

RECTOR OF THE ISM "IUK"

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## REGULATION

### ON THE PROCEDURE FOR ADMISSION FOREIGN CITIZENS FOR TRAINING

#### TO THE INTERNATIONAL SCHOOL OF MEDICINE "INTERNATIONAL UNIVERSITY OF KYRGYZSTAN"

#### 1. SECTION

#### GENERAL PROVISIONS

1.1 This regulation has been developed in accordance with the legislation of the Kyrgyz Republic and establishes the procedure for admitting foreign citizens to study at the International School of Medicine "International University of Kyrgyzstan" (hereinafter ISM "MUK").

1.2 Foreign citizens can enroll in the ISM "IUK" on a contract form of study.

1.3 The applicant has the right to familiarize himself with the Charter of the "IUK", its divisions, licenses and certificates, the rules of admission to the university and other necessary information before the submission of the entrance documents.

1.4 Registration of all necessary documents related to the invitation and admission of foreign citizens to study in the ISM "IUK" is carried out by the international sector of the ISM "IUK"(hereinafter referred to as MS) in accordance with the

established procedures and requirements of the regulatory enactments of the Kyrgyz Republic. Foreign citizens, who entered in the ISM "IUK", have the right and fulfill the duties of students in accordance with the legislation of the Kyrgyz Republic.

1.5 Enrollment, restoration and expulsion of foreign students, residents is carried out in agreement with the MS on the issues of registration of passport and visa documents, in accordance with the normative documents of the ISM "IUK" and the Ministry of Education and Science of the KR.

1.6 All the necessary procedures for the registration of passport and visa documents for foreign students (extension of the visa registration period and / or reduction of the registration period and visa, provision of lists of expelled students, residents to the relevant government departments) are carried out on the basis of the relevant orders signed by the rector of ISM "IUK".

1.7 Participation in the accreditation process of ISM "IUK" in foreign countries and International organizations.

## **2. SECTION**

### **ACTIVITIES ON ATTRACTING FOREIGN CITIZENS TO TRAINING IN THE ISM «IUK»**

2.1 To attract foreign citizens to study in the ISM "IUK", the following tasks are included:

- organization of information work in the Kyrgyz Republic and abroad within the framework of the medical education export program; verification of the authenticity of the documents of applicants / students and their compliance with the requirements for admission to the ISM "IUK";

- control over the registration of passport and visa documents of foreign students in the ISM "IUK", their compliance with the requirements of the legislation of the Kyrgyz Republic -

2.2. ISM "IUK" builds its work on attracting foreign applicants on the basis of cooperation with official representatives (agents) who have official contracts with the ISM "IUK" and have the appropriate authority.

2.3. The content of contracts should have a division of responsibility between the ISM "IUK" and the representative in the event that during the arrival or stay of a foreign applicant, student in the Kyrgyz Republic, received on the recommendation of the representative, the laws of the Kyrgyz Republic will be violated.

2.4. The content of agreements between the ISM "IUK" and official representatives also includes the obligations of the official representative to carry out information work in his country, to promote the accreditation of ISM "IUK", to search for and assist in the acquisition of educational literature in English, to ensure that the applicant does not have any other goals, except purposes of obtaining medical education during the period of stay in the Kyrgyz Republic.

2.5. Obligations of the ISM "IUK" in contracts with official representatives include: its temporary provision of the necessary information, assistance in admitting applicants to study in the ISM "IUK" at prices approved for the current academic year,

2.6. ISM «IUK" should not put the official representative (agent) in less favorable conditions in relation to other representatives working in the same country and carry out work to attract foreign applicants exclusively through representatives working in this country. To improve the competitive environment and exclude monopoly position of the representative of ISM "IUK" may conclude appropriate agreements with more than one representative in a particular country.

2.7. The process of registration of the necessary documents for entry into the Kyrgyz Republic and admission to the ISM "IUK" begins upon receipt of application from an official representative through which the applicant / student enters.

2.8. The procedure for issuing passport and visa documentation for entry, stay and departure in the Kyrgyz Republic is determined by the "Instruction on passport and visa work in the ISM "IUK", which is Appendix No. 1 of this Regulation,

### **3. SECTION**

#### **PAYMENT FOR TRAINING AND SIGNING OF THE CONTRACT**

3.1 The cost of training is set by the "IUK" and is indicated in the individual contract with a student or in agreement with an official agent (company),

3.2. Expenses related to the stay of foreign applicants / students in the Kyrgyz Republic, including payment for meals, additional educational services and other expenses, are borne by the applicant / student or an official representative on their own, in accordance with the rules and procedures established in the ISM "IUK".

3.3. Upon admission of an applicant to the ISM "IUK", an agreement is concluded for the entire period of study. The agreement is signed by the Rector of the "IUK" and a foreign citizen.

### **4. SECTION**

#### **ADMISSION ORGANIZATION OF APPLICANTS TO THE ISM "IUK"**

4.1. Education in the ISM "IUK" is carried out according to the program of basic medical education in English or in Russian with the training period of 5 years.

4.2. Foreign citizens who have:

- Complete secondary (12 years) education (intermediate degree) with a score rating of at least 60%

Passport with an appropriate entry visa;

Official confirmation of the absence of serious health problems; solvency,

4.3. Foreign citizens upon admission must have entrance documents:

- certificate of complete secondary education;
- a valid passport with the appropriate visa,

4.4. Admission to the ISM "IUK" is possible after successfully passing entrance examinations in biology, chemistry and English in accordance with the secondary school curriculum.

