

AGREED
Head of ED and IVE
Ministry of Education and
Science of the Kyrgyz Republic
G.M. Abylkasymova

June 08, 2021

APPROVE
Rector of the
Adam University
S.R. Sirmbard



June 08, 2021

ADMISSION

Requirements for Adam University
on 2021 - 2022 academic year

Bishkek - 2021

1. General provisions

These Rules are 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 educational institutions of the Kyrgyz Republic", approved by the decree of the Government of the Kyrgyz Republic No. 718 dated December 30, 2019 and "Regulations on the selection and enrollment of applicants to universities of the Kyrgyz Republic based on the results of nationwide testing", approved by Resolution of the Government of the Kyrgyz Republic No. 256 dated May 27, 2011, as well as on the basis of the draft resolution of the Government of the Kyrgyz Republic "On Amendments to Some Decisions of the Government of the Kyrgyz Republic regulating the procedure selection and enrollment of applicants to higher educational institutions of the Kyrgyz Republic" and regulate admission to Adam University (hereinafter University).

1.2. Admission to the University is announced after coordination with the Ministry of Education and Science of the Kyrgyz Republic (hereinafter, the Ministry of Education and Science of the Kyrgyz Republic) of the list of training directions and their admission plan.

1.3. Persons with secondary general or secondary vocational education are admitted to the University for the first year.

1.4. Persons with secondary vocational education of the relevant profile are accepted for accelerated training programs. The list of specialties of secondary vocational education and the corresponding directions and specialties of higher vocational education according to the profile is determined by the university independently.

1.5. The following courses are accepted by persons who have a standard academic certificate of incomplete higher professional education or a state diploma of higher professional education of various levels.

1.6. For training under the Master's degree program accepts persons who have a state-issued diploma of higher professional education with the assignment of the academic degree "bachelor" or higher professional education, confirmed by the assignment of the qualification "specialist" to a person in a related specialty.

1.7. Education of citizens of other states at the University is carried out according to interstate agreements concluded by the Government of the Kyrgyz Republic and also under contracts between educational organizations' or with individual citizens.

1.8. The applicant has the right to familiarize himself with the Charter of the University, its licenses for educational activities and accreditation certificates, admission rules, as well as entrance test programs and other necessary information related to admission.

1.9. Tuition at the university is paid, based on the conclusion of a contract with legal entities or individuals, which specifies the obligations and rights of the parties, the amount and terms of tuition fees. The admission committee informs the applicant of the mutual obligations, the amount and the payment procedure.

1.10. The main criteria for admission to the University is the level of knowledge of the applicant. Enrollment in the number of students is made in accordance with clause 7.4 of the training contract.

1.11. The University conducts admission in the areas of training according to the Admission Plan agreed by the Ministry of Education and Science of the Kyrgyz Republic.

2. University's Admissions Board

2.1. In order to organize the admission of students to the implemented areas of training of the University, an admissions committee is created by the order of rector, whose chairman is the Rector.

2.2. The main task of the admissions committee is to ensure compliance with the rights of citizens to education established by the Constitution of the 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 universities, determines the duties of members of the admission and appeal commissions, approves the procedure for their work, the schedule of admission of citizens by the admission and appeal commission.

2.4. The admissions committee consists of: rector - chairman of the commission, vice-rector for Academic Affairs - deputy chairman, executive secretary, deputy executive secretary, heads of structural educational units, technical secretaries, as well as experienced professors and associate professors.

2.5. The Executive Secretary is responsible for organizing the work of the admissions committee. The candidacy of the executive secretary of the admissions committee is appointed by the rector and consistent with the Ministry of Education and Science of the KR. The same person cannot be the executive secretary of the admissions committee for more than two consecutive years.

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

2.7. The admissions Committee is obliged to monitor the reliability of the National Testing certificate, and also has the right to verify other educational documents submitted by the applicant.

2.8. For the organization and conduct of entrance examinations, for applicants with foreign citizenship, the chairman of the admission committee approves the composition of the examination, subject and appeal commissions. The powers and functions of these commissions are determined by the provisions on them approved by the Rector of the University. Examination boards are completed from the most experienced University teachers. The composition of these commissions should be updated annually by at least 50%.

