



Approved by
Order No.01-01 of 14.07.2022

**THE PROCEDURE (RULES) FOR ADMISSION
under Bachelor of Arts Programme
at the OSCE Academy in Bishkek Public Foundation
for 2022-2023 Academic Year**

1. General Provisions

1.1. This Procedure is developed in accordance with the Law of the Kyrgyz Republic on Education, Procedure for Admission to Higher Educational Institutions of the Kyrgyz Republic, approved by the Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 355 of June 30, 2022, other regulatory legal acts of the Kyrgyz Republic in the field of education, the Charter and internal documents of the OSCE Academy in Bishkek Public Foundation.

1.2. This Procedure (Rules) for admission under Bachelor of Arts (BA) Programme at the OSCE Academy in Bishkek Public Foundation (hereinafter 'the Procedure') regulates admission of the Kyrgyz Republic citizens and foreign nationals to the OSCE Academy in Bishkek Public Foundation (hereinafter 'the Academy') to study under the higher professional BA in Economics programme on a grant basis in accordance with the relevant Academy agreement subject to the Academy quotas.

1.3. The Kyrgyz Republic citizens and foreign nationals having secondary general and secondary vocational education shall be eligible for admission to the first year in the Academy.

1.4. The main criteria for admission to the Academy include the knowledge and abilities of the applicant. Admission to the Academy shall be completion-based. The competition terms shall respect the rights of applicants and shall be implemented based on the Academy's regulatory documents aiming at admitting the applicants who are properly prepared to master the higher professional education programme.

1.5. An applicant shall have the right to familiarise with the Academy Charter, its educational licenses and state certification documents, independent accreditation, the OSCE Academy Admission Procedure, as well as entrance test programmes and other relevant information related to admission.

2. Organising admission to study in the Academy

2.1. In order to organize and conduct entrance tests within the terms established annually by the authorized government body of the Kyrgyz Republic, the admission, examination and appeal commissions, as well as their powers and procedures shall be approved by the order of the Academy Director or his/her deputy. The composition of these commissions shall be renewed annually by at least 50 per cent.

2.2. The Admission Commission shall be chaired by the Director of the Academy or his/her substitute. The Admission Commission term of office shall be one year. The Chairperson of the Admission Commission shall:

- bear responsibility to observe the maximum number of students under the license, as well as the regulatory legal acts in the field of higher education,

- ensure the citizens' rights stipulated in the Kyrgyz law in the field of education; transparency and openness of the Admission Commission; objective assessment of the applicants' abilities; easy access to the Admission Commission at all stages of admission.

2.3. The Academy's Admission Commission selects and enrolls applicants based on the results of the current year NAT (national admission testing) for training in the Academy. The Appeal Commission considers appeals on the results of BA programme entrance tests while organising and conducting entrance tests in the Academy.

2.4 The Executive Secretary appointed from the Academy staff by the Academy Director or his/her substitute shall manage the work of the Admission Commission and office work, as well as the personal reception of applicants and their parents (legal representatives) on organizational and technical issues. One person shall not be consecutively appointed the executive secretary for more than two years.

2.5 The Admission Commission shall be obliged to verify the accuracy of information on applicants' NAT and any other educational documents submitted by applicants.

3. Providing Information to Applicants.

3.1. With the aim of informing applicants and (or) their parents (legal representatives) on the documents submission for BA programme, the Academy shall post the documents referred to in paragraph 3.2 on its official website, and/or arrange information stands in the Academy and/or publish information in mass media or otherwise distribute it among applicants.

3.2. Prior to the commencement of the admission procedure, the Academy Admission Commission shall announce the following:

- the procedure (rules) for admission to the Academy;
- the list of areas of training and specialties in the Academy announced for admission in accordance with the license to conduct educational activities;
- the list of entrance tests in general subjects in each area of training and specialty;
- the list and forms of entrance tests for applicants with secondary general or secondary vocational education;
- the total number of admission places to the first year;
- the rules for appeal filing and consideration based on the results of entrance and certification tests.

3.3. During the admission, the Academy Admission Commission shall arrange a telephone line to answer the questions of applicants. Information on the number of submitted applications, and on admission tests shall be provided and posted on the official Academy website and/or information stand.

4. Receiving documents

4.1. Admission to the Academy shall be carried out upon personal application of citizens. Applicants who are citizens of the Kyrgyz Republic shall submit hard copies of documents to the Academy Admission Commission. Applicants who are foreign nationals shall submit online application form of the Academy with enclosed scanned copies of the relevant documents.

4.2 Reception of documents for 2022-2023 academic year starts on July 18, 2022. The applicants can apply to several universities, and to several areas of training (specialties) at the same time.

