

Quality Management System		
Registration number 01-05/39	Admission rules	Order number and date № 53 – ОД dated 25.06.2025

ADOPTED

by the Academic Council
of Adam UniversityThe protocol № 9
dated 29.05.25

APPROVE

Rector of Adam University
Prof. Sirmbard S.R.

ADMISSION RULES

Adam University
for the 2025–2026 academic year

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1. General provisions

1.1. These Rules have been 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 Decree of the Government of the Kyrgyz Republic No. 355 of June 30, 2022, No. 106 of February 28, 2023, and the “Regulations on the Selection and Enrollment of Applicants to Higher Education Institutions of the Kyrgyz Republic Based on the Results of Nationwide Testing,” approved by Decree No. 256 of the Government of the Kyrgyz Republic of May 27, 2011, as well as on the basis of the Resolution of the Cabinet of Ministers of the Kyrgyz Republic “On the Approval of Regulatory Legal Acts in the Field of Higher and Secondary Vocational Education of the Kyrgyz Republic” dated June 30, 2022, No. 355, and regulate admission to Adam University (hereinafter referred to as the University).

1.2. Admission to the University is announced after approval by the Ministry of Education and Science of the Kyrgyz Republic (hereinafter MES KR) of the list of training areas and their admission plan.

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

1.4. Persons who have a state-recognized diploma of higher professional education of various levels, as well as secondary professional education in the relevant field, are admitted to accelerated programs. The list of secondary professional education specialties and the corresponding fields and specialties of higher professional education is determined by the University independently.

1.5. Persons with a state-recognized diploma of higher professional education with the academic degree of “bachelor” or higher professional education confirmed by the award of the qualification of “specialist” in a related specialty are admitted to study under the master's program.

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1.6. The selection and enrollment of applicants who are citizens of the Kyrgyz Republic and citizens of other countries to the University for higher professional education programs is conducted twice a year: in the summer and winter periods.

Winter admission to the University is conducted at the discretion of the university for places remaining vacant after summer admission.

1.8. Selection and enrollment of applicants who are citizens of the Kyrgyz Republic based on the results of nationwide testing and citizens of foreign countries is carried out through the Automated Information System (AIS).

1.9. The education of citizens of other countries 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 have entered 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. Applicants have the right to familiarize themselves with the University's Charter, its licenses for educational activities and accreditation certificates, admission rules, as well as entrance examination programs and other necessary information related to admission.

1.11. Education at the university is paid for on the basis 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 admissions committee informs the applicant of the mutual obligations, the amount and the procedure for payment.

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

2. Admissions at the University

2.1. The selection and enrollment of applicants for all forms of education based on the results of nationwide testing for the current year (for winter admission – based on the results of nationwide testing for the previous year) is carried out through AIS within the time frame established annually by the authorized body.

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2.2. To organize the admission of students to the University's training programs, an admissions committee is established by order of the rector, chaired by the rector.

2.3. 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 chair of the admissions committee is responsible for implementing the admissions plan, complying with the maximum enrollment limits established by the license, as well as the requirements of legislative acts and regulatory documents on admission to higher education institutions, determining the duties of the members of the admissions and appeals committees, and approving their working procedures and the schedule for receiving citizens by the admissions and appeals committees.

2.4. The admissions committee consists of: the rector – chair of the committee, the vice-rector for academic affairs – deputy chair, the executive secretary, the deputy executive secretary, the heads of structural academic departments, technical secretaries, as well as experienced professors and associate professors.

2.5. The work of the admissions committee and paperwork, as well as personal interviews with applicants and their parents (legal representatives), are organized by the executive secretary, who is appointed by the university president. 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 verify the authenticity of the nationwide testing certificate and also has the right to check other educational documents submitted by the applicant.

2.8. For the organization and conduct of entrance examinations for bachelor's degree programs for applicants with foreign citizenship, the chair of the admissions committee approves the composition of the subject and appeals committees. The powers and procedures of these committees are determined by regulations approved by the rector of the University. Examination

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committees are composed of the most experienced teachers of the University. The composition of these committees must be renewed annually by at least 50%.

2.9. Certification commissions are established at the university to organize and conduct certification tests for the admission of applicants to accelerated courses, second and subsequent courses. The procedure for the formation, composition, powers, and activities 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.

