

**MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE
KYRGYZ REPUBLIC**

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER SATKYNBAI TENTISHEV

AGREED

Vice-Rector for Quality of Education and
Labor Discipline
Edigeev Zh.A.

[Signature]
“ 30 ” 10 20 25

APPROVED

by the decision of
the Academic Council of AIU
Protocol № 2

dated “ 30 ” 10 20 25

Rector of AIU named after S. Tentishev
Honored Doctor of the Kyrgyz Republic,
Doctor of Medical Sciences, Professor
Sepiev T.T.



**QUALITY MANAGEMENT SYSTEM
REGULATION ON ENTRANCE EXAMINATIONS
QMS – AP – 5 – 2025**

AGREED

Vice-Rector for Educational and Scientific Work,
PhD, Associate Professor
Choguldurrov M.D.

[Signature]
“ 30 ” 10 20 25

Head of Students' HR department
Kozhonalieva Zh.Z.

[Signature]
“ 30 ” 10 20 25

COMPILED BY

QMS Specialist at the Quality of Education
and Labor Discipline Department
Karagulova M.Sh.

[Signature]
“ 30 ” 10 20 25

1. General provisions

1.1. This Regulation regulates the procedure of admission of citizens of the Kyrgyz Republic and citizens of foreign states to the Asian International University named after S. Tentishev (hereinafter – University, AIU) for training under educational programs of secondary professional and higher professional education, carried out in full-time form on a contractual basis with payment of the cost of training by individuals and (or) legal entities.

1.2. This Regulation is developed in accordance with the following normative legal acts:

- Law of the Kyrgyz Republic “On education”;
- Law of the Kyrgyz Republic “On external migration”;
- Resolution of the Cabinet of Ministers of the Kyrgyz Republic “Procedure of admission to higher educational institutions of the Kyrgyz Republic” (as amended dated August 1, 2022 No. 425, November 21, 2022 No. 654, November 30, 2022 No. 665);
- Resolution of the Government of the Kyrgyz Republic “On внесении changes and additions to some decisions of the Government of the Kyrgyz Republic”;
- Resolution of the Government of the Kyrgyz Republic “Regulation on the procedure of transfer, expulsion and reinstatement of students of higher educational institutions of the Kyrgyz Republic”;
- Resolution of the Government of the Kyrgyz Republic “Instruction on the procedure of оформление and issuance of visas of the Kyrgyz Republic”;
- Resolution of the Government of the Kyrgyz Republic “On questions of registration of foreign citizens and stateless persons on the territory of the Kyrgyz Republic”;
- Charter of the Asian International University named after S. Tentishev;
- other normative legal acts of the Kyrgyz Republic and internal normative documents of the University regulating the procedure of admission to training of citizens of the Kyrgyz Republic and foreign states.

1.3. Citizens of foreign states have the right to receive education in AIU named after S. Tentishev in the presence of a document confirming the corresponding level of education.

1.4. The level of education of foreign citizens must be not lower than secondary general education with obligatory study of profiling subjects: chemistry and biology, and must be confirmed by a certificate on equivalence of the level of education issued by the Ministry of Science, Higher Education and Innovation of the Kyrgyz Republic. The obtained final scores must correspond to requirements established by education authorities of the country of origin for admission to foreign medical educational institutions.

1.5. Amendments and additions may be made to this Regulation in accordance with the legislation of the Kyrgyz Republic, as well as instructive letters of the Ministry of Science, Higher Education and Innovation of the Kyrgyz Republic and the Ministry of Health of the Kyrgyz Republic.

1.6. In this Regulation the following main terms and definitions are used:

- nationwide testing (hereinafter – ORT) – testing conducted by an independent testing service (hereinafter – ITS) for persons wishing to enroll in higher educational institutions;
- summer admission – admission of applicants to higher educational institutions to grant places and to places under contracts with payment of the cost of training, carried out in the summer period;

- winter admission – admission of applicants to higher educational institutions to places under contracts with payment of the cost of training, carried out in the winter period to places remaining vacant after summer admission;
- automated information system of participation in the competition for enrollment in higher educational institutions (hereinafter – AIS) – electronic system of registration and participation of applicants in the competition for enrollment based on ORT results of the current year (for winter admission – based on ORT results of the previous year), as well as based on results of internal entrance examinations for foreign citizens;
- electronic coupon – application submitted by the applicant in electronic form through the automated information system.