4.3. When applying to the Academy, an applicant who is a citizen of the Kyrgyz Republic shall submit:

- the original or notarized copy of the document certifying his/her identity, nationality/citizenship;
- the original or notarized copy of the secondary education certificate or diploma of secondary vocational education;
- a copy of the NAT certificate (basic test and subject test in mathematics);
- a copy of the an international certificate of English language proficiency (if available).

4.4 An applicant who is a citizen of the Kyrgyz Republic will be given a receipt for acceptance of submitted paper documents (Annex 1), which is made in 2 copies.

4.5 Foreign nationals shall submit to the Admission Commission the following scanned documents, including notarized translation into Russian or English:

- passport;
- certificate of education equivalent to the state document on secondary general education, secondary vocational education of the Kyrgyz Republic.

- a copy of the international certificate of English language proficiency (if available).

4.6. Each applicant shall have a personal file to keep all submitted documents and entrance tests, certification tests (including an excerpt from the minutes of the Academy Appeal Commission).

4.7. Personal files of applicants shall be kept in the Academy for six months from the date of documents receipt. Aiming at maintaining and storing personal files, the Academy is allowed to certify authenticity of document copies for the citizens of the Kyrgyz Republic.

4.8 Applicants who submitted knowingly false documents to the Academy Admission Commission shall bear responsibility as provided by the law of the Kyrgyz Republic; shall not be allowed to take entrance tests; and shall be expelled in case the forgery is discovered after the Admission Commission makes a recommendation on the enrollment.

Chapter 5. Selection mechanism for applicants who are citizens of the Kyrgyz Republic

5.1. The applicants who are citizens of the Kyrgyz Republic are selected based on the current year NAT results. Applicants with the highest scores in the basic and subject tests (mathematics) are eligible for admission. The NAT results taken by an applicant prior to his/her military service are valid for 3 years. The selection and admission rules in all rounds are identical.

5.2 The authorized government body of the Kyrgyz Republic shall annually approve the number and schedule of selection rounds, and enrollment of applicants based on the current year NAT.

5.3 Enrollment competition based on the current year NAT results shall be held in the Academy. Applicants who have received scores equal or higher than the threshold score determined by the authorized body in the basic test and subject test (mathematics) shall be eligible for the competition. Applicants who have received equal or higher scores in the basic test and subject test (mathematics) than the threshold scores of other participants shall have a priority right to be enrolled at the Academy and to be awarded a grant.

5.5. The following applicants who are citizens of the Kyrgyz Republic shall be enrolled without competition:

- Gold certificate holders with an adequate level of English language proficiency. The number of grants for this category of applicants shall not exceed 15 (the country quota for the Kyrgyz Republic for 2022-2023 academic year). This category applicants shall be enrolled by the Academy authorized body based on submitted applicants' personal applications;

- Winners of the National/Republican Schoolchildren Olympiad in mathematics or prize-winners (gold, silver, bronze medals) of the International Olympiad in Mathematics (IOM), provided they participated in NAT and obtained equal or higher scores than the threshold score and have a relevant level of English language proficiency;

5.6 Entrance tests may be conducted simultaneously with the selection rounds based on applicants' NAT results.

5.7 When assessing the English language proficiency, the Academy shall take into account international certificates of English language proficiency at its discretion. If this certificate is submitted by the applicant, the latter may be exempted from the relevant examination.

Chapter 6. Selection mechanism for applicants who are foreign nationals

6.1. Applicants who are foreign nationals shall be enrolled based on entrance tests in programmes corresponding to secondary general education - grade 11 level.

6.2 Entrance tests consist of two compulsory tests (mathematics and English) either in online format or face-to-face in the Academy.

6.3. Applicants who have received equal or higher scores in the basic test and subject test (mathematics) than the threshold scores of other participants shall have a priority to be enrolled at the Academy and be awarded a grant.

6.4. Winners of the National/Republican Schoolchildren Olympiad in mathematics or prize-winners (gold, silver, bronze medals) of the International Olympiad in mathematics (IOM), provided they have a relevant level of English language proficiency shall be enrolled without competition.

6.5. When assessing the English language proficiency, the Academy shall take into account international certificates of English language proficiency at its discretion. If this certificate is submitted by the applicant, the latter may be exempted from the relevant examination.

Chapter 7. General rules for entrance tests

7.1. Entrance tests shall be conducted under the secondary general education programme (form-based, online and/or offline).

7.2 The Chairperson of the Academy Admission Commission or his/her deputy shall approve the schedule for entrance and certification tests (subject, date, time, group and venue, date of announcement of results).

7.3 The Chairperson of the Admission Commission or his/her deputy shall keep packages of test tasks and keys (answers) in sealed envelopes, and shall open them immediately before the testing (examination).

7.4. The testing duration shall be determined by the Academy.

7.5. Applicants shall be admitted to the entrance examination upon showing a passport or other identity document, which will be checked by the executive secretary prior to testing.

