

**MINISTRY OF SCIENCE AND HIGHER EDUCATION
OF THE REPUBLIC OF KAZAKHSTAN
NON-PROFIT JOINT-STOCK COMPANY D. SERIKBAYEV EAST
KAZAKHSTAN TECHNICAL UNIVERSITY**

ADMISSION COMMITTEE



APPROVED

Acting Chairman of the Board – Rector

NJC D.SERIKBAYEV EKTU

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17.08.2022

**ADMISSION RULES FOR STUDENTS OF DEGREE
PROGRAMS OF GRADUATE AND POSTGRADUATE EDUCATION
OF NJSC "EKTU named after D. SERIKBAYEV"**

The rules were developed on the basis of the Law of the Republic of Kazakhstan "On Education", dated July 27, 2007 as well as the model rules for Admission in Educational Organizations implementing Degree Programs of Higher Education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 600 dated October 31, 2018 (with changes of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 № 03), by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 14 dated July 28, 2022.

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1. Purpose and application

1. These Rules are developed in accordance with subparagraph 11 of Article 5 of the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, and subparagraph 1 of Article 10 of the Law of the Republic of Kazakhstan "On Public Services" dated April 15, 2013, as well as with the model rules for admission to educational organizations implementing degree programs of higher education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan № 600 dated October 31, 2018 (with changes order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 № 03) and establishes the rules for admission of students to educational programs of higher and postgraduate education of the NJSC "D.Serikbayev EKTU".

2. Admission requirements are mandatory for all schools and faculties of NJSC "VKTU". The Rules are an internal regulatory document of NJSC "VKTU" and are not subject to submission to other parties, except for auditors of certification bodies during quality management system inspections, as well as to consumers-partners (upon their request) with the permission of the Chairman of the Board - Rector of NJSC "VKTU".

2. Terms and Definitions. Abbreviations

3. NJSC "VKTU" - Non-profit joint stock company "East Kazakhstan Technical University named after D. Serikbayev" (hereinafter referred to as the University);

4. Service provider - the University providing public service to service recipients;

5. Service recipients - applicant;

6. UNT – Unified National Test;

7. CT – comprehensive testing;

8. EDS – electronic digital signature;

9. CAT - certificates of international standardized tests

3. General provisions

10. Admission of persons entering NJSC "EKTU" (hereinafter referred to as the University) is carried out by placing a state educational order and an educational grant for higher and postgraduate education at the expense of the republican budget or the local budget, as well as paying for tuition at the expense of the student's own funds and other sources.

4. The procedure of admission for degree programs of higher education

11. The University accepts people with general secondary, technical and vocational, post-secondary, higher education.

12. Persons with secondary, technical and vocational or post-secondary education are allowed to participate in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget and (or) enrollment in paid education, with the exception of those entering related areas of training of higher education personnel, which provide shortened training period, who passed the UNT and scored at least 50 points for the University based on its results, including at least 5 points - in the history of Kazakhstan, mathematical literacy, reading literacy - the language of instruction, and at least 5 points for each major.

At the same time, for each subject of the UNT and (or) a creative exam, you must score at least 5 points.

Persons with technical and vocational, post-secondary education who have passed the UNT and scored at least 25 points, that is, at least 5 points for each UNT discipline and (or) creative exam are allowed to participate in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget for training in related areas of training of higher education personnel, which provide shortened training period.

When passing the UNT in electronic format in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget, the applicant participates with one of the two UNT results that have the required number of points specified in this paragraph.

Persons with certificates of international standardized tests SAT, ACT, IB participate in the competition for the award of an educational grant and (or) are enrolled in universities on a paid basis, in accordance with the scale of points transfer, in accordance with Appendix 2-1 to these Model Rules. At the same time, the results of the SAT subject are converted into UNT points, provided that the profile subjects match.

13. Enrollment in paid education for the degree program of applied bachelor's degree "Transport, transport equipment and technology" is allowed for persons with secondary, technical and vocational or post-secondary education, who have passed the entrance exams and scored at least 50 points according to its results, including not less than 5 points - in physics.