4.5. The personal file of a foreign student must contain the following documents: - certificates of secondary education;

- photos;
- application, etc., stored in the student department of ISM.

4.6. The certificate of secondary education is subject to examination by the Ministry of Education and Science of the Kyrgyz Republic with the subsequent issuance of a certificate confirming the equivalence of secondary education to the standards of the Kyrgyz Republic. In case of delay in obtaining a certificate of equivalence of secondary education, the applicant can be conditionally enrolled in the number of students with admission to classes before the provision of this certificate - Conditional admission does not provide issuance of academic documents (certificates confirming the fact of training in the ISM «IUK")

4.7 Reception of documents of foreign citizens for the 1st year of study in the ISM "IUK" is carried out 2 times a year on time (August-September, January-February).

4.8. In case of late arrival for training, the foreign applicant is given the opportunity to start the corresponding preparatory training before the start of the semester,

4.9. The signed contract comes into force after the fulfillment of the following conditions:

- payment of tuition fees for the academic year;
- the publication of the order of the rector on the enrollment of a foreign citizen in the ISM "IUK".

For non-fulfillment of the requirements of the curriculum, academic failure, violation of the terms of the contract, the rules of the internal order and living in the hostel, established in the ISM «IUK, financial debt, violations of the rules of stay in the territory of the Kyrgyz Republic and other violations, disciplinary measures may be applied to students, up to exclusion from the ISM «IUK",

## **5. SECTION**

### **RECEPTION ORGANIZATION OF FOREIGN STUDENTS WHEN TRANSFER FROM OTHER MEDICAL UNIVERSITIES**

5.1. The organization of work on the transfer of foreign students is carried out by the MS on the basis of an application by the official representatives of the ISM "IUK" or at their own request in compliance with the requirements of the legislative acts of the Kyrgyz Republic and regulatory documents of the ISM "IUK".

5.2. Foreign citizens who are students of other medical universities of the CIS countries have the right to transfer to the ISM "IUK", provided that the academic difference to be passed during the transfer does not exceed the established limits,

5.3. Upon arrival at the ISM «IUK", a foreign student must provide the following documents:

- academic transcript indicating discipline and credits; an extract from the order for expulsion; original document of education, equivalent to the state document on

complete secondary education or secondary vocational education of the United Russia; passport with an appropriate entry visa;

- 10 photos of 3x4 size; application addressed to the Rector of "IUK" for admission to the university

5.4. To assess the possibility of transferring a student from another medical university, he must provide the following documents without fail: a copy of the passport, a copy of the visa of the country of study, a copy of the student card, a copy of the record book, a certificate from the place of study.

5.5 Academic difference is determined by the educational department of the ISM "IUK" with the issuance of a corresponding certificate, the possibility of transfer is approved by the Rector of the "IUK",

5.6. If the transfer is possible, the MS will arrange the preparation of the necessary documents for obtaining the appropriate visa and the arrival of foreign citizens in the ISM "IUK".

5.7. MS ISM «IUK", when checking the reliability of the information provided in clause 5.3 of this provision, draws up the relevant documents:

- a request to the relevant university in order to confirm the validity of the academic transcript;

- in case of any controversial issues, a request to the Embassy of the relevant countries and / or the Ministry of Education and Science of the Kyrgyz Republic in order to confirm the certificates of complete secondary education and prior higher education;

- verification of passport and visa documentation in accordance with translation requirements,

5.8. After determining the academic difference, as well as under the conditions of clause 4.9. of this provision, it is possible to enroll foreign citizens,

5.9. If it is necessary to pass the difference in academic subjects in accordance with the curriculum of the ISM «IUK" for foreign students, ISM "IUK" will organize the necessary conditions for this. The costs associated with the delivery of the difference are not included in the content of the agreement between the student and the "IUK" and are paid separately from the tuition fee,

5.10. If the fact of studying in the last place of study, the validity of the academic transcript and / or the certificate of complete secondary education is not confirmed, the "IUK" has the right to expel a foreign student without reimbursement of tuition fees.

## **6. SECTION**

### **ORGANIZATION FOR ADMISSION OF FOREIGN CITIZENS TO THE ORDINATURE (MASTERS PROGRAM)**

6.1. The organization of work on the admission of foreign citizens to residency (MBA) of the ISM "IUK" is carried out by MS ISM on the basis of an application from the official representatives (agents) of the ISM «IUK" in compliance with the requirements of legislative acts of the Kyrgyz Republic and regulatory documents of the ISM "IUK"

6.2. Training for foreign citizens with higher medical education in residency is carried out on a contract basis at the ISM «IUK".

6.3. The mandatory requirements for admission to residency (magistracy) are:

- Original diploma of higher medical education;
- Passport with an appropriate entry visa;
- Knowledge of the Russian language;
- 10 photos of 3x4 size;
- Application addressed to the rector for admission to residency (magistracy),



6.4 MS ISM "IUK" checks documents in the form of a request for the validity of the issuance of a diploma and promotes the signing of a contract,

6.5. The signed contract comes into force when the conditions of clause 4.9. of this provision.

6.6. In case of not confirming the validity of the issuance of a diploma of higher education, the "IUK" takes the necessary measures to expel the citizen, does not return the amount for training.

## **7. FINAL SECTION**

All possible controversial issues related to the attraction of foreign citizens to study in the ISM "IUK" and their stay in the Kyrgyz Republic are resolved in accordance with the norms of the legislation of the Kyrgyz Republic.

7.2. Changes and additions in this document are made by the MS ISM in accordance with the legislation of the Kyrgyz Republic and approved by the Rector of the ISM «IUK»