2.10. When admitting students to the University, the chair of the admissions committee shall ensure compliance with citizens' rights in the field of education as established by the legislation of the Kyrgyz Republic, transparency and openness in the work of the admissions committee, objectivity in assessing the abilities and aptitudes of applicants, and accessibility of the admissions committee leadership at all stages of the admissions process.

2.11. The university administration provides the committee with all the necessary conditions for conducting the competition and informing applicants about the progress of the competition and its results.

3. Organization of informing applicants

3.1. Applicants, their legal representatives, and parents have the right to familiarize themselves with the University Charter, its licenses for educational activities and certificates of state and other certification (accreditation), admission rules, as well as entrance examination programs and other necessary information related to admission. When admitting applicants to places under a contract with payment of tuition fees, the admissions committee is obliged to familiarize the applicant, their legal representatives, and parents with the obligations and rights of the parties, the amount and procedure for paying tuition fees, and the possibility of providing payment benefits.

3.2. In order to familiarize the applicant and/or his/her parents (legal representatives), the University is obliged to post the documents specified in clause 3.1. on its official website and/or set up information stands at the University.

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3.3. Before the start of the application period, the University's admissions committee shall announce the following:

- the annual rules for admission to the University;
- a list of programs for which the University announces admission in accordance with its license to conduct educational activities;
- a list of entrance exams for applicants with foreign citizenship in general education subjects for each program;
- list and forms of entrance examinations for master's degree programs and certification examinations for the second and subsequent years;
- total number of places available for admission to the first year for each field of study and specialty;
- rules for submitting and reviewing appeals on the results of entrance and certification exams;
- a sample contract for applicants for places under contracts with payment of tuition fees;
- dates of entrance exams for master's programs and certification exams for the second and subsequent years;
- deadlines for payment of tuition fees.

3.4. During the document acceptance period, the University's admissions committee shall inform applicants daily about the number of applications submitted and the competition, and shall organize special telephone lines to answer all questions from applicants. Information on the number of applications submitted and the competition must be provided for each field of study and posted on the University's official website and/or on the admissions committee's information board.

3.5. Lists of applicants recommended for admission must be posted on the university's website and information boards no later than 10 a.m. the following day.

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4. Admission of documents

4.1. Selection and enrollment of applicants based on nationwide testing results is carried out through the Automated Information System (AIS).

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

4.3. Documents from applicants who are foreign citizens are accepted through the AIS twice a year: from June 20 and from December 1.

4.4. Admission of foreign citizens, citizens who have studied at foreign educational institutions, admission to accelerated programs based on secondary vocational and higher vocational education, as well as to master's programs, is carried out upon personal application. Applications are submitted online through the University's website <https://adam.edu.kg/ru/admission/application/>.

When submitting an application in person, the applicant must present a document proving their identity and citizenship.

4.5. The following documents must be attached to the application:

- State-issued document certifying secondary general education/secondary vocational education/higher vocational education;
- 6 photos, 3x4 cm in size;
- a copy of the military registration certificate/military ID (for young men);
- a copy of the passport (birth certificate); (4.11)
- a nationwide testing certificate for applicants based on 11th grade or secondary vocational education (non-specialized fields).
- Additional documents may be submitted by the applicant if he/she claims benefits established by the University's Admission Rules: benefit categories are established by the admission procedure approved by the Cabinet of Ministers (see clause 72 of Resolution No. 355 of June 30, 2022) and the University's internal regulatory documents.

4.6. Foreign citizens and citizens who have studied at foreign educational institutions must submit to the admissions committee a document on education equivalent to a state document on secondary general education or secondary vocational education of the Kyrgyz Republic. The

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examination of documents of foreign citizens is carried out by the Ministry of Education and Science of the Kyrgyz Republic. Foreign citizens are not allowed to be enrolled without providing a certificate of compliance with the level of education issued 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.

4.7. Acceptance of documents based on nationwide testing for places under a contract with payment of tuition fees begins in accordance with the schedule of selection and enrollment of applicants approved by the Ministry of Education and Science of the Kyrgyz Republic.

4.8. A personal file is created for each applicant, in which all submitted documents and materials from the entrance examinations and certification tests (including an extract from the minutes of the appeal commission's decision) are stored.