14. The passing score for admission to the University is 50. Citizens of the Republic of Kazakhstan with technical and vocational, post-secondary or higher education are admitted to study degree programs of higher education, which provide shortened training period.

Admission to the University of graduates of organizations of technical and vocational, post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of higher education training, providing for a shortened training period, applicants for paid training are carried out by the admission committee of the University based on the results of an interview in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated 01.04.2019 No. 134 "Methodological recommendations for compliance of related groups of educational programs of higher education and specialties of technical and vocational, post-secondary

education" (as amended on June 08, 2022 No. 266).

Admission of people to the University with higher education, according to a group of degree programs which provide shortened training period on a fee-based basis, is carried out by the admission committee of the University according to the results of an interview.

The duration of study at the University for persons with higher education in the relevant area of higher education personnel training is 2 years. For persons with higher education not in a related field, the duration of study is determined taking into account the disciplines necessary for studying within the framework of the DP, the list of which is established by the dean's office (at least 3 years).

The student's curriculum (SC) for the entire period of study is formed by the dean's office.

For the entire period of study, a student enrolled in a full-time reduced form of education using distance learning technology must master at least 240 academic credits (at least 60 credits during the year), taking into account the re-credits of previously studied disciplines in the first higher education.

The amount of payment for the educational services provided for a full-time reduced form of education using distance learning technologies based on HE within the framework of the relevant state standard is set in national currency in accordance with the calculation of costs for 1 academic credit.

15. Admission of foreign citizens to study at the University on a paid basis is based on the results of an interview conducted by the admission committee during the calendar year. At the same time, foreign citizens are enrolled in accordance with the academic calendar 5 (five) days before the start of the next academic period.

16. Admission of persons entering the University is carried out according to their applications on a competitive basis in accordance with the scores of the standard certificate.

17. At the university, by the decision of the Chairman of the Board - the Rector of the University, admission committee is created. The admissions committee includes vice-rectors, representatives of the heads of structural divisions and the faculty of the university. The admission committee consists of an odd number, and the chairman of the admission committee is elected by a majority of votes from among the members of the committee. The chairman of the admission committee is the Chairman of the Board - the Rector of the University. The Executive Secretary of the Admission Committee is appointed as the Chairman of the Board - Rector of the University. In case of equality of votes, the vote of the chairman of the admission committee is decisive.

5. The procedure of accepting and conducting creative exams for degree programs of higher education

18. Admission to study in groups of educational programs of higher education that require creative training is carried out taking into account the results of creative exams.

19. To organize and conduct creative exams, a commission is created for the period

of the exam, by the decision of the Chairman of the Board - the Rector of the University.

The admission commission for creative examinations in the areas of training includes representatives of public organizations, the media.

The examination committee does not include members of the appeal committee.

The commission consists of an odd number, and the chairman of the commission is elected by a majority of votes from among the members of the commission. The decision of the commission is considered valid if at least two thirds of its members are present at the meeting. The decision of the commission is made by a majority vote of those present at the exam. In case of equality of votes, the vote of the chairman of the commission is decisive.

20. Creative exams are carried out in groups of degree programs for which creative exams are held in accordance with Appendix 2 to these Rules.

Persons enrolling in higher degree programs requiring creative training, submit the following documents to the university admissions office to pass creative exams:

- 1) a document on general secondary or technical and vocational, post-secondary education (original);
- 2) 2 photographs 3 x 4 centimeters in size;
- 3) a copy of an identity document;
- 4) UNT certificate (if available).

21. Acceptance of applications received for passing the creative exam is carried out by the admissions committee of the university from June 20 to July 7 of the calendar year.

The creative exam is held from 8 to 13 July of the calendar year.

When conducting the UNT in electronic format, applications from applicants for passing a creative exam are accepted at the DPHPE (Degree Programs of Higher and (or) Postgraduate education) from June 20 to July 7 of the calendar year.

When conducting the UNT in electronic format, the creative exam is held from July 8 to July 13 of the calendar year.

22. Persons entering a group of degree programs of higher education requiring creative training, having documents on general secondary, technical and vocational or post-secondary education, pass two creative exams.

