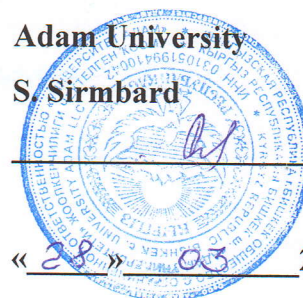


APPROVE

Rector of

Adam University

S. Sirmbard



« 28 » 03 2023

ADMISSION RULES

of the

Adam University

for 2023 – 2024 academic year

Bishkek - 2023

1. General regulations

1.1. These Rules are developed in accordance with the Law of the Kyrgyz Republic "On Education", other normative 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 the Government of the Kyrgyz Republic № 355 of June 30, 2022, № 106 of February 28, 2023 and "Regulations on the selection and admission of applicants to higher education institutions of the Kyrgyz Republic based on the results of nationwide testing", approved by the Government of the Kyrgyz Republic № 256 of May 27, 2011.

1.2. Admission to the University is announced after agreement with the Ministry of Education and Science of the Kyrgyz Republic (hereinafter referred to as MES KR) on the list of training areas 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 who have a state diploma of higher professional education of various levels, as well as secondary professional education of the relevant profile, are admitted to study under accelerated programs. The list of specialties of secondary vocational education and corresponding to their profile directions and specialties of higher vocational education is determined by the University independently.

1.5 For training under the Master's degree program are admitted persons who have a state diploma of higher professional education with the academic degree "Bachelor" or higher professional education, confirmed by the assignment of the qualification of "specialist" in a related specialty.

1.6. Persons who have a state-issued diploma of higher professional education with the assignment of an academic degree "bachelor" or higher professional education, confirmed by the assignment of the qualification "specialist" to a person in a related specialty, are accepted for training under the master's degree program.

1.7. Selection and enrollment of applicants - citizens of the Kyrgyz Republic and citizens of other states in the University to study under educational programs of higher professional education is carried out twice a year: in summer and winter periods.

Winter admission to the University is held at the discretion of the university, for places left vacant after summer admission.

1.8. The selection and enrollment of applicants - citizens of the Kyrgyz Republic based on the results of the General Republic Test and citizens of foreign countries is carried out through an Automated Information System.

1.9. Education of citizens of other states at the University is carried out in accordance with the legislation of the Kyrgyz Republic in the field of education, on the basis of international treaties that came into force in accordance with the legislation of the Kyrgyz Republic, as well as on the basis of agreements between educational organizations or with individual citizens.

1.10. The applicant has the right to review the University's Charter, its licenses for educational activities and accreditation certificates, admission rules, as well as admission test programs and other necessary information related to admission.

1.11. Education 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 payment for education. The admission committee informs the applicant of the mutual obligations, amount and payment procedure.

1.12. The main criteria for admission to the University are the level of knowledge and abilities of the applicant.

2. Organization of admission to the University

2.1. The selection and enrollment of applicants for all forms of education based on the results of the GRT of the current year (for winter admission – based on the results of the GRT of the previous year) is carried out through an Automated Information System (hereinafter – AIS) within the time limits established annually by the authorized body.

2.2. In order to organize the admission of students to the implemented areas of training of the University, an Admissions Committee created by order of the rector, whose chairperson is the Rector.

2.3. The main task of the Admission Commission is to ensure the observance of 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 limit contingent established by the license, as well as the requirements of legislative acts and regulatory documents on admission to universities, determines the duties of members of the admission and appeal commissions, approves the order of their work, the schedule of admission of citizens by the admission and appeal commissions.

2.4. The Admission Committee consists of: Rector - chairman of the committee, Vice-Rector for Academic Affairs - deputy chairman, executive secretary, deputy executive secretary, heads of structural academic departments, technical secretaries, as well as experienced professors and associate professors.

2.5. The work of the Admissions Committee and office work, as well as personal reception of applicants and their parents (legal representatives) is organized by the responsible secretary, who is appointed by the Rector of the University. The same person may not 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 GRT certificate, and also has the right to verify other educational documents submitted by the applicant.

2.8. For the organization and conduct of entrance tests at the bachelor's degree level, for applicants with foreign citizenship, the chairman of the Admissions Committee shall approve the composition of subject and appeal commissions. The authority and procedure for the activities of these commissions are determined by the regulations on them, approved by the Rector of the University. The examination commissions shall be composed of the most experienced teachers of the University. The composition of these commissions shall be annually renewed by at least 50%.