7.6 Instruction on the examination rules shall be provided prior to the entrance examination.

7.7 Unauthorized persons/parents/legal representatives etc. are not allowed at the entrance examinations.

7.8 During the entrance examination, applicants are not allowed to:

- bring and use textbooks, notebooks, notes, mobile phones, electronic notebooks and other information storage devices;

- talk or change seats without the examiners' permission;

- exchange examination papers, answer forms and notes.

7.9 In case of violation of entrance examination procedure, the applicant may be disqualified and not allowed to the next examination. Disqualification is formalized by the relevant act.

7.10. When the applicant submits the completed tests and draft sheets, the members of the examination commission shall check the identification code on the test task, absence of corrections, marks on the answer sheet, and verify the forms are filled with a ballpoint pen or a gel pen.

7.11. At the end of the examination, the test/exam sheets, answer forms (if any), draft sheets (if any) shall be submitted to the examination commission.

7.13. Examination tests/sheets shall remain with the secretary and shall be kept sealed in a safe, and answer forms shall be submitted to the members of the commission for checking; whereby checking shall only be allowed at the Academy. Persons unrelated to this entrance examination shall not be involved in entrance testing.

7.14. Examination papers shall be checked on the same day, immediately after the coding has been completed.

7.15. The following rules shall be adhered to when checking examination papers:

- pencil-marked answers shall not be counted;

- if an applicant fills two options of answers, it will not be counted;

- answer forms shall be signed and the name of the examiner shall be indicated next to the scores;

- if a signature or any inscriptions unrelated to this paper are found on the answer sheet, the test tasks shall be checked by two examiners.

7.16. In a computer-based testing, the questions and answers are displayed on the monitor. The test is considered completed when all the questions have been answered or when the test time expired. The test result shall be recorded in electronic scorecard. The test results familiarization shall be confirmed either by the applicant's electronic signature on the test sheet, and/or the Academy shall send an electronic message to the applicant's email address specified in his/her application form with the appropriate record in the examination sheet.

7.17. The minimum enrollment threshold score shall be determined by the Academy; however, it shall not be less than 40 per cent of the maximum possible score. The relevant entrance test evaluation report shall be developed and submitted to the Admission Commission.

7. 18. The list of applicants recommended for enrollment by the Admission Commission shall be posted on the official Academy website and/or the Admission Commission information stand and/or by email notification no later than 10 a.m. of the day following after the examination.

7.19. The written papers of the persons enrolled at the Academy shall be filed in their personal files or digitally entered into the student's database. Written works of unaccepted applicants shall be kept for six months, and upon expiration of this term they will be destroyed.

7.20. Persons who withdraw documents upon completion of the document receipt stage shall leave the entrance test.

7.21. Persons who failed to appear at the first entrance test stage for valid reasons (illness or other reason documented with the application) may be allowed to take the next entrance test in parallel groups at the discretion of the Admissions Commission.

7.22. Persons who failed to appear at the entrance examinations without any valid reason, as well as those who received unsatisfactory scores, do not participate in the competition and are not enrolled at the Academy.

7.23. The enrollment order(s) based on the competition results, indicating the entrance examinations or NAT score shall be published on the official Academy website and/or the Admission Commission information stand or sent by e-mail.

8. General rules of appeal

8.1. Based on the entrance examination results, the applicant shall have the right to submit a relevant written appeal (hereinafter referred to as appeal) to the Academy Appeal Commission. In case of a written test, the applicant may review his/her work.

8.2 Appeal consideration does not mean retaking the examination. The appeal shall only verify the correctness of entrance test evaluation.

8.3 The applicant in person shall file the appeal on the day after the evaluation results announcement. The Admissions Commission shall ensure appeals receipt within one working day.

8.4 The applicant has the right to be present at the appeal hearing. The applicant shall have his/her identity document.

8.5. A parent or a legal representative has the right to accompany a minor (under 18 years of age), except for minors who are recognised as fully capable under the law before reaching the age of majority.

8.6 The Appeal Commission shall make a decision regarding the examination evaluation upon the appeal consideration.

8.7. In case of disagreement, the Appeal Commission shall have a voting and the decision shall be approved by a majority vote of the Commission members. The applicant shall be informed on the Appeal Commission decision (under the signature). If the applicant refuses to sign it, the executive secretary shall register this refusal with the relevant record in the decision.

9. Enrollment of applicants

9.1. The applicants who are citizens of the Kyrgyz Republic shall be enrolled for 2022-2023 academic year at the Academy based on the results of entrance tests until August 25, 2022. The deadline for enrollment of applicants from among foreign nationals will be until October 15, 2022.

