Approved by the
Government Decree of the Kyrgyz Republic
of May 27, 2011 N 256

PROCEDURE
for admission to higher educational institutions of the Kyrgyz Republic

(As amended by the resolutions of the Government of the Kyrgyz Republic of March 28, 2012 N 215, June 19, 2012 N 429, September 13, 2013 N 514, June 16, 2014 No. 328, June 8, 2017 No. 355, March 28, 2018 No. 157, June 11 2018 No. 279)

I. General provisions

1.1. This Procedure reglamentary reception of citizens of the Kyrgyz Republic and citizens other States in the higher educational institution (hereinafter - the University) regardless of their organizational and legal forms (forms of ownership and departmental subordination) for training in educational programs of higher professional education under contracts with payment the cost of training with the legal and (or) physical persons (further - contract with payment the cost of training)"

1.2. This Procedure has been developed in accordance with the Law of the Kyrgyz Republic "On Education" and other regulatory legal acts of the Kyrgyz Republic in the field of education.

1.3. Universities, regardless of their organizational and legal forms, independently develop, approve and coordinate with the Ministry of Education and Science of the Kyrgyz Republic (hereinafter - The Ministry of Education and Science of the Kyrgyz Republic) annual admission rules in the part that does not contradict the legislation of the Kyrgyz Republic and this Procedure.

1.4. For the first year in higher education institutions of the Kyrgyz Republic, persons with secondary general and secondary vocational education are accepted.

1.5. For subsequent courses, persons with a state-issued diploma of higher professional education of various levels are accepted. For the subsequent courses of the relevant specialties, persons with a state-issued diploma of secondary vocational education of the corresponding profile are accepted. The list of specialties of secondary vocational education and the corresponding directions and specialties of higher vocational education according to the profile is approved by the Ministry of Education and Science of the Kyrgyz Republic.

(As amended by the Resolution of the Government of the Kyrgyz Republic No. 157 of March 28, 2018).

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

(As amended by the Resolution of the Government of the Kyrgyz Republic No. 328 of June 16, 2014).

1.7. Citizens of the Kyrgyz Republic have the right to receive free higher education on a competitive basis in state universities within the state educational standards, if they receive an education of this level for the first time.

1.8. Training of citizens of other states in higher education institutions of the Kyrgyz Republic is carried out in accordance with the legislation of the Kyrgyz Republic, on the basis of international agreements that have entered into force in accordance with the established

procedure, to which the Kyrgyz Republic is a party, as well as on the basis of agreements between educational organizations or with individual citizens. Agreements between universities and partners providing intermediary services in various countries of the world for the selection of foreign citizens to universities in the Kyrgyz Republic must be agreed with the Ministry of Education and Science of the Kyrgyz Republic before the announcement of admission to the university.
(As amended by the Resolution of the Government of the Kyrgyz Republic No. 157 of March 28, 2018).
1.9. The main criteria for admission to universities of the Kyrgyz Republic, regardless of their organizational and legal forms, for full-time, part-time (evening) and part-time forms, including with the use of distance educational technologies, are the level of knowledge and ability of the applicant.
(As amended by the Resolution of the Government of the Kyrgyz Republic No. 328 of June 16, 2014).
1.10. Universities, regardless of their organizational and legal forms, announce admission after agreeing with the Ministry of Education and Science of the Kyrgyz Republic on the list of training areas and specialties and their admission plan.

II. Organization of admission to the university

2.1. (Expired in accordance with the decree of the Government of the Kyrgyz Republic dated June 19 2012 No. 429).
2.2. To organize the admission of students to all forms of education under a contract with the payment of the cost of training, an admission committee is created by the order of the head of the university, the chairman which is the rector of the university.
(As amended by the Resolution of the Government of the Kyrgyz Republic of June 19, 2012 No. 429).
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 regulatory legal acts 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 composition, powers and procedure of the admissions committee are determined by the regulations on it, approved by the rector of the university. The term of office of the admissions committee is one year.
2.5. The work of the admissions committee and office work, as well as the personal reception of applicants and their parents (legal representatives) are organized by the executive secretary, who is appointed by the rector of the university. Candidates for responsible secretaries of admissions committees are approved by the Ministry of Education and Science of the Kyrgyz Republic. The same person may not be the executive secretary for more than two years in a row.
2.6. For the organization and conduct of entrance tests, the chairman of the admission committee approves the composition of the examination and appeal commissions. The powers and procedures of the examination and appeal commissions are determined by the regulations on them, approved by the rector of the university. Examination boards are completed from the most experienced teachers of this university. The composition of these commissions should be updated annually by at least 50 percent.
2.7. For the organization and conduct of certification tests for admission to the second and