1.7. To the first year of AIU are admitted persons having secondary general or secondary professional education.

1.8. Selection and enrollment of applicants – citizens of the Kyrgyz Republic and foreign states – to AIU for training under educational programs of higher professional education is carried out two times a year: in summer and winter periods.

1.9. Winter admission to places under contracts with payment of the cost of training may be carried out by decision of the University to places remaining vacant after completion of summer admission.

1.10. Selection and enrollment of applicants – citizens of the Kyrgyz Republic based on ORT results and citizens of foreign states – to AIU for training under educational programs of higher professional education is carried out through the automated information system (AIS).

1.11. For organization and conducting of entrance examinations an admission commission is formed. Powers and procedure of activity of the admission commission are determined by the regulation on the admission commission approved by the rector of AIU.

1.12. Acceptance of documents from citizens of the Kyrgyz Republic begins in accordance with the schedule approved by the Ministry of Science, Higher Education and Innovation of the Kyrgyz Republic.

2. Organization of admission

2.1. Selection and enrollment of applicants for all forms of education based on ORT results of the current year (for winter admission – based on ORT results of the previous year) is carried out through the automated information system (AIS) within сроки annually established by the authorized state body in the sphere of education. Results of ORT passed by the applicant before прохождения him of compulsory military service are valid within three years.

2.2. For organization of admission of applicants for training under contracts with payment of the cost of training by order of the rector of AIU an admission commission is created, the chairperson of which is the rector of the University.

2.3. The chairperson of the admission commission bears responsibility for observance of the maximum contingent of students established by the license for the right to carry out educational activity, as well as for observance of requirements of normative legal acts of the Kyrgyz Republic in the sphere of education. The chairperson of the admission commission determines

duties of members of the admission and appeal commissions, approves the procedure of their work, as well as the schedule of reception of citizens by the admission and appeal commissions.

2.4. The composition, powers and procedure of activity of the admission commission are determined by the regulation on the admission commission approved by the rector of AIU. The term of powers of the admission commission constitutes one year.

2.5. Work of the admission commission and ведение documentation, as well as personal reception of applicants and their parents (legal representatives) is organized by the responsible secretary of the admission commission, appointed by order of the rector of AIU. Candidates of responsible secretaries of admission commissions are agreed with the authorized state body in the sphere of education.

2.6. For organization and conducting of entrance examinations the chairperson of the admission commission approves compositions of examination and appeal commissions. Powers and procedure of activity of examination and appeal commissions are determined by regulations on them approved by the rector of AIU. The composition of the specified commissions must be annually updated not less than by 50 percent.

2.7. When organizing admission to AIU the chairperson of the admission commission ensures observance of rights of citizens established by the legislation of the Kyrgyz Republic in the sphere of education, publicity and openness of work of the admission commission, objectivity of evaluation of abilities of applicants, as well as accessibility of management of the admission commission at all stages of conducting admission.

2.8. The admission commission carries out control of reliability of information about participation of the applicant in nationwide testing (ORT), and also has the right to conduct verification of other documents on education submitted by the applicant.

2.9. сроки of acceptance of documents from foreign citizens are determined by the admission commission of AIU.

2.10. The admission commission, if necessary, may organize a visiting examination commission to the country of origin of applicants for conducting acceptance of documents and organization of blank testing.

3. Organization of informing applicants

3.1. The applicant, his parents or legal representatives have the right to familiarize themselves with the Charter of AIU, the license for carrying out educational activity, accreditation certificates, rules of admission to the University, as well as programs of entrance examinations and other information related to admission to training. When admitting to places under contracts with payment of the cost of training, the admission commission is obliged to familiarize the applicant and his parents (legal representatives) with the rights and obligations of the parties, the amount and procedure of payment for training, as well as conditions of possible provision of benefits for payment of training.