2.9. To organize and conduct attestation tests for admission of applicants for accelerated course of study, for the second and subsequent courses at the University are created attestation commissions. The order of formation, composition, powers and procedure of activity of attestation commissions, as well as the procedures for conducting attestation tests are determined by the relevant regulations approved by the Rector of the University.

2.10. During admission to the University, the Chairman of the Admission Committee shall ensure the observance of the rights of citizens in the field of education established by the legislation of the Kyrgyz Republic, transparency and openness of the work of the Admission Committee, objectivity in assessing the abilities and aptitudes of applicants, accessibility of the management of the Admission Committee at all stages of the admission process.

2.11. The administration of the university provides the commission with all 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/her legal representatives, parents have the right to review the Charter of the University, its licenses for educational activities and certificates of state and other attestation (accreditation), admission rules, as well as admission test programs and other necessary information related to admission. At admission to places under a contract with the payment of tuition fees, the admission committee shall familiarize the applicant, his/her legal representatives, parents with the obligations and rights of the parties, the amount and procedure for payment of tuition fees, the possibility of providing benefits in payment of tuition fees.

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 entrance examinations for master's degree programs and certification tests - for the second and subsequent courses;
- the total number of places for admission to the first year in each field of training and specialty;
- 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 entrance examinations for master's degree programs and certification tests 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 operation of special telephone lines to answer all questions of applicants. Information on 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. Lists of applicants recommended for enrollment should be posted on the university's website and stands no later than 10 a.m. the next day.

4. Acceptance of documents

4.1. The selection and enrollment of applicants based on the results of the GRT is carried out through the AIS.

4.2. Acceptance of documents for training in accelerated programs, for training areas and specialties that do not require GRT results begins on June 20, for master's degree programs begins on June 20 and ends on October 1.

4.3. Acceptance of documents of applicants – citizens of foreign states is carried out through AIS twice a year: from June 20; from December 1.

4.4. 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/application/>.

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

4.5. Following documents should be attached to the application:

- a state-issued document on secondary general education/secondary vocational education/higher vocational education;
- 6 pieces of 3x4 photos;
- a copy of the military registration certificate/ military ID (for boys);
- copy of passport (birth certificate); (4.11)
- * GRT certificate for applicants on the basis of Grade 11 or SPO (non-core areas).
- - Additional documents may be submitted by the applicant if he/she claims the benefits established by the University's Admission Rules: preferential categories are established by the admission procedure approved by the Cabinet of Ministers (see paragraph 72 of the Decree of June 30, 2022 No. 355) and the University's internal regulatory documents.

4.6 Foreign citizens, citizens who have studied in foreign educational institutions must present 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. The 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 content issued by the MES KR, except for citizens of the Russian Federation, the Republic of Kazakhstan, the Republic of Tajikistan and the Republic of Belarus.

4.7. Acceptance of documents on the basis of GRT to places under a contract with the 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 of applicants with foreign citizenship, citizens who have studied in foreign educational institutions, begins on June 20 and ends on October 15.

4.8. A personal file is opened for each applicant, in which all the submitted documents and materials for passing entrance tests, attestation tests are stored (including an extract from the protocol of the decision of the appeal commission).

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

4.10. Applicants who have submitted deliberately forged documents to the University admissions Committee are liable under the legislation of the Kyrgyz Republic.

4.10. Applicants who have submitted deliberately forged documents to the University admissions Committee are liable under the legislation of the Kyrgyz Republic.

4.11. When applying 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)

4.12. It is allowed to certify copies of documents of citizens of the Kyrgyz Republic according to the original by the University.

5. Entrance tests

5.1. 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 based on the results of republican testing", approved by the Decree of the Government of the Kyrgyz Republic dated May 27, 2011 No. 256. The competition for the enrollment of applicants is held on the basis of the resolution of the Cabinet of Ministers of the Kyrgyz Republic "On approval of regulatory legal acts in the field of higher and secondary vocational education of the Kyrgyz Republic" dated June 30, 2022 No. 355.

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 GRT for citizens of the KR.

5.3. In each round, the applicant has the right to choose one university by registering an electronic certificate coupon through an Automated Information System.