Persons entering a group of degree programs of higher education, requiring creative training in related areas of training of higher education personnel, providing reduced terms of study, pass one creative exam.

The form of the creative exam is established in accordance with Appendix 3.

23. Persons entering the group of degree programs of the University, requiring creative training, take creative exams at the University.

For graduates of organizations of secondary or technical and vocational, post-secondary education, entering a group of degree programs of higher education that require creative training, points are taken into account in the history of Kazakhstan, reading literacy (language of instruction).

For persons entering a group of degree programs of higher education, requiring creative training in related areas of training of higher education personnel, providing

reduced terms of study, points in a special discipline are taken into account.

24. Programs for creative exams are developed by the University and approved by the chairman of the admission committee of the University.

25. The schedule of creative exams (the form of the exam, date, time and place, consultations) is approved by the chairman of the admission committee - the Chairman of the Board - the Rector and is brought to the attention of applicants no later than the start of acceptance of documents and is published on the official Internet resource of the university.

26. Admission to the auditorium of creative examinations is carried out upon presentation of an identity document.

At the same time, creative exams are held in classrooms equipped with video recording.

27. Prior to the start of creative exams, applicants are given examination material and the procedure for the design of title pages is explained, as well as the start and end times of creative exams, the time and place of announcement of the results, and the procedure for filing an appeal.

28. Creative examinations for applicants with documents on general secondary or technical and vocational, post-secondary education are assessed on a 45-point system.

The creative exam for applicants in related areas of training of higher education personnel, providing reduced terms of study, is assessed on a 20-point system

29. The results of the creative exam are drawn up with a score sheet, the results of the special exam - with an admission sheet, the protocol of the commission in any form and are transferred to the executive secretary of the selection committee (his deputy) to announce the results. The protocol of the commission is signed by the chairman and all present members of the commission.

30. The results of creative exams are announced on the day of the exam.

31. Based on the results of the creative exam, the applicant is issued an extract from the protocol for admission to the university on a paid basis, regardless of the place where the creative exam was taken.

32. For the period of the exams, in order to comply with the requirements for the creative exam, resolve disputes, and protect the rights of persons passing the relevant exams, an appeal commission is created by order of the Chairman of the Board - the Rector of the University, whose composition consists of an odd number of members, including its chairman.

33. The application for appeal is submitted to the chairman of the appeal commission personally by the person who has passed a special or creative exam, is accepted until 13.00 of the next day after the announcement of the results of the creative exam and is considered by the appeal commission within one day.

34. The decision of the appeal commission is considered competent if at least two thirds of its members are present at the meeting. The decision on the appeal of disagreement with the results of the creative exam is made by a majority of votes from the number of members of the commission present. If the votes of the members of the appeal

commission are equal, the chairman's vote is decisive. The work of the appeal commission is formalized by a protocol signed by the chairman and all members of the commission present.

35. The admission Committee of the University on the day of completion of the creative exam transmits to the information system of the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan the results of the creative exam of applicants for participation in the competition for the award of an educational grant of higher education at the expense of the republican budget and (or) enrollment in the University for paid tuition

6. The procedure of admission and conducting entrance exams for degree programs of applied bachelor's degree "Transport, transport equipment and technology"

36. Entrance exams (hereinafter referred to as entrance exams) are held for persons entering D. Serikbayev VKTU for the degree program of applied bachelor's degree "Transport, transport equipment and Technology".

37. The purpose of the entrance exams is to test the knowledge of applicants.

38. Entrance examinations are conducted by the admission and examination commissions of the university.

39. Subjects of entrance examinations for the degree program of the applied bachelor's degree "Transport, transport equipment and technology":

Subjects	Mathematics	Physics	Reading literacy
Number of questions	20	20	20
Score	40	40	40

40. Applications from applicants for the entrance exam are accepted until August 20 of the calendar year.

41. The form and content of entrance examinations are determined in accordance with the Program.

42. To conduct entrance examinations, examination commissions are created, the composition of which is approved by the order of the chairman of the board - the rector – the chairman of the admissions committee. The functions of the examination commission include conducting consultations and evaluating examination papers. The organization of entrance examinations and control over their passage is carried out by members of the admission committee of the university.