3.2. For the purpose of familiarizing applicants and their parents (legal representatives), documents specified in clause 3.3 of this Regulation are placed on the official website of the University and (or) on information stands of AIU not later than May 1 of the current year.

3.3. On the official website of the University and information stands of the admission commission the following information is placed:

- annual rules of admission to the University;
- list of directions of training and specialties for which the University announces admission in accordance with the license for carrying out educational activity;
- list of entrance examinations in general education subjects for each direction of training and specialty;
- list and forms of conducting entrance examinations for persons having higher professional education;
- total number of places for admission to the first year for each direction of training and specialty;
- rules of submission and consideration of appeals based on results of entrance and attestation examinations;
- information about availability of dormitories and number of places in dormitories for nonresident applicants;
- sample contract for applicants to places under contracts with payment of the cost of training;
- сроки of passing medical examination and additional tests in the part concerning them;
- сроки of conducting entrance examinations for training under educational programs;
- сроки of внесения payment for training.

3.4. During the period of acceptance of documents the admission commission of AIU organizes functioning of special telephone lines for consulting applicants and their parents (legal representatives) on questions of admission.

3.5. Information about the number of submitted applications and current competition for each direction of training and specialty is placed on the official website of AIU and (or) on the information stand of the admission commission.

4. Acceptance of documents

4.1. Admission to AIU is carried out on the basis of a personal application of citizens.

4.2. Acceptance of documents from applicants – citizens of foreign states is carried out through the automated information system (AIS) two times a year: from June 20 and from December 1.

4.3. When submitting an application for admission to AIU the applicant at his discretion submits the original or notarized copy of the document удостоверяющего his identity and citizenship, the original or certified copy of the document of state standard on education, as well as the necessary number of photographs.

4.4. Citizens of the Kyrgyz Republic and foreign citizens who studied in educational institutions of foreign states submit to the admission commission a document on education equivalent to the state document of the Kyrgyz Republic on secondary general, secondary professional or higher professional education. Equivalence of documents on education issued by educational organizations of foreign states is determined by the authorized state body. Enrollment of citizens of the Kyrgyz Republic and foreign citizens who studied in educational institutions of foreign states is not allowed without submission of a certificate on correspondence of the level of content of education issued by the authorized body.

4.5. For each applicant a personal file is created, in which all submitted documents and materials of entrance and attestation examinations are stored, including an extract from the protocol of the decision of the Appeal Commission of the University.

4.6. Personal files of applicants are stored in AIU within six months from the day of the beginning of acceptance of documents.

4.7. The applicant when submitting documents is issued a receipt on acceptance of documents.

4.8. When submitting an application for admission to AIU and its structural educational subdivisions a citizen of the Kyrgyz Republic presents a document удостоверяющий his identity and citizenship.

To the application are attached:

- application addressed to the rector (filled in on site);
- document of state standard on basic general or secondary general education;
- ORT certificate;
- six photographs sized 3x4 cm;
- copy of passport or birth certificate;
- copy of registration certificate or military ID;
- medical certificate (form No. 086/u) with result of fluorography;
- receipt on payment of acceptance of documents.

4.9. When submitting an application for admission to AIU a foreign citizen presents legalized in the procedure established by the legislation of the Kyrgyz Republic the following documents:

- application addressed to the rector (filled in on site);
- original and copy of passport with certified translation into Russian language;
- copy of the last visa and registration;
- original and copy of the document on education equivalent to the state document of the Kyrgyz Republic on basic general, secondary general or secondary professional education, as well as conclusion of the Ministry of Science, Higher Education and Innovation of the Kyrgyz Republic on recognition of its equivalence;
- document confirming a rating not lower than 60 percent;
- medical certificate (form No. 086/u) with results of examination for HIV, viral hepatitis B, C, D, malaria, as well as with result of fluorography;
- six photographs sized 3x4 cm;
- receipt on payment of acceptance of documents.

4.10. The department of international relations (hereinafter DIR) of AIU carries out verification of documents specified in clauses 4.8 and 4.9 of this Regulation. In case of submission by the applicant of forged documents he is removed from entrance examinations and bears responsibility in accordance with the legislation of the Kyrgyz Republic.

