

# **REGULATIONS ON THE ORDER OF ADMISSION AND TRAINING OF FOREIGN CITIZENS AT I.K. AKHUNBAEV KYRGYZ STATE MEDICAL ACADEMY**

**Approved by the Order of Rector  
from 31.12.2018 No.422**

## **1. General Provisions**

1.1. This Regulation on the procedure for admission and training of foreign citizens of I.K. Akhunbaev Kyrgyz State Medical Academy (hereinafter KSMA, Academy) was developed in accordance with the following regulatory legal acts:

- The Law of the Kyrgyz Republic “On Education” dated April 30, 2003, No. 92;
- “The procedure for admission to higher educational institutions of the Kyrgyz Republic”, approved by the Resolution of the Government of the Kyrgyz Republic dated May 27, 2011 No. 256; Resolution of the Government of the Kyrgyz Republic dated June 16, 2014 No. 328 “On amendments and additions to some decisions of the Government of the Kyrgyz Republic”;
- Regulations on the procedure for the transfer, expulsion and restoration of students of higher educational institutions of the Kyrgyz Republic, approved by the Government of the Kyrgyz Republic dated May 29, 2012 No. 346;
- The Law of the Kyrgyz Republic “On External Migration” dated July 17, 2000, No. 61;
- “Instruction on the procedure for registration and issuance of visas of the Kyrgyz Republic”, approved by the Resolution of the Government of the Kyrgyz Republic of 15.03.2017 No. 155;
- Decree of the Government of the Kyrgyz Republic “On the issues of registration of foreign citizens and stateless persons in the territory of the Kyrgyz Republic” dated December 19, 2016 No. 689;
- the Code of Administrative Offenses of the Kyrgyz Republic dated 04.08.1998, No. 58;
- the Code of the Kyrgyz Republic on Violations from 13.04. 2017, No. 58;
- the Charter of the KSMA and other normative documents of the Academy, regulating the process of education of citizens in the KSMA;
- Agreement between the Government of the Republic of Belarus, the Government of the Republic of Kazakhstan, the Government of the Kyrgyz Republic, the Government of the Russian Federation and the Government of the Republic of Tajikistan on the mutual recognition and equivalence of education documents, academic degrees and titles dated November 24, 1998;

1.2. This Regulation regulates the order between KSMA and foreign citizens upon admission and receiving the latest education in the basic educational programs of undergraduate higher education.

1.3. Citizens of all foreign states without exception have the right to receive education at the KSMA.

1.4. Citizens of foreign states, if they have a document confirming the appropriate level of education, have the right to study under the specialty programs, and those wishing to enroll submit a set of documents directly to the Admissions Committee to participate in the entrance examinations.

1.5. Admission of foreign citizens to KSMA for training in basic educational programs of higher education is carried out on a competitive basis in accordance with the Admission Plan, is annually agreed with the Ministry of Education and Science of the Kyrgyz Republic and approved by the rector.

1.6. Training of foreign citizens in the main educational programs of higher education is carried out in full-time form on a contract basis, with payment of the tuition fees by individuals and (or) legal

entities. The conditions for training on a contract basis are determined by the Agreement between the KSMA and a foreign citizen or his legal representatives.

1.7. Education of foreign citizens at KSMA can be conducted in Kyrgyz, Russian and English.

1.8. The admission of foreign citizens to the KSMA in the part not regulated by this Regulation is carried out in accordance with the Rules for admission to the KSMA.

1.9. The selection committee, if necessary, can organize an on-site examination committee to the applicant's country of origin, where documents are accepted and blank testing is carried out, and upon arrival, computer processing and verification of the results;

1.10. Foreign citizens who have provided deliberately forged documents are automatically suspended from entrance examinations and bear responsibility under the legislation of the Kyrgyz Republic.

1.11. Foreign citizens are trained in accordance with the curricula and programs of areas (specialties) to which they were enrolled.

1.12. Those enrolled in the number of students, foreign citizens or their representatives, apply to the International Relations Department (hereinafter IRD) for obtaining and renewing a visa and registration.

1.13. This Regulation may be amended and supplemented in accordance with the legislative framework of the Kyrgyz Republic, as well as instructional letters of the Ministry of Education and Science of the Kyrgyz Republic and the Ministry of Health of the Kyrgyz Republic.

## **2. Admission nuances of foreign citizens**

### **2.1. Foreign citizens wishing to study at KSMA in Russian**

2.1.1. Foreign citizens wishing to study at KSMA submit documents in any direction (specialty), except for the Faculty of General Medicine with English as the language of training.

2.1.2. The educational level of applicants cannot be lower than the secondary (complete) general 11-year education and must be confirmed by a certificate of the equivalence of the level of education issued by the Ministry of Education and Science of the Kyrgyz Republic, except for citizens of the countries of Belarus, Kazakhstan, Tajikistan, Russia.