2.10. For the organization and conduct of certification tests for admission to the second and subsequent courses at the university, certification commissions are created. The order of formation, composition, powers and procedure of activity of attestation commissions, as well as the procedures for conducting attestation examinations, are determined by the relevant provisions approved by the Rector of the University.

2.11. Upon admission to the University, the Chairman of the admissions committee 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 work of the admissions committee, the objectivity of the assessment of the abilities and inclinations of applicants, the accessibility of the admissions committee leadership at all stages of admission.

2.12. The administration of the university provides the commission with all the necessary conditions for conducting the competition and informing applicants about the course of the competition and its results.

3. Organization of informing applicants

3.1. The applicant, his legal representatives, parents have the right to familiarize themselves with the Charter of the University, its licensees for educational activities and certificates of state and other attestation (accreditation), admission rules, as well as programs of entrance examinations and other necessary information related to admission. When applying for places under a contract with the payment of tuition fees, the admission committee is obliged to familiarize the applicant, his legal representatives, parents with the obligations and rights of the parties, the amount and procedure for paying for training, the possibility of providing benefits in payment.

3.2. In order to familiarize the applicant and (or) his parents (legal representatives) the University is obliged to place the documents specified in paragraph 3.1. on its official website and/or arrange information stands at the University.

3.3. Before the start of the acceptance of documents, the admission Committee of the University announces the following:

- annual rules of admission to the University;
- a list of training areas for which the University announces admission in accordance with the license for the right to conduct educational activities;
- a list of entrance tests for applicants with foreign citizenship in general education subjects in each field of training;
- list and forms of conducting entrance examinations for Master's degree programs and certification examinations;
 - for the second and subsequent courses;
- the total number of places for admission to the first year in each area of training;
- rules for filing and considering appeals based on the results of entrance and certification tests;
- sample contract for applicants to places under contracts with the payment of tuition fees;

- the timing of the entrance examinations for master's degree programs and certification: examinations for the second and subsequent courses;
- terms of payment for tuition.

3.4. During the period of acceptance of documents, the admission committee of the University informs applicants daily about the number of applications submitted and the competition, organizes the functioning of special telephone lines for answering all questions of applicants. Information about the number of applications submitted, the competition must be submitted for each field of study, posted on the official website of the University and / or on the information stand of the admissions committee.

3.5. Recommended lists to enroll applicants must be posted on the website and stands of the university no later than 10 o'clock in the morning of the next day.

4. Acceptance of documents

4.1. The selection and enrollment of applicants based on the results of the National Testing carried out through the automated information system "Enrollee Online" on the website 2020.edu.gov.kg.

4.2. Admission of foreign citizens, citizens who have studied in foreign educational institutions, admission to accelerated programs on the basis of secondary vocational and higher vocational education, as well as to the magistracy is carried out on a personal application. The application is submitted online through the University's website [https://adam.edu.kg/ru/admission/aoolication /](https://adam.edu.kg/ru/admission/aoolication/).

When applying for admission in person, the applicant presents a document certifying his identity and citizenship.

4.3. Attachment to the application:

- a state-issued document on secondary general education / secondary vocational education/ higher vocational education;
- 6 photos in the size of 3x4;
- a copy of the military certificate of registration/ military ID (for young men);
- copy of passport (birth certificate);
- National Testing certificate for applicants on the basis of grade 11 or IVE (not specialized areas).
- Additional documents can be submitted by an applicant if he claims benefits established by the University Admission Rules: preferential categories are established by the admission procedure approved by the Government (see paragraph 8.5. Admission procedure to higher educational institutions of the Kyrgyz Republic) and internal regulatory documents of the University:

4.4. Foreign citizens, citizens who have studied in foreign educational institutions, 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. 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 provided by the Ministry of Education and Science of the Kyrgyz Republic, except for citizens of the Russian Federation, the Republic of Kazakhstan, the Republic of Tajikistan and the Republic of Belarus.

4.5. Acceptance of documents on the basis of National Testing to places under a contract with payment of tuition fees begins in accordance with the approved schedule of the Ministry of Education and Science of the Kyrgyz Republic for the selection and enrollment of applicants. Acceptance of documents for master's degree programs and admission to the second and subsequent courses begins on June 20 and ends on October 1 - for master's degree and August 25 for the rest.