5. Mechanism of selection and enrollment for training under a contract with payment of the cost of training

5.1. Competition for enrollment of applicants for all forms of education under contracts with payment of the cost of training is carried out based on results of ORT of the current year through

the automated information system (AIS) two times a year. Winter admission is carried out through AIS based on results of ORT of the previous year. Applicants who received on the main test scores equal to or exceeding the threshold score established by the authorized state body in the sphere of education are admitted to participation in the competition.

5.2. Entrance examinations may be conducted simultaneously with stages of selection of applicants based on ORT results.

5.3. In the admission rules of AIU the list of subjects of entrance examinations is determined.

5.4. сроки of conducting entrance examinations in AIU are established as follows: for summer admission from July 1 to August 25; for winter admission from December 20 to February 15.

5.5. сроки of conducting entrance examinations for foreign citizens are established as follows: for summer admission from July 1 to October 15; for winter admission from December 20 to February 15.

5.6. сроки of conducting entrance examinations for foreign citizens within the framework of summer admission may be extended by the authorized state body in case of occurrence of force majeure circumstances in the Kyrgyz Republic or foreign states (natural disasters, epidemics, martial law, fires, emergency situations).

5.7. Schedule of entrance and attestation examinations (subject, date, time, examination group, place of conducting examination, consultations, date of announcement of results) is approved by the chairperson of the admission commission or his deputy and is brought to the attention of applicants not later than June 20 and December 15 for winter admission. In the schedule of entrance and attestation examinations surnames of chairpersons of examination commissions and examiners are not indicated.

5.8. Persons who withdrew documents after completion of acceptance of documents drop out of the competition.

5.9. Persons who did not appear at the entrance examination for a valid reason (illness, death of close relatives, confirmed documentarily) are admitted to passing the entrance examination in parallel groups at the next stage of conducting entrance examinations or individually within the period until their complete completion.

6. Entrance examinations

6.1. Entrance examinations may be conducted in the form of comprehensive blank testing in written form, computer testing or oral interview on profiling subjects (chemistry, biology). In case of a state of emergency or emergency situation, by agreement with the authorized state body, conducting of entrance examinations in online mode is allowed.

6.2. Date, place and form of conducting entrance examinations for foreign citizens are determined by the admission commission.

6.3. Entrance examinations are conducted according to programs corresponding to educational programs of basic general education.

- 6.4. When conducting entrance examinations test tasks are used, compiled by experienced teachers of AIU on profiling subjects and approved at the meeting of the department and at the meeting of the educational-methodical council.
- 6.5. Packages of test tasks for blank testing and answer keys to them are stored in the department of quality of education and labor discipline in sealed envelopes, which are opened directly before conducting testing.
- 6.6. Duration of testing constitutes 20 minutes for each discipline.
- 6.7. Admission of applicants to entrance examinations is carried out in the presence of a passport or other document удостоверяющий identity.
- 6.8. Before the beginning of entrance examinations, the responsible secretary of the admission commission or his deputy conducts an instruction on rules of conducting the examination.
- 6.9. In the аудитории the applicant is issued test tasks. In the test task the applicant chooses one of the proposed answer options to the given question and marks it with a circle using a ballpoint pen.
- 6.10. The course of conducting entrance examinations is observed by employees of the department of quality of education and labor discipline of AIU.
- 6.11. When questions arise related to conducting of the entrance examination, the applicant raises a hand and addresses the observer, without distracting attention of other applicants.
- 6.12. During entrance examinations applicants are prohibited:
- to bring and use textbooks, notebooks, records, mobile phones and other electronic devices for storage of information;
 - to talk or change seats without permission of observers;
 - to exchange test task forms and records.
- 6.13. In case of repeated violation of the established procedure of conducting entrance examinations the applicant may be disqualified. Disqualification is formalized by an act on violation of the procedure of conducting entrance examinations, signed by observers. In this case the work of the applicant is evaluated at 0 points regardless of the number of correctly completed tasks.
- 6.14. The form of test tasks is filled with a ballpoint pen of blue or black color.
- 6.15. Presence of unauthorized persons at entrance examinations is not allowed.
- 6.16. Upon completion of entrance examinations test tasks and examination sheets are transferred to the responsible secretary of the admission commission.
- 6.17. Examination sheets are stored in the department of quality of education and labor discipline in a sealed safe. Answer sheets are transferred to members of the examination commission for checking. Checking is allowed only in AIU. Persons not related to the given entrance examination are not allowed to checking.