2.1.3. In the event that a foreign citizen who graduated from a secondary educational school of the Kyrgyz Republic must have a certificate of the General Republican result (nationwide testing) and has the right to submit documents on a competitive basis along with the citizens of the Kyrgyz Republic.

2.1.4. When applying for admission to the KSMA, a foreign citizen submits the following documents legalized in the manner prescribed by the legislation of the Kyrgyz Republic:

- an application addressed to the rector (to be completed on the spot);
- original and copy of the passport, its certified translation into Russian;
- a copy of the last visa and registration;
- the original and a copy of the document on the appropriate level of education, indicating the subjects studied and grades, its certified translation into Russian;
- a certificate of the equivalence of the level of education issued by the Ministry of Education and Science of the Kyrgyz Republic (except for those who have a certificate of secondary education of the Kyrgyz Republic);
- a certificate of proficiency in the Russian language, in the case of foreign citizens from far abroad;

- medical certificate (form No. 086 / y) with the results of HIV tests, viral hepatitis B, C, D, malaria, and the result of fluorography;
- 8 photographs, 3 \* 4 cm;
- a receipt for payment of documents acceptance.

All translations into Russian must be made in the name and surname indicated on the entry visa.

2.1.5. The date, place and form of entrance examinations for foreign citizens are determined by the Admissions Committee.

2.1.6. Entrance tests can take the form of a written form test with computer processing in major subjects (chemistry, biology) or an oral interview.

2.1.7. Enrollment of foreign citizens is carried out within the time frame and in the manner established by the Rules for admission to the KSMA and the Ministry of Education and Science, subject to the following conditions:

- provision of all necessary documents;
- Successful passing of entrance examinations;
- execution of the Agreement with individuals and (or) legal entities;
- payment of the contract amount.

2.1.8. The enrollment of foreign citizens to the Academy is formalized by the order of the rector.

## **2.2. Foreign citizens wishing to study at KSMA in English**

2.2.1. Foreign citizens wishing to study at KSMA in English can only enter the faculty of General Medicine with English language of training, 5-year program.

2.2.2. The level of education of applicants cannot be lower than the secondary general 12-year education with the compulsory study of major subjects in chemistry and biology and must be confirmed by a certificate of the equivalence of the level of education issued by the Ministry of Education and Science of the Kyrgyz Republic, and the result of the final scores received must not be lower than the requirements established by the authorities education of the country of origin for admission to foreign medical universities.

2.2.3. After arrival, a foreign citizen submits the following documents legalized in accordance with the legislation of the Kyrgyz Republic:

- application addressed to the rector;
- original and copy of the passport, its certified translation into Russian;
- a copy of the primary visa and registration that meet the requirements of the legislation of the Kyrgyz Republic;
- the original and a copy of the document on the appropriate level of education, indicating the subjects studied and grades, its certified translation into Russian;
- a certificate of the equivalence of the level of education issued by the Ministry of Education and Science of the Kyrgyz Republic;
- medical certificate (form No. 086 / y) with the results of HIV tests, viral hepatitis B, C, D, malaria, and the result of fluorography;
- 8 photographs, 3 \* 4 cm;
- a receipt for payment of documents acceptance;
- other documents, necessary documents for the requirements of the country of origin for the admission of foreign citizens to foreign medical universities.

All translations into Russian must be made in the name and surname indicated on the entry visa.

2.2.4. The date, place and form of entrance examinations for foreign citizens are determined by the Admissions Committee.

2.2.5. Entrance tests can take the form of a written form test with computer processing in major subjects (chemistry, biology) or an oral interview.

2.2.6. Enrollment of foreign citizens is carried out within the time frame and in the manner established by the Rules for admission to the KSMA and the Ministry of Education and Science of the Kyrgyz Republic, subject to the following conditions:

- provision of all necessary documents;
- Successful passing of entrance examinations;
- execution of the Agreement with individuals and (or) legal entities;
- payment of the contract amount.

2.2.7. The enrollment of foreign citizens in KSMA is formalized by the order of the rector.

### **3. Nuances of the procedure for temporary stay of foreign citizens in the KSMA**

3.1. Foreign citizens who entered and study at the KSMA are considered to be temporarily staying in the Kyrgyz Republic.

3.2. Work related to obtaining visa support, temporary registration and extension of visas for foreign citizens is carried out by the inspector for passport and visa work with foreign citizens of the International Relations Department of the KSMA (IRD).

3.3. At the invitation of the KSMA, foreign citizens are required to come to the Kyrgyz Republic only to study at the KSMA.

3.4. Upon arrival in the Kyrgyz Republic, a foreign citizen in the prescribed manner is obliged to register his passports or documents replacing them at the passport office at the place of residence within 3 (three) working days from the moment of crossing the State border of the Kyrgyz Republic for the duration of the current visa. To do this, they need to hand over the notarial agreement of the owner of the apartment or a certificate of residence in the hostel of the KSMA for the temporary registration of a foreign student.