9.2 An applicant who is a citizen of the Kyrgyz Republic and who is recommended to be enrolled shall, within 3 calendar days, confirm his/her willingness to study at the Academy by submitting the following documents to the Admission Commission:

- written application for admission (Annex 2);
- passport or birth certificate and their copies thereof;
- the original NAT certificate (basic test and mathematics)
- the original secondary education certificate or secondary vocational education diploma or their duplicates;
- military ID or registration certificate (if any);
- 3x4 colour photographs 6 each;
- original international certificates confirming the proficiency in English;
- other documents as requested by the Academy, if necessary.

9.3. Within the specified period, if an applicant has not submitted the relevant documents or if the documents do not meet the Academy requirements for any reason, as well as if he/she has not confirmed his/her willingness to study, the Admission Commission may update the list of applicants, and recommend the next candidates in the ranked list for enrollment.

9.4 The NAT results of applicants who are citizens of the Kyrgyz Republic and who have expressed their willingness to study shall be verified and confirmed by the Independent Testing Service prior to enrollment to issue the Academy's order which shall be published on the official Academy website and the Admission Commission information stand.

9.5 An applicant who is a foreign national and who is recommended for enrollment and notified by the Academy shall, within 2 calendar days after the commission's recommendation, complete an online application containing a written confirmation of his/her willingness to study at the Academy.

9.6 Upon expiration of the above term, if the applicant has not confirmed his/her willingness to study, the Admission Commission shall recommend the next applicants in the ranked list for enrollment. This procedure shall be conducted within three working days after the last round.

9.7. Before the beginning of the academic year, an applicant who is a foreign national recommended for enrollment shall submit the following documents to the Academy and/or send by express mail to the Academy address:

- original passport (for those in Bishkek) and/or its notarized copy (for those abroad);
- original secondary education certificate or secondary vocational education diploma with a supplement/transcript (for those in Bishkek) and/or its notarized copy (for those living abroad);
- 3x4 colour photographs - 6 each;
- Photocopies of international certificates confirming the validity of education;
- original international certificates confirming proficiency in English;
- other documents as requested by the Academy, if necessary.

9.8 The Academy shall submit documents of foreign nationals who are recommended for enrollment to the Ministry of Education and Science of the Kyrgyz Republic to obtain a certificate of equivalence. The certificate of equivalence shall be issued exclusively by the decision of the Ministry of Education and Science of the Kyrgyz Republic, and its issuance cannot be guaranteed by the Academy.

9.9. Upon receipt and verification of the foreign applicant's documents, the Academy shall submit a visa support application to the Department of Consular Service of the Kyrgyz Republic to obtain a visa; however, they cannot guarantee visa granting.

9.10. If a visa is granted, the applicant shall arrive in Kyrgyzstan within the period specified in the visa as agreed with the Academy.

9.11. If the inspection of the Ministry of Education and Science reveals facts that the applicant was enrolled based on false NAT results or any other documents, or reveals their non-compliance with the Academy rules and procedures, the student shall be expelled from the Academy in the prescribed manner and shall be solely responsible for any costs associated with his/her stay in the Kyrgyz Republic and return to his/her country of residence.

9.12. Before the academic year starts, the Academy may request the enrolled students to have:

- an appropriate medical examination and submit the relevant document to the Academy;
- briefings, safety rules training, and trainings on any other rules and regulations in force in the Academy.

Chapter 10. Reporting and Monitoring.

10.1 The Academy shall submit the final data on applicants' enrollment to the Ministry of Education and Science of the Kyrgyz Republic in a timely manner.

10.2 The Ministry of Education and Science of the Kyrgyz Republic shall supervise the work of the Academy Admission Commission.

Receipt of documents (template)

It is hereby confirmed that the following documents have been submitted to the OSCE Academy in Bishkek PF by the applicant _____ (first name, last name) for the BA programme for _____ academic year:

Document name	Academy staff member acknowledgement of receipt (R) or absence (A)
- passport or a birth certificate and their copies thereof.	
- the original NAT certificate.	
- the original secondary education certificate or secondary vocational education diploma or their duplicates.	
- original international certificate confirming the proficiency in English (if available)	
- military ID or registration certificate (if any).	
- Original international certificate confirming the proficiency in English.	
- 3x4 colour photographs 6 each.	

Name and signature of the Academy staff _____

Name and signature of the applicant _____

« _____ » _____ 2022.

**To: Dr. A. Wolters,
Director, OSCE Academy in Bishkek PF**

From _____ (Appl. first/last name)

Address: _____

Tel.: _____

Application for enrollment (template)

I kindly request you to enroll me in the 1st year of the BA programme in Economics, code 580100, the OSCE Academy in Bishkek Public Foundation for _____ academic year.

Please find attached hereto:

- passport or birth certificate and their copies.
- the original NAT certificate.
- the original secondary education certificate or secondary vocational education diploma or their duplicates.
- military ID or registration certificate (if any).
- the original international certificates confirming the proficiency in English.
- 3x4 colour photographs 6 each.

Date _____

Signature _____