4.9. Upon submission of documents, the applicant is issued a receipt for the acceptance of documents.

4.10. Applicants who submit knowingly false documents to the University's admissions committee shall be held liable under the laws of the Kyrgyz Republic.

4.11. When submitting an application for admission to the University, the applicant shall provide the original or a certified copy of documents proving his/her identity and 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. The University may certify copies of documents of citizens of the Kyrgyz Republic based on the originals.

5. Entrance examinations

5.1. Nationwide testing of applicants is conducted by an independent testing service in accordance with the "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 Resolution of the Government of the Kyrgyz Republic dated May 27, 2011 No. 256. The competition for the admission of applicants is conducted on the basis of the Resolution of the Cabinet of Ministers of the Kyrgyz Republic "On the Approval of Regulatory Legal Acts in the

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Field of Higher and Secondary Vocational Education of the Kyrgyz Republic” dated June 30, 2022, No. 355.

5.2. The competition for admission of applicants to bachelor's degree programs for all forms of study under a contract with payment of tuition fees is held only on the basis of the results of nationwide testing for citizens of the Kyrgyz Republic.

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.

5.4. The selection and admission of applicants to universities takes place in three rounds. Each subsequent round is held if there are unclaimed places, and the third round of selection and admission is held with the permission of the Ministry of Education and Science of the Kyrgyz Republic. Before the start of the second and third rounds, information about vacant places is posted on the AIS “Applicant Online,” on the University's website and information boards, published in print, or otherwise distributed among applicants. The rules for selection and enrollment are identical in all rounds.

5.5. The dates of the competition and enrollment in full-time (evening), part-time, and distance learning programs, including those using remote learning technologies, are set by the University independently.

5.6. The competition for admission to master's programs is conducted based on applications from citizens and the average grade on their previous education diploma.

5.7. Persons entering the university on the basis of higher education or secondary vocational education in the relevant field are enrolled in accelerated programs on the basis of re-certification and re-evaluation of the results of individual disciplines completed during their previous education. Re-certification (transfer) of academic results is carried out by the University independently. In this case, the duration of study in accelerated programs is determined based on the results of re-certification (transfer) of all or part of the results of study in individual disciplines (modules) and (or) individual practices mastered (completed) by the student while obtaining secondary vocational education and (or) higher education in another educational program.

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5.8. Applicants who have scored above the threshold on the main test are eligible to compete for places under a contract with payment of tuition fees for the program. When enrolling under a contract with payment of tuition fees, priority is given to applicants who have a KyrgyzTest certificate, Altyn Tamga, and are winners of international and national Olympiads, provided that they participate in nationwide testing and receive scores equal to or higher than the threshold score.

5.9. Applicants who have expressed a desire to study at the University have the right to submit the original documents for admission to the University to the admissions committee. Applicants with the highest scores are recommended for admission.

5.10. Applicants who have completed compulsory military service are given priority for admission to the University. Priority for admission is given under other equal conditions (for example, with equal scores). To participate in the competition, these persons must use a certificate issued before completing their service within three years. As supporting documentation, the applicant must provide a military ID card with a mark indicating completion of compulsory military service. In 2022, this category of applicants may use a nationwide testing certificate obtained in 2021 or 2020.

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

5.12. The university conducts entrance and certification tests exclusively:

- for applicants who are foreign citizens (testing);
- for applicants entering accelerated programs (interview or average grades);
- for applicants entering the second or subsequent courses (interview);
- for applicants entering master's programs (interview or average grades).

5.13. Entrance examinations may be conducted simultaneously with the selection rounds for applicants based on the results of nationwide testing.

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

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5.15. Entrance examination dates: summer admission – from July 1 to August 21; winter admission – from December 20 to February 15.

Entrance examination dates for foreign applicants: summer admission – from August 1 to December 1; winter admission – from December 20 to February 15.

Entrance exam dates for master's programs: July 1 to October 1. Competition for admission to master's programs is based on applicants' entrance exam results. In the event of a state of emergency or extraordinary circumstances, and in agreement with the authorized body, entrance exams may be conducted online.

5.16. Test packages and answer keys are kept by the chair of the admissions committee in sealed envelopes, which are opened immediately before the test. The duration of the test is determined by the University.