3.5. Citizens of foreign states for whom the principle of reciprocity is applied in accordance with the procedure established by law by virtue of international treaties, the registration procedure is carried out upon the expiration of the period provided for in the legislation of the Kyrgyz Republic.

3.6. Foreign students, before the expiration of a valid visa one month in advance, must submit the following documents:

- certificate from the dean's office confirming the study of a foreign student at this faculty (1 copy);
- original passport;
- copy of the last visa with registration (2 copies);
- copy of the Training Agreement (2 copies);
- completed questionnaire with a photograph of 3 \* 4 cm (2 copies);
- notarial agreement of the owner of the apartment for the temporary registration of a foreign student.

3.7. Visa renewal obliges the foreign student to renew the registration validity within one working day.

3.8. A foreign student must leave the republic upon the expiration of the period of stay, after graduation, as well as in case of early withdrawal from the KSMA.

## **4. Organization of the learning process for foreign students**

### **4.1. The procedure for withdrawal of foreign students from the Academy**

4.1.1. The Academy has the right to expel foreign students in the following cases:

- for academic failure;
- for violation of academic discipline (failure to meet the schedule of the educational process, loss of connection with the university, absence from academic leave at the end of its term);
- for violation of internal regulations, provisions of this Charter, Ethical Codex, rules of residence in a hostel;
- due to the failure to pass the state final certification;
- for committing illegal actions after the entry into legal force of a court verdict by which the student was sentenced to imprisonment, or to another punishment that excludes the possibility of continuing his studies;
- due to non-reimbursement of training costs;
- failure to comply with the terms of the contract and for other reasons.

4.1.2. The withdrawal of a foreign student from the KSMA is formalized by the order of the Vice-Rector for Academic Affairs.

4.1.3. The dean is obliged to ensure the appearance of a foreign expelled student at the IRD for an exit visa.

4.1.4. The IRD carries out all the necessary procedures related to the further stay in the territory of the Kyrgyz Republic of an expelled foreign citizen.

4.1.5. IRD prepares letters notifying about the expulsion of a foreign student for referral to: - Department of Consular Service of the Ministry of Foreign Affairs of the Kyrgyz Republic; - State Committee for National Security of the Kyrgyz Republic; - Ministry of Internal Affairs of the Kyrgyz Republic;

4.1.6. After withdrawal from the KSMA (or after graduation), a foreign student is obliged to leave the Kyrgyz Republic before the end of the expiration date of the last (exit) visa.

4.1.7. KSMA is not responsible in case of late submission of documents for registration. In case of delay in documents, a foreign citizen bears an administrative penalty in the form of payment of a fine, in the amount established by the legislation of the Kyrgyz Republic.

### **4.2. Rights and obligations of foreign students**

4.2.1. The responsibility of foreign students is determined by the Agreement signed between rector and the student, which is legally binding, defines the rights and obligations of both parties, as well as the rules for resolving disputes arising in the process of its implementation.

4.2.2. For non-fulfillment of curricula and other violations of the obligations provided for by the Charter of the KSMA, disciplinary measures may be applied to foreign students, up to and including expulsion from the Academy.

4.2.3. Foreign students who have committed crimes, administrative or other offenses are brought to justice in accordance with the current legislation of the Kyrgyz Republic.

4.2.4. Foreign students are not eligible for military training in the Kyrgyz Republic.

4.2.5. Upon completion of training, foreign citizens receive a state education certificate of the appropriate level.

4.2.6. Foreign citizens have the right to:

- getting education at the level of state educational standards of the Kyrgyz Republic;
- participation in research projects, conferences, symposia and other events;

- publication of their works;
- use of classrooms and equipment, libraries, sports facilities, educational, scientific and other departments in the manner determined by the Charter of the KSMA.

### **4.3. Social welfare of foreign students**

4.3.1. KSMA provides assistance to a foreign student to ensure his safety, legal protection and visa, social support.

4.3.2. KSMA does not undertake any expenses for life insurance of foreign students and their property, this is the responsibility of the foreign citizen himself.

4.3.3. All types of medical care are provided to foreign students on an insurance policy or on a contractual basis at the expense of their personal funds in the medical center of the KSMA.

### **4.4. Working with international students**

4.4.1. Each faculty has a responsible person - the faculty curator, who is directly subordinate to the dean of the faculty and the head of the department of educational and organizational-mass work.

4.4.2. The curator is appointed and dismissed by the order of the rector / vice-rector for the state language and educational work of KSMA on the proposal of the dean of the faculty / head of the department of educational and organizational-mass work, from among the most experienced teachers.

4.4.3. The curator's work is aimed at educating the student in a team and organizing the educational process of the faculty / in the study group, as well as creating favorable conditions for the individual development and moral formation of students.

4.4.4. The curator of the faculty conducts social adaptation, educational work, monitors the state of the moral and psychological climate, organizes cultural events with the participation of foreign students, control of educational work and outside the educational life of students.