5.4. The selection and enrollment of applicants to universities 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 "Entrant 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 secondary vocational education in the profile for accelerated training programs are enrolled in the

university on the basis of recertification, recalculation of the results of individual disciplines passed during the previous education. Recertification (transfer) of learning outcomes is carried out by the University independently. At the same time, the duration of training in the implementation of accelerated programs is determined by the results of recertification (transfer) in whole or in part of the results of training in certain disciplines (modules) and (or) individual practices mastered (passed) by the student while receiving secondary vocational education and (or) higher education under another educational program.

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, applicants who have a certificate of Kyrgyztest, "Altyn Tamga", who are winners of international and republican Olympiads, on condition of their participation in the GRT and receiving points equal to or higher than the threshold score, enjoy the priority right.

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.

5.10. Applicants who have completed compulsory military service are granted the 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 2022, this category of applicants can use the GRT certificate obtained in 2021 or 2020.

5.11. Digitized documents confirming the applicant's belonging to the above categories must be attached to AIS

5.12. The University conducts entrance and certification tests exclusively:

- for applicants - foreign citizens (testing);
- for applicants enrolled in accelerated programs (interview or average scores);
- for applicants entering the second or subsequent courses (interview);
- for applicants entering master's degree programs (interview or average scores).

5.13. Entrance tests may be conducted simultaneously with the rounds of selection of applicants based on the results of GRT.

5.14. The Admission Committee of the University conducts entrance tests in the form of computer testing using a database of test tasks for applicants with foreign citizenship who have secondary general education;

5.15. The dates of the entrance tests: summer admission – from July 1 to September 1; winter admission – from December 20 to February 15.

The dates of the entrance tests for foreign applicants: summer admission - from July 1 to October 15; winter admission – from December 20 to February 15.

The dates of the entrance tests for master's degree programs are from July 1 to October 1. The competition for Master's degree programs is held according to the applications of citizens based on the results of entrance tests. In case of an emergency, an emergency, in agreement with the authorized body, it is allowed to conduct entrance tests online.

5.16. 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. The University determines the duration of the test.

5.17. Before the start of the entrance tests, an instruction is given on the rules of the exam, testing, and interview. At the end of the exam (testing), the members of the commission from e-mails print out the answer forms, the examination sheets are filled in and handed over to the technical secretaries to fill out the examination sheets.

5.18. Examination sheets and printed answers are stored in the applicant's personal file.

5.19. The minimum threshold score, which entitles an applicant to participate in the competition, established by the University for computer testing of applicants – foreign citizens entering, cannot be less than 40% of the maximum possible number of points.

5.20. The list of applicants recommended for admission to places under a contract with the payment of tuition fees must be posted no later than 10 a.m. the next day after the examination test.

6. Enrollment

6.1. Admission 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 GRT after submitting to the AIS "Entrant online" or through the university's website <https://adam.edu.kg/ru/admission/application/> in electronic form of the following documents:

- passport or birth certificate;
- GRT 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 original documents and the corresponding number of photos to the university admissions committee at the beginning of the academic year.

6.3. Enrollment of applicants to the number of University students in places under a contract with payment of tuition fees is carried out according to the results of summer admission until September 10, according to the results of winter admission – until February 10, according to master's degree programs until October 1.

6.3.1 Enrollment of applicants with foreign citizenship and citizens who have studied at foreign educational institutions among University students for places under a contract with payment of tuition fees is carried out until October 15.

6.4. Out of competition, if there is a score corresponding to a positive assessment, they are enrolled in places under a contract with the payment of tuition fees:

- military personnel discharged into the reserve and entitled to benefits established by the Government of the Kyrgyz Republic;

- children - orphans and children left without parental care (up to 18 years inclusive, as of October 1 of this year);

- - persons with disabilities, who according to the conclusion of medical and social expertise are not contraindicated to study at the university in the chosen direction of training according to the Law of the Kyrgyz Republic "On the rights and guarantees of persons with disabilities" № 38 of April 03, 2008, the Regulations on Inclusive Education of Persons with Disabilities at Adam University № 2 of October 29, 2021.;

- 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.

6.5 Persons who did not show up for the entrance tests without valid reasons and received an unsatisfactory assessment do not participate in the competition and will not be enrolled in the University.

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 GRT, 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 certification test, 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 test, 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 personally on the next working day after the announcement of the assessment for the exam. The Admissions Committee ensures that appeals are received 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 of age) 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. Reporting and monitoring

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 according to the terms of summer admission – until October 20; according to the results of winter admission – until February 20.

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.