subsequent courses at the university, certification commissions are created. The procedure for the formation, composition, powers and operation of certification commissions, as well as the procedures for conducting certification tests are determined by the relevant regulations approved by the rector of the university.
2.8. When applying to a higher educational institution, 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, transparency and openness of the work of the admissions committee, objectivity in assessing the abilities and aptitudes of applicants, availability of the admissions committee management at all stages of the admission process.
(As amended by the Resolution of the Government of the Kyrgyz Republic of June 19, 2012 No. 429)
2.9. The admission committee is obliged to monitor the accuracy of information about the applicant's participation in the Republic General Test and also has the right to check other educational documents submitted by the applicant.

III. Organizing information for applicants

3.1. The applicant, his legal representatives, parents have the right to get acquainted with the charter of the university, its licenses for educational activities and certificates of state and other certification (accreditation), the rules of admission to the university, as well as the entrance test programs 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 acquaint the applicant, his legal representatives, parents with the obligations and rights of the parties, the amount and procedure for paying tuition fees, the possibility of providing benefits in payment.
3.2. The university announces the admission of citizens for training in educational programs of higher professional education only if there is a license for the right to conduct educational activities in these educational programs.
3.3. 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 no later than May 1.
3.4. Prior to the start of the application process, the University Admissions Committee announces the following:
annual rules for admission to the university;
the list of training areas and specialties for which the university announces admission in accordance with the license for the right to conduct educational activities;
the list of entrance tests in general education subjects in each field of training and specialty;
list and forms of entrance tests for persons with higher professional education;
the list and forms of conducting entrance tests 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 study and specialty;
rules for filing and considering appeals based on the results of entrance and certification tests;
information about the availability of the hostel (s) and the number of places in the dormitories for nonresident applicants;
sample contract for applicants to places under contracts with the payment of the cost of training;
dates of entrance tests for master's degree programs and certification tests for the second and subsequent courses;
terms of payment for training.

3.5. During the period of acceptance of documents, the admission committee of the university informs applicants on a daily basis about the number of applications submitted and the competition, organizes the operation 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 and specialty and posted on the official website of the university and/or on the information stand of the admission committee.

IV. Acceptance of documents

4.1. Acceptance of documents for places under the contract with payment of the cost of training begins from June 20. Acceptance of documents for master's degree programs begins on June 20 and ends on October 1.
4.2. Admission to universities is carried out on the personal application of citizens
4.3. The applicant has the right to apply for participation in the competition at the same time in several universities, in several areas of training (specialties), as well as for various forms of education (full-time, part-time (evening), correspondence, training with the use of distance educational technologies, external studies).
When applying for admission to the university, the applicant must present a document certifying his identity and citizenship. The application must be accompanied by a state-issued document on secondary general or secondary vocational education and the required number of photos.
Additional documents (certificates of death of parents, the conclusion of medical and social expertise, documents confirming the presence of a sports title, a military ticket with a mark on the passage of military service, etc.) can be submitted by the applicant, if he claims the benefits established by law of the Kyrgyz Republic.
(As amended by the resolutions of the Government of the Kyrgyz Republic of March 28, 2012 No. 215, September 13 2013 No. 514, June 16, 2014 No. 328, June 11, 2018 No. 279)
4.4. When submitting an application for admission to a higher educational institution, the applicant, at his own discretion, submits an original or a certified photocopy of the documents certifying his identity, citizenship, an original or a certified photocopy of a state- issued document on education and the required number of photos.
4.5. It is allowed to certify a photocopy of documents of citizens of the Kyrgyz Republic in the original by the university to which they are submitted.
4.6. Foreign citizens must submit to the admission committee a document on education equivalent to the state document on general secondary education, secondary or higher 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 educational content issued by the Ministry of Education and Science of the Kyrgyz Republic.
(As amended by the Resolution of the Government of the Kyrgyz Republic No. 157 of March 28, 2018).
4.7. The procedure for conducting selection rounds and enrolling applicants for grant (budget) places is established by a separate regulation.
4.8. For each applicant, a personal file is opened, in which all the submitted documents and materials for passing entrance tests and certification tests are stored (including an extract from the protocol of the decision of the appeal commission of the higher educational institution).