Acceptance of documents of applicants with foreign citizenship, citizens who have studied in foreign educational institutions, begins on June 20 and ends on October 15.

4.6. A personal file is opened for each applicant, which stores all the submitted documents and materials for the entrance examinations, certification tests (including an extract from the protocol of the decision of the appeal commission).

4.7. When submitting documents, the applicant is issued a receipt for the acceptance of documents.

4.8. Applicants who have submitted forged documents to the admissions committee of the University are liable under the legislation of the Kyrgyz Republic.

4.9. When submitting an application for admission to the University the applicant provides an original or a certified copy of documents certifying his identity, citizenship, the original (or a certified photocopy for the correspondence department) of a state-issued document on education and the required number of photographs.

4.10. Admits the certification of a copy of the documents of citizens of the Kyrgyz Republic according to the original by the University.

5. Entrance tests

5.1. The republican testing of applicants is conducted by an independent testing service in accordance with the "Regulations on the selection and enrollment of applicants to higher educational institutions of the Kyrgyz Republic according to the results of the republican testing", approved by the Decree of the Government of the Kyrgyz Republic No. 256 dated May 27, 2011.

5.2. The competition for the enrollment of applicants for bachelor's degree programs for all forms of education under a contract with the payment of tuition fees is held only according to the results of the National Testing for citizens of the Kyrgyz Republic. If the applicant has National Testing Certificate scores above the threshold score, the admission committee has no right to refuse to accept the certificate coupon or the certificate itself for participation in the competition.

5.3. In each round, the applicant has the right to choose one university by registering an electronic certificate coupon through the Automated information System "Entrant Online" on the website

- 5.4. The selection and enrollment of applicants to the university takes place in three rounds. Each subsequent round is held in the presence of unclaimed places, the third round of selection and enrollment is carried out with the permission of the Ministry of Education and Science of the Kyrgyz Republic. Prior to the start of the second and third rounds, information about vacant places is posted in the AIS "Enrollee Online", on the website and information stands of the University, published in print or otherwise distributed among applicants. The rules of selection and enrollment in all rounds are identical.
- 5.5. The terms of the competition and enrollment in full-time (evening), correspondence forms of study, including with the use of distance learning technologies, are set by the University independently.
- 5.6. The competition for Master's degree programs is held according to the applications of citizens and according to the average score of the diploma of previous education;
- 5.7. Persons entering the university on the basis of higher education or on the basis of the most advanced vocational education in the profile, for accelerated training programs are enrolled in the university on the basis of recertification, transfer of the results of individual disciplines passed during higher education.
- 5.8. Applicants who have scores above the threshold on the main test are allowed to participate in the competition for places under the contract with the payment of tuition fees for the directions. When enrolling under a contract with the payment of tuition fees for the directions of priority right. Applicants who have the results of subject tests and have a Kyrgyztest certificate are used, applicants are recommended for the remaining places based on the results of the main test.
- 5.9. An applicant who has expressed a desire to study at the University has the right to submit to the admissions committee the originals of documents for admission to the University. Applicants with the highest scores are recommended for enrollment.

Applicants who have completed military service are given a preferential right to enter the University. The preferential right of enrollment is granted under other equal conditions (for example, with equal points). To participate in the competition, the specified persons when using a certificate issued before serving for three years. As a supporting document, the applicant provides a military ticket with a note on the passage of military service. In 2020, this category of applicants can use the certificate of National Testing received in 2019 or 2018.

- 5.10. The University conducts entrance and attestation examinations exclusively:

- for applicants - foreign citizens;
- for applicants enrolled in accelerated programs;
- for applicants entering the second or subsequent courses;
- for applicants enrolled in master's degree programs.

- 5.11. Entrance tests can be conducted simultaneously with the rounds of selection of applicants based on

the results of the National Testing from July 20 , 2021.