6.18. Checking of test tasks is carried out on the same day after completion of the procedure of encryption.

6.19. When conducting computer testing questions and answer options are displayed on the monitor of the computer. The test is completed after answering all questions or upon expiration of the установленного time of testing. The result of testing is fixed in an electronic protocol.

6.20. When checking test tasks the following rules are observed:

- answers marked with a pencil are not counted;
- when choosing two or more answer options the answer to the given question is not counted;
- final scores are entered into the form of the examination sheet and certified by signatures of examiners and the responsible secretary;
- when detecting a signature or other inscriptions on the form of test tasks the work is checked by two examiners;
- answers to test tasks are checked according to the established answer keys.

6.21. Competitive selection is carried out in accordance with the admission plan approved by the rector of AIU and agreed with the Ministry of Science, Higher Education and Innovation of the Kyrgyz Republic.

6.22. For each correct answer the applicant receives 1 point, for an incorrect answer 0 points.

6.23. The maximum number of points for all subjects included in the list of entrance examinations constitutes 20 points.

6.24. The minimum threshold score giving the applicant the right to participate in the competition constitutes 12 points, which corresponds to 60 percent of the maximum possible number of points.

6.25. Results of entrance examinations serve as the basis for recommendation for enrollment to the first year of programs of secondary professional or higher professional education.

6.26. Test tasks of persons enrolled in AIU are filed into their personal files.

6.27. Schedule of entrance examinations (subject, date, time, group, place of conducting examination, consultations and date of announcement of results) is approved by the chairperson of the admission commission of AIU or his deputy and is brought to the attention of applicants.

6.28. Persons who did not appear at entrance examinations for valid reasons confirmed documentarily are admitted to passing them in parallel groups or individually until completion of entrance examinations.

6.29. The list of applicants recommended for enrollment is posted not later than 10 a.m. of the next day after conducting entrance examinations.

6.30. Written works of persons enrolled in the university are filed into their personal files or in electronic form are entered into the database of students. Written works of applicants who did not pass the competitive selection are stored for six months, after which they are destroyed.

6.31. For resolution of conflict situations based on results of entrance examinations, by the rector of AIU an appeal commission is created from among qualified specialists. Powers and procedure of activity of the appeal commission are determined by the regulation on it.

6.32. Applicants who do not agree with the received scores based on results of entrance examinations have the right to submit an appeal to the appeal commission.

7. Procedure of submission and consideration of appeals

7.1. Based on the results of entrance or attestation examination, the applicant has the right to submit to the appeal commission a written appeal statement about violation, in his opinion, of the established procedure of conducting the examination and (or) disagreement with its results (hereinafter appeal). In case of conducting a written examination the applicant has the right to familiarize himself with his work.

7.2. Consideration of an appeal is not a re-taking of the examination. During consideration of an appeal only the correctness of evaluation of results of the entrance examination is checked.

7.3. An appeal is submitted by the applicant personally on the next day after announcement of the grade for the examination. The admission commission ensures acceptance of appeals during the entire working day.

7.4. The applicant has the right to be present at consideration of the appeal. The applicant must have with him a document удостоверяющий identity.

7.5. With a minor applicant (under 18 years old) one of the parents or legal representatives has the right to be present, except minors recognized in accordance with legislation as fully capable before reaching majority.

7.6. Based on the results of consideration of the appeal the appeal commission makes a decision on the grade for the examination.

7.7. In case of disagreements in the appeal commission voting is conducted. The decision is made by majority of votes and is formalized by a protocol. The decision of the appeal commission is brought to the attention of the applicant under signature.

8. Organization of enrollment

8.1. Enrollment of applicants into the number of students of AIU for all forms of education is carried out in the presence of the original document on education or its duplicate.

