

MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE KYRGYZ
REPUBLIC
INSTITUTION "INTERNATIONAL EUROPEAN UNIVERSITY"

«Approved»
at a meeting of the Academic Council
Protocol № 9
« 03 » 06 2025

« I approve »
Rector, c.m.s
Toymatov S. Sh. 
« 03 » 06 2025



**RULES FOR ADMISSION TO THE INSTITUTION
"INTERNATIONAL EUROPEAN UNIVERSITY"**

Бишкек- 2025

1. General Provisions

These Rules have been developed in accordance with the Law of the Kyrgyz Republic "On Education", based on the "Procedure for Admission to Higher Education Institutions of the Kyrgyz Republic" (approved by Government Resolution No. 355 of June 30, 2022, Government Resolution No. 382 of July 12, 2024.)

1.1. The selection and enrollment of applicants – citizens of other countries – is carried out twice a year: in the summer and winter periods through the AIS.

Winter admission to places under a contract with payment of tuition fees is carried out for places left vacant after the summer admission.

1.2. Persons with secondary general or secondary vocational education are admitted to the first year of study at the Institution "International European University".

1.3. Education of citizens of foreign countries in universities of the Kyrgyz Republic is carried out on the basis of international treaties that have entered into force, in accordance with the legislation of the Kyrgyz Republic, as well as agreements between educational organizations or with individual citizens.

1.4. The admission plan for higher professional education specialties is approved by the university independently before the announcement of admission.

1.5. Documents from foreign applicants are accepted through the AIS throughout the year. Responsibility for ensuring the organization of entrance examinations and the enrollment of applicants is vested in the chair of the Admissions Committee.

1.6. Applicants have the right to become familiar with the IEU Charter, licenses for educational activities and certificates of state and other certification (accreditation), admission rules, as well as programs of entrance examinations and other necessary information related to admission.

1.7. Tuition at the university is fee-based, based on a contract with legal entities and individuals, which specifies the obligations and rights of the parties, as well as the amount and terms of tuition payment. The admissions committee informs applicants of the mutual obligations, the amount, and the payment terms.

1.8. The main criteria for admission to the university are the level of knowledge and abilities of the applicant.

1.9. To organize the admission of students, by order of the rector of IEU, an admissions committee is created, the chairman of which is the rector.

1.10. The chairperson of the admissions committee is responsible for compliance with licensing standards, as well as the requirements of regulatory legal acts in the field

of education, distributes the responsibilities of the members of the admissions and appeals committees, and approves their work procedures.

1.11. The composition, powers and procedures of the Admissions Committee are determined by its regulations, approved by the Rector of IEU; the term of office of the Admissions Committee is one year.

1.12. The work of the Admissions Committee and its office work are organized by the responsible secretary of the Admissions Committee, who is appointed by the Rector of IEU.

1.13. To organize and conduct entrance examinations, the rector approves the composition of the examination and appeals committees. The powers and procedures of the examination and appeals committees are defined by their regulations, approved by the rector of IEU.

1.14. The Chairperson of the Admissions Committee ensures the observance of the rights of citizens established by the legislation of the Kyrgyz Republic in the field of education, the transparency and openness of the work of the Admissions Committee, the objectivity of the assessment of the abilities of applicants, and the accessibility of the leadership of the Admissions Committee at all stages of the admissions process.

2. Reception of documents

2.1. Foreign citizens must present to the admissions committee an educational document equivalent to a state-issued secondary general or secondary vocational education certificate of the Kyrgyz Republic. The equivalence of educational documents is determined by the Ministry of Science, Higher Education, and Innovation of the Kyrgyz Republic. Foreign citizens will not be admitted without a certificate of compliance with the required level of study, issued by the Ministry of Science, Higher Education, and Innovation of the Kyrgyz Republic.

2.2. A personal file is created for each applicant, which contains all submitted documents and materials from entrance examinations and certification examinations (including an extract from the minutes of the decision of the IEU appeals committee).

2.3. Upon submission of documents, the applicant is given a receipt for acceptance of documents.

2.4. Applicants who knowingly submit false documents to the IEU Admissions Committee are liable under the legislation of the Kyrgyz Republic.

2.5. When submitting documents, the applicant must present a passport or other identification documents, as well as the original or a certified copy of the educational document (the original is required for enrollment) and the required number of photographs.

3. Entrance examinations

3.1. IEU conducts entrance examinations for programs that meet the educational standards of secondary general education in the form of form-based testing for applicants - foreign citizens in the following disciplines:

- Chemistry;
- Biology;
- English.

3.2. The schedule of entrance examinations (subject, date, time, examination group and location, consultations, and results announcement date) is approved by the chairperson of the Admissions Committee or their deputy and communicated to applicants. The names of examination committee chairpersons and examiners are not included in the schedule of entrance examinations and assessment tests.

3.3. Individuals who fail to appear for the entrance examination for a valid reason (illness or other documented circumstances) are admitted to the examination in parallel groups, at the next stage of the entrance examination, or individually until its completion.

3.4. Packages of test assignments, tickets for oral exams and assignments for written exams and keys (answers) to them must be kept by the chairperson of the admissions committee in sealed envelopes, which are opened immediately before the testing (exam).

3.5. Applicants are admitted to entrance examinations upon presentation of a passport or other identification document.

3.6. Before the entrance examinations begin, members of the examination committee conduct a briefing on the rules for conducting the examination.

3.7. The presence of unauthorized persons at entrance examinations is prohibited.

3.8. At the end of the exam, tests, answer sheets and examination papers are handed over to the responsible secretary of the Admissions Committee.

3.9. The responsible secretary, together with the members of the admissions committee, encrypts the written work or answer forms, placing a code on the examination sheet and answer form.

3.10. The examination papers are checked on the same day, immediately after the encryption is completed.

3.11 The written work of applicants admitted to IEU is filed in their personal files. The written work of unsuccessful applicants is kept for six months and then destroyed.

4. General rules for filing and considering appeals

4.1. Based on the results of the entrance examination, the applicant has the right to submit to the appeals committee a written appeal regarding a violation, in his opinion, of the established procedure for conducting the examination, and/or disagreement with its (their) results (hereinafter referred to as an appeal).

4.2. To review appeals during the entrance examination period, an appeals committee is established by order of the IEU rector, and its chairperson is appointed. In the chairperson's absence, the deputy chairperson performs their duties.

4.3. If it is necessary to change the test results, a protocol of the appeals committee's decision is drawn up, in accordance with which changes are made to the grade in the examination paper and the applicant's examination sheet.

4.4. An appeal review is not a retake of the exam. The appeal review only verifies the accuracy of the entrance exam score.

4.5. Applicants must submit appeals in person the day after their exam grade is announced. The Admissions Committee accepts appeals throughout the working day.

4.6. Applicants have the right to be present during the appeal hearing. Applicants must have identification and their examination papers with them.

4.7. After reviewing the appeal, the appeals committee makes a decision on the testing results.

5. Enrollment

5.1. The admission committee will only accept applicants as students if they have an original educational document or a duplicate.

5.2. Persons recommended for admission to IEU pay fees for the first year of study, after which an order for admission is issued.