The personal files of applicants are stored in the higher educational institution for six months from the moment of the start of accepting documents.
4.9. When submitting documents, the applicant is issued a receipt for accepting documents.
4.10. Applicants who have submitted deliberately false documents to the admission committee of the university are liable under the legislation of the Kyrgyz Republic.

V. Republic-wide testing and entrance tests

5.1. The competition for the admission of applicants to all forms of training under the contract with the payment of the cost of training is held only on the basis of the results of the Republic General Test of the current year. If the applicant has Republic General Test score above the threshold score, the admission committee does not have the right to refuse to accept the certificate for participation in the competition. The results of the Republic General Test passed by the applicant before the completion of their military service are valid for 3 years.
(As amended by the resolutions of the Government of the Kyrgyz Republic of June 19, 2012 No. 429, June 16, 2014 No.328, June 11, 2018 No.279)
5.2. The terms and procedure of the competition for full-time education under the contract with the payment of the cost of training based on the results of the Republic General Test are similar to the rounds of selection and enrollment of applicants for grant training. In each round, the applicant has the right to choose one university by dropping the tear-off certificate card in the sealed box of the desired faculty. When submitting a tear-off ticket, the original certificate must be presented. The competition is held without taking into account the categories of applicants established for applicants applying for the state educational grant, applicants with the highest scores are recommended for enrollment.
The terms of the competition and enrollment in full-time (evening), part-time forms of education, including with the use of distance learning technologies, are established by the university itself. Applicants who have not passed these tests, but have scores equal to or higher than the threshold for the main test, are also allowed to participate in the competition for places under a contract with the payment of the cost of training in specialties and areas that require additional subject tests (except for medical specialties). When crediting to the data the priority right is given to applicants who have the results of subject tests, and applicants are recommended for the remaining places based on the results of the main test.
(As amended by the resolutions of the Government of the Kyrgyz Republic of June 19, 2012 N 429, June 16, 2014 No.328, March 28, 2018 No. 157).
5.3. The University conducts entrance tests exclusively:
- (expired in accordance with the decree of the Government of the Kyrgyz Republic dated June 19, 2012 No. 429)
- for applicants entering training areas and specialties that do not require Republic General Test results;
for applicants-foreign citizens.
(As amended by the Resolution of the Government of the Kyrgyz Republic of June 19, 2012 N 429, June 16, 2014 No.328)
5.4. Entrance tests may be conducted simultaneously with the selection rounds of applicants based on the results of the Republic General Test.
5.5. The rules of admission of the university, regardless of its organizational and legal form, determine the list of subjects of entrance tests.

(As amended by the Resolution of the Government of the Kyrgyz Republic No. 328 of June 16, 2014).
5.6. Entrance tests (except for tests in the specialties of art and physical culture) are conducted according to the programs corresponding to the curricula of secondary general education.
5.7. Terms of conducting entrance tests in universities, regardless of their organizational and legal forms, - from July 10 to August 20. The deadline for conducting entrance tests for foreign citizens can be extended until October 15.
(As amended by the resolutions of the Government of the Kyrgyz Republic of June 19, 2012 No. 429, June 16, 2014 No. 328).
5.8. Schedule of entrance and certification tests (subject, date, time, the examination group and the place of the examination, consultation, date of announcement of the results) is approved by the chairman of the admissions committee or his deputy and is notified to the attention of applicants no later than June 20. In the schedule of entrance tests and certification tests, the names of the chairmen of the examination commissions and examiners are not indicated.
5.9. The persons who took the documents after the completion of the acceptance of the documents are eliminated from the competition.
5.10. Persons who did not appear for the entrance test for a valid reason (illness or other documented circumstances) are allowed to participate in parallel groups, at the next stage of passing the entrance tests, or individually during the period until their complete completion.
5.11. The competition for admission to the second and subsequent courses is held on the basis of certification tests conducted by the university independently. At the same time, the period of mastering higher education programs is determined by the academic difference in the disciplines provided for by the relevant state educational standards. The academic difference is determined in accordance with the procedure established by the Regulations on Transfer, Expulsion and Reinstatement of Students of Higher Educational Institutions of the Kyrgyz Republic, approved by the resolution Government of the Kyrgyz Republic “On approval of regulatory legal acts regulating the activities of educational organizations of higher and secondary vocational education of the Kyrgyz Republic” dated May 29, 2012 No. 346.
(As amended by the Resolution of the Government of the Kyrgyz Republic No. 328 of June 16, 2014)
5.12. The competition for Master’s degree programs is held on the basis of applications citizens based on the results of entrance tests.