5.17. Before the start of the entrance examinations, instructions are given on the rules for conducting the exam, testing, and interviews. At the end of the exam (testing), the answer sheets are printed out by the members of the committee from their e-mails, the exam records are filled out, and they are handed over to the technical secretaries to fill out the exam sheets.

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

5.19. The minimum passing score that entitles an applicant to participate in the competition, set by the University for computer testing of applicants who are foreign citizens, 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 payment of tuition fees must be posted no later than 10 a.m. on the day after the examination testing.

6. Enrollment

6.1. Admission of applicants to the University is conducted on a competitive basis, only upon presentation of the original or a duplicate of the education document and payment in accordance with clause 6.1 of the contract for education at Adam University.

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6.2. Applicants may be admitted to the University based on the results of nationwide testing after submitting the following documents to AIS “Applicant Online” or via the University website <https://adam.edu.kg/ru/admission/application/> in electronic form:

- passport or birth certificate;
- nationwide testing certificate;
- secondary school certificate/secondary vocational education diploma or its duplicate/higher vocational education diploma or its duplicate;
- military ID or registration certificate for young men.
- Applicants must submit the originals of their documents and the required number of photographs to the university admissions committee at the beginning of the academic year.
- 6.3. Applicants are enrolled as students of the University on a tuition-paying basis under a contract based on the results of the summer admission process by August 25, based on the results of the winter admission process by February 15, and for master's programs by October 1.
- 6.3.1 Enrollment of applicants with foreign citizenship and citizens who studied at foreign educational institutions as students of the University on a contract basis with payment of tuition fees is carried out based on the results of summer admission until December 1, based on the results of winter admission until March 20.
- 6.4. Without competition, if they have a score corresponding to a positive assessment, the following persons shall be enrolled in places under a contract with payment of tuition fees:
 - military personnel who have been discharged into the reserve and are entitled to benefits established by the Government of the Kyrgyz Republic;
 - children who are orphans and children left without parental care (up to 18 years of age inclusive, as of October 1 of the current year);
 - persons with disabilities who, according to the conclusion of a medical and social examination, are not contraindicated for training at a university in the chosen field of study in accordance with the Law of the Kyrgyz Republic “On the Rights and Guarantees of

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Persons with Disabilities” No. 38 of April 3, 2008, Regulations on inclusive education for persons with disabilities at Adam University No. 2 of October 29, 2021;

- Winners of international and national academic competitions (who placed 1st-3rd in the current year) in fields at the chosen university where the competition subject is a core subject.

6.5 Persons who did not appear for the entrance examinations without valid reasons and received an unsatisfactory assessment shall not participate in the competition and shall not be enrolled in the University.

6.6. The order (orders) on admission based on the results of the competition, indicating the number of points scored in the entrance examinations or nationwide testing, shall be published on the official website of the University and on the information stand of the admissions committee.

7. General rules for filing and reviewing appeals

7.1. Based on the results of the entrance or attestation exam, the applicant has the right to submit a written appeal to the appeals committee regarding what they believe to be a violation of the established exam procedure and/or disagreement with its (their) results (hereinafter referred to as an appeal).

7.2. The consideration of an appeal does not constitute a retake of the exam. During the consideration of the appeal, only the correctness of the assessment of the entrance exam results is checked.

7.3. The appeal is submitted by the applicant in person on the next working day after the announcement of the exam results. The admissions committee accepts appeals throughout the working day.

7.4. The applicant has the right to be present during the appeal review. The applicant must have an identity document and an exam sheet with them.

7.5. One of the parents or legal representatives of a minor applicant (under 18 years of age) has the right to be present, except for minors who are recognized by law as having full legal capacity before reaching the age of majority.

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7.6. After considering the appeal, the Appeals Committee shall make a decision on the exam score.

7.7. In the event of a disagreement within the appeals committee, a vote shall be held and the decision shall be approved by a majority vote. The decision of the appeals committee, recorded in the minutes, shall be communicated to the applicant (against signature).

8. Information presentation and control

8.1. The University shall submit to the Ministry of Education and Science of the Kyrgyz Republic the final data on admission to fee-based programs based on the results of the summer admission period by December 10 and based on the results of the winter admission period by March 20.

8.2. The work of the University's Admissions Committee shall be supervised by the Ministry of Education and Science of the Kyrgyz Republic.