8.2. In case of emergency situation enrollment of applicants into the number of students based on ORT results is allowed after submission into AIS in electronic form of the following documents:

- passport or birth certificate;
- ORT certificate;
- certificate of secondary general education or diploma of secondary professional education or its duplicate;

- military ID or registration certificate.

At the same time originals of documents and the necessary number of photographs the applicant must submit to the admission commission of the university before August 30.

8.3. Enrollment of applicants into the number of students of AIU is carried out based on results of summer admission until August 25, based on results of winter admission until February 10. Enrollment of foreign citizens into the number of students of AIU to places under contracts with payment of the cost of training is carried out based on results of summer admission until October 15. сроки of enrollment of foreign citizens may be extended by the authorized body in case of force majeure circumstances that arose in the Kyrgyz Republic or in foreign states (natural disasters, epidemics, martial law, fires, emergency situations), until December 5.

8.4. Persons who did not appear at entrance examinations without valid reasons, as well as those who received an unsatisfactory grade, do not participate in the competition and are not enrolled in AIU.

8.5. The decision of the admission commission on enrollment of applicants into the number of students of AIU is formalized by a protocol. The protocol is signed by all members of the admission commission.

8.6. In case of выявления during verification conducted by the authorized body of facts of violation of the procedure of conducting the competition or unlawful enrollment of an applicant, including on the basis of submitted by him unreliable information about ORT results, the student is subject to expulsion in the установленном procedure.

8.7. The order on enrollment based on results of the competition with indication of the number of points scored at entrance examinations or based on ORT results is published on the official website of AIU and is placed on the information stand of the admission commission.

8.8. Foreign citizens enrolled into the number of students, or their representatives, apply to the department of international relations for оформление and extension of visa and registration.

8.9. Work related to оформление visa support, temporary registration and extension of visas for foreign citizens is carried out by the inspector on passport-visa work of the department of international relations.

8.10. Foreign citizens arriving to the Kyrgyz Republic by invitation of AIU must arrive with the purpose of study in AIU.

8.11. Applicants recommended for enrollment and who fulfilled the following conditions are enrolled into AIU and its structural educational subdivisions:

- submission of all necessary documents;
- successful passing of entrance examinations;
- formalization of the training contract;
- внесение full payment for the first year of training within сроки established by the admission commission.

9. Admission of students with disabilities

9.1. AIU ensures admission of students with disabilities in accordance with the Law of the Kyrgyz Republic "On rights and guarantees of persons with disabilities" dated August 8, 2025 No. 191.

9.2. In accordance with the admission rules to AIU, persons with disabilities are admitted, for whom according to the conclusion of the medical-social expert commission training under the chosen educational program is not contraindicated. Upon admission such persons submit a set of documents in accordance with admission rules, including the conclusion of the medical-social expert commission and written consent to processing of personal data, including those concerning health condition.

9.3. After submission to the admission commission of documents confirming disabilities or инвалидность of the applicant, AIU ensures creation of necessary conditions for passing entrance examinations.

9.4. When conducting entrance examinations for persons with disabilities AIU ensures creation of special conditions taking into account особенности of the health condition of applicants. If necessary, additional technical means may be provided, duration of entrance examinations may be increased, as well as other conditions ensuring equal participation of applicants with disabilities with other applicants.

10. Procedure of storage and introduction of changes into the Regulation

10.1. Revision of the Regulation is carried out as necessary, but not less than once in three years. The Regulation may be revised for the purpose of introduction of changes of operational character:

- at change of normative and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- at change of the Charter of AIU, Mission, Policy and strategy of development;
- revision of requirements of educational programs;
- at change of organizational structure;
- at change of staffing schedule;
- at redistribution of functions between subdivisions and officials;
- within the framework of recommendations based on results of international institutional or program accreditation.

10.2. Introduction of changes into approved regulations is carried out by their developer by development of a new document and its agreement and approval in the established procedure.

10.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.

10.4. The original of the Regulation is stored in the department of EQLDD.

10.5. Copies of the new regulation are replicated by the EQLDD department, distribution among corresponding structural subdivisions is assigned to the human resources department, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old regulation on the AIU

website with the new Regulation is also borne by the head of the department and the employee of the department responsible for updating information on the website.