2. The Admissions Board must include at least three holders of doctoral degrees.

2.3. The Chairman of the Admissions Board

- opens and presides over the Board meetings;
- guarantees impartiality in assessing the candidates’ ability;
- puts questions to vote; signs the minutes of meetings and other documents of the Admissions Board.

2.4. The Secretary of the Admissions Board

- provides general coordination of the Admissions Board’s work (organising meetings, notifying members of the time and place of meetings, keeping the minutes of meetings, preparing the minutes for presentation to the Chairman for signature);
- manages consulting of prospective candidates and their representatives on admission to and study at RIOU;
- receives applications and checks them for compliance with the entry requirements;

- draws up the list of applicants satisfying the entry requirements and submits it to the Admissions Board for consideration;
- prepares documentation for the meetings of the Admissions Board;
- ensures implementation of decisions made by the Admissions Board;
- manages documents of the Admissions Board and ensures their proper filing and storage;
- prepares the minutes of the Board meetings and signs them;
- prepares the final admissions report for the relevant academic year and makes proposals on improving the work of the Admissions Board;
- performs other duties assigned by the Chairman of the Admissions Board and lying within the scope of the Board's functions.

3. ACTIVITIES AND POWERS OF THE ADMISSIONS BOARD

3.1. The Admissions Board is authorised to take decisions on all admission matters. In performing its activities, the Admissions Board must ensure observance of citizens' rights and adhere to all governmental requirements concerning entry to educational institutions.

Students are matriculated by an administrative order of the RIOU Rector issued in accordance with the Admissions Regulations and the present Regulations.

3.2. Decisions of the Admissions Board are recorded in the minutes of the relevant meeting signed by the Chairman and the Secretary. Decisions are made by simple majority vote involving all the attending members, following the principle of 'one member, one vote'. In the event of a tie vote the Chairman has the casting vote.

3.3. Voting is conducted by presenting the agenda item to the Admissions Board members and the subsequent show of hands to vote 'FOR' or 'AGAINST' a decision, or 'ABSTAIN'.

3.4. Meetings of the Admissions Board are valid if at least four of its members are present.

3.5. The Secretary of the Admissions Board ensures that all submitted applications are handled in accordance with the Admissions Regulations.

3.6. Upon considering the documents submitted by a candidate, the Admissions Board makes a decision on the candidate's suitability for participation in the competitive selection process. The Admissions Board selects candidates who have submitted all the documents required by the Admissions Regulations, and demonstrate the highest motivation for studying at RIOU.

3.7. The names of the selected candidates are recorded in the minutes of the relevant meeting of the Admissions Board. Successful candidates are notified by email.

3.8. The Admissions Board meets to consider applications as and when necessary, beginning from the date of its establishment.

At its meetings, the Admissions Board considers candidates whose applications for study comply with the Admissions Regulations and were submitted at least one working day before the date of the Board meeting. If an application was submitted later than this time, it will be considered at the next meeting of the Admissions Board.

3.9. The Chairman fixes the date of the meeting, and the Secretary informs all members of the Admissions Board about the scheduled time at least 2 (two) days before the meeting.

3.10. The Admissions Board can meet together in the same place or virtually, via videoconferencing in real time. Videoconferencing must be of such quality as to allow facial and audio identification of the attendees.

The Admissions Board cannot meet in any other format.