VI. General rules for conducting entrance tests

6.1. Entrance tests can be conducted in the form of an exam (oral or written), testing (blank or computer), interview.
(As amended by the Resolution of the Government of the Kyrgyz Republic No. 355 of June 8, 2017)
6.2. The university may use test tasks for conducting entrance tests The National Testing Center under the Ministry of Education and Science of the Kyrgyz Republic, on the basis of the contract concluded with it. Test tasks, tickets for oral exams, tasks for written exams, developed by the subject commissions of the university, must comply with the program of secondary general education.
6.3. Packages of test tasks, tickets for oral exams and tasks for written exams and the keys (answers) to them must be kept by the chairman of the admission committee in sealed envelopes, which are opened immediately before the test (exam).

6.4. The duration of the test or written exam is determined by the university.
6.5. Admission of applicants to the entrance tests is carried out in the presence of a passport or other identity document.
6.6. Before the start of the entrance tests, the members of the examination committee are instructed about the rules of the exam.
6.7. During the entrance exams, applicants are prohibited from:
- bring and use textbooks, notebooks, notes, mobile phones, electronic notebooks and other means of storing information;
- talk or change seats without the permission of the examiners;
- exchange exam tickets, answer forms, and notes.
In case of repeated violations of the requirements on the procedure for conducting entrance tests, the applicant may be disqualified and not allowed to take the next exam. Disqualification is made out by the relevant act, certified by the signatures of the members of the examination commission.
6.8. When the applicant submits the completed test task, the commission members check the correspondence of the option number on the answer form and on the test task, the absence of corrections, marks on the answer form, filling in the forms with a ballpoint or gel pen.
6.9. The presence of unauthorized persons at the entrance exams is prohibited.
6.10. At the end of the exam, the tests, answer forms and exam sheets are handed over to the executive secretary of the admissions committee.
6.11. The executive secretary, together with the members of the admissions committee, encrypts written papers or answer forms by putting a conditional cipher on the examination sheet and the answer form.
6.12. The examination sheets remain with the executive secretary and are stored in a sealed safe, and the answer forms are handed over to the members of the examination committee for verification, while their verification is allowed only at the university. Persons who are not related to this entrance test are not allowed to be checked.
6.13. Examination papers are checked on the same day, immediately after the end of encryption.
6.14. When checking the examination papers, the following rules must be followed:
- answers filled in with a pencil do not count;
- when the applicant fills in two possible answers, the answer to this question is not counted;
- on the answer forms, the signature and surname of the examiner must be placed next to the points awarded;
- if a signature is found on the answer forms or any inscriptions that are not related to the work, the test tasks are checked by two examiners.
6.15. When conducting computer testing, questions and answers are displayed on the on the computer monitor. The test ends if all questions are exhausted or the time allotted for the test has expired. The test result is recorded in the electronic protocol. The fact of familiarization with the test results is confirmed by the applicant's signature on the test sheet and is recorded in the examination sheet.
6.16. The minimum threshold score that entitles the applicant to participate in the competition, it is set by the university in advance and can not be less than 40 percent of the maximum possible number of points.
6.17. The list of applicants recommended for admission to places under the contract with the payment of the cost of training must be posted no later than 10 o'clock in the morning of the next day after the exam.

6.18. Written works of persons enrolled in the university are filed in their personal files. Written works of rejected applicants are stored for six months, after which they are destroyed.

VII. 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 about the violation, in his opinion, of the established procedure for conducting the test, and/or disagreement with its results (hereinafter - the appeal).