- 5.12 The admission Committee of the University conducts entrance tests in the form of computer testing using a database of test tasks for the 2021 year for applicants with foreign citizenship who have secondary general education;
- 5.13. Applicants (graduates of colleges/universities) entering the accelerated program are accepted on the basis of the average diploma score;
- 5.14. Applicants entering the Master's program are accepted on the basis of the average diploma score;
- 5.15. Applicants entering the second or subsequent courses are accepted by transferring disciplines.
- 5.16. The dates of the entrance examinations for foreign applicants at the University are fixed from July 10 to 15, October, according to master's degree programs from 10 July to October 1.
- 5.17. Packages of test tasks and keys (answers) to them are kept by the chairman of the admissions committee in sealed envelopes, which are opened immediately before testing.
- 5.18. At the end during the examination (testing), the answer forms are printed out by the members of the commission from e-mails, the examination sheets are filled in and handed over to the technical secretaries to fill out the examination sheets;
- 5.19. Examination sheets and printed answers are stored in the applicant's personal file,
- 5.20. The minimum threshold score, which entitles the applicant to participate in the competition, established by the University for computer testing of applicants - foreign citizens entering cannot be less than 24 of the maximum possible number of points (60 points).
- 5.21. The list of applicants recommended for admission to places under the contract with the payment of tuition fees must be posted no later than 10 o'clock in the morning of the next day after the examination test.

6. Enrollment

- 6.1. Enrollment of applicants to the number of University students is carried out on a competitive basis, only if there is an original document of education or its duplicate and payment is made in accordance with clause 6.1 of the contract for studying at Adam University.
- 6.2. It is allowed to enroll applicants in the number of students according to the results of the ORT after submitting to the AIS "Enrollee online" on the website www.2020.edu.gov.kg . or through the university's website <https://adam.edu.kg/ru/admission/application/> in electronic form of the following documents:
 - passport or birth certificate;
 - ORT certificate;
 - certificate of secondary general education / diploma of secondary vocational education or its duplicate / diploma of higher vocational education or its duplicate;
 - a military ID card or a certificate of registration for young men.

The applicant is obliged to provide the originals of the documents and the corresponding number of

photographs to the university admissions committee at the beginning of the academic year.

- 6.3. Admission of applicants to the number of University students to places under an agreement with the payment of tuition fees is carried out until August 30, according to master's degree programs until October 1.
- 6.3.1 Enrollment of applicants with foreign citizenship and citizens who studied at foreign educational institutions among University students to places under a contract with payment of tuition fees is made until October 15.
- 6.4. Out of competition, if there is a score corresponding to a positive assessment, the following military personnel who have been discharged into the reserve and are entitled to benefits established by the Government of the Kyrgyz Republic are enrolled in places under a contract with the payment of tuition fees;
- orphaned children and children left without parental care (up to and including 18 years of age, as of October 1 of this year);
- persons with disabilities who, according to the conclusion of a medical and social examination, are not contraindicated to study at a university in their chosen field of training;
- prize-winners of international and republican Olympiads (who took 1-3 places this year) for the directions in the selected university, in which: the subject of the Olympiad is the profile.
- 6.6 The order (orders) on enrollment based on the results of the competition, indicating the number of points scored on the entrance tests or on the National Testing, are published on the official website of the University and on the information stand of the admissions committee.

7. General rules for filing and considering appeals

- 7.1. According to the results of the entrance or attestation examination, the applicant has the right to submit to the appeal commission a written appeal statement on violation, in his opinion, of the established procedure for conducting the examination, and/or disagreement with his (their) results (hereinafter - the appeal).
- 7.2. Consideration of the appeal is not a retake of the exam. During the consideration of the appeal, only the correctness of the assessment of the results of the entrance test is checked.
- 7.3. The appeal is submitted by the applicant in person the day after the announcement of the assessment for the exam. The Admissions Committee ensures the reception of appeals throughout the working day.
- 7.4. The applicant has the right to be present during the consideration of the appeal. The applicant must have with him an identity document and an examination sheet.
- 7.5. With a minor applicant (under 18 years old) one of the parents or legal representatives has the right to be present, except for minors recognized in accordance with the law as fully capable before reaching the age of majority.
- 7.6. After consideration of the appeal, the decision of the appeal commission on the assessment of the exam

is made.

7.7. In case of disagreement, a vote is held in the appeal commission, and the decision is approved by a majority vote. The decision of the appeal commission drawn up by the protocol is brought to the attention of the applicant (under signature).

8. Information presentation and control

8.1. 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 15;

8.2. Control over the work of the admissions committee of the University is carried out by the Ministry of Education and Science of the Kyrgyz Republic.