In the case of a written test, the applicant can get acquainted with their work.

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 on the next day after the announcement of the assessment on the exam. The Admissions Committee ensures that appeals are accepted throughout the working day.

7.4. The applicant has the right to be present at the appeal hearing. The applicant must have 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 who are 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 the event of a disagreement, a vote is held in the appeal commission, and the decision is approved by a majority vote. The decision of the appeal commission issued by the protocol is brought to the attention of the applicant (under the signature).

VIII. Admission

8.1. Admission of applicants to the number of university students, regardless of their organizational and legal forms, for all forms of education is made in the presence of the original document of education or its duplicate.

Upon admission to the master's degree in distance learning, and accelerated programs learning on the basis of secondary vocational education in the relevant profile graduates of pedagogical areas of training and specialties, who studied at grant or a budgetary basis, a copy of the diploma of basic higher professional education (bachelor) or a diploma of secondary vocational education, certified the issuing institution, and the certificate from the institution of training grant or a budgetary basis and the distribution of work.

(As amended by the Resolution of the Government of the Kyrgyz Republic No. 157 of March 28, 2018).

8.2. Admission of applicants to the number of students according to the results of the Republic General Test is made in the presence of the original certificate of the test results. The results of the Republic General Test of applicants who have confirmed their desire to study at the university by submitting the necessary documents to the admission committee must be confirmed by an Independent Test Service before enrollment.

(As amended by the Resolution of the Government of the Kyrgyz Republic of June 19, 2012 N 429)

8.4. Admission of applicants to the number of full-time students of higher education institutions, regardless of their organizational and legal forms, to places under the contract with the payment

of tuition fees is made until August 25, for other forms of training - until August 31. The deadline for enrolling applicants from among foreign citizens can be extended until October 15.
(As amended by the Resolution of the Government of the Kyrgyz Republic of June 19, 2012 N 429)
8.5. 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 the cost of training:
- (paragraph 2 has become invalid in accordance with the decree of the Government of the Kyrgyz Republic of 11 June 2018 No. 279);
- children-full orphans 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 the medical and social expertise, are not contraindicated to study at a university in their chosen field of study and specialty;
- prize-winners of international and national Olympiads (who took 1-3 places this year) in the areas and specialties in the selected university, in which the subject of the Olympiad is the main one.
(As amended by the Resolution of the Government of the Kyrgyz Republic No. 279 of June 11, 2018)
8.6. Champions and prize-winners of the Olympic Games, World Championships and champions of the Asian Games are accepted without entrance tests (exams, testing and interviews) to state and municipal universities for training in the areas of training (bachelor's, master's) and specialties in the field of physical culture and sports.
Athletes who have the sports titles "Master of Sports of the Kyrgyz Republic", "Master of Sports of the Kyrgyz Republic of international class", persons who have completed military service, persons who have a state certificate of the authorized state body for the state language, taking into account the system “Kyrgyztest” on the level of proficiency in the state language in the Russian language, they have a preferential right to enter state and municipal educational organizations of higher professional education.
(As amended by the resolutions of the Government of the Kyrgyz Republic of March 28, 2012 No. 215, June 11 2018 No. 279)
8.7. Students of pre-university training units are admitted to universities on a general basis.
8.8. Persons who do not appear for the entrance tests without valid reasons, as well as those who have received an unsatisfactory rating, do not participate in the competition and are not enrolled in the university.
8.9. Order (s) on enrollment based on the results of the competition with an indication of the number of points, the results obtained on the entrance tests or on the NT are published on the official website of the university and on the information stand of the admissions committee.
8.10. In case of detection during the inspection conducted under the supervision of the Ministry of Education and Science of the Kyrgyz Republic, the facts of the competition and illegal enrollment of the applicant, including on the basis of false information about the results of the NT, the student is subject to expulsion in accordance with the established procedure.

IX. Reporting and monitoring

9.1. Universities, regardless of their organizational and legal forms, submit the final admission data to the Ministry of Education and Science of the Kyrgyz Republic within the deadline:
- for training at the expense of the budget - until September 15;
- for training on a paid basis-until October 15;

9.2. Control over the work of university admissions committees is carried out by the Ministry of Education and Science of the Kyrgyz Republic.