43. The schedule of entrance exams (the form of the exam, date, time and place of the examination, consultations, date of announcement of the results) is approved by the chairman of the admission committee and brought to the attention of applicants before the start of the admission of documents and published on the university's website.

44. Entrance exams for applicants with documents on general secondary or technical and vocational, post-secondary education are evaluated according to a 120-point system,

while in physics it is necessary to score at least 5 points.

45. Persons entering the degree programs of the applied bachelor's degree, to pass the entrance exams, submit the following documents to the admission committee of the university:

- 1) a document on general secondary or technical and vocational, post-secondary education (original);
- 2) a copy of the identity document;
- 3) a medical certificate in the form 075-u.

46. The results of the entrance exam are drawn up by a statement of grades, the protocol of the commission in any form and are transmitted to the executive secretary of the admissions committee (his deputy) to announce the results. The Chairman and all the members of the commission present sign the minutes of the commission.

47. The results of the entrance exam are announced on the day of the exam.

48. Entrance exams are held in classrooms (rooms) equipped with video recording in computer format.

49. Admission to the classroom (room) of the entrance examinations is carried out upon presentation of an identity document.

50. Admission to the classrooms, where the entrance examinations are held, compliance with the requirements of the Program during the exams is provided by the executive secretary of the admissions committee and (or) his deputy.

51. During the entrance examinations, the presence of unauthorized persons in the audience is not allowed.

52. The applicant appears for the entrance exam at the time specified in the schedule. Admission of the applicant to the classroom is carried out 30 minutes before the start of the exam.

53. At the entrance exams, a calm and friendly atmosphere is provided, applicants are given the opportunity to fully demonstrate the level of their knowledge and skills.

54. To start the entrance exam in a computer format, the applicant must:

- 1) specify the login;
- 2) specify the password;
- 3) after clicking the "Log in" button, proceed to the entrance exam.

55. During the entrance examinations, applicants comply with the following requirements:

- 1) Keep quiet and work independently, do not talk to members of the commission and other applicants;
- 2) Do not walk around the audience, do not move to another place;
- 3) Not to leave the examination room without the permission of the commission members until the end of the entrance exam.
- 4) Do not bring textbooks, other methodological literature, mobile communications and the Internet into the classroom and do not write off.

56. For violation of these Rules, the applicant is removed from the audience. At the same time, an act of removal, certified by the signatures of the commission members, is

filled in. The work is canceled.

57. If an applicant is late or fails to attend the exam for a valid reason, he is allowed to take the entrance exam at another time within the approved schedule with the permission of the chairman of the admission committee on the basis of a written application and a document confirming a valid reason for missing the entrance exam.

58. A valid reason for missing the entrance exam is:

1) the applicant's illness (confirmed by the presentation of a certificate of illness from a medical institution, certified by the seal of the medical institution);

2) an emergency situation, as well as a traffic accident (confirmed by the presentation of a certificate of the state organization that recorded the fact of an emergency or a traffic accident);

3) death of relatives (parents, spouses, children, adoptive parents, adopted, full and half-siblings, grandfather, grandmother) of relatives (confirmed by a certificate).

59. Persons who have failed to attend the entrance exam for a valid reason are allowed to take them at additional specified time no later than the dates of the entrance examinations.

60. Applicants who did not show up for the entrance exams without a valid reason are not allowed to take the exam.

61. Repeated participation and retaking of entrance exams is not allowed.

62. Upon completion of the entrance exam, the results are displayed on the screen.

63. The results of the entrance exam are drawn up by a statement of grades and the protocol of the examination commission in any form.

64. The assessment statements and protocols with the assessments and signatures of the examination commission are transmitted to the executive secretary (his deputy) for the announcement of the results.

65. The results of the entrance exam are announced by the admission committee on the day of the exam.

66. For the period of the examinations, in order to comply with the requirements for the entrance exam, resolve disputes, and protect the rights of persons passing the relevant exams, an appeals commission is established, which consists of an odd number of members, including its chairman.

67. Appeal commissions are created to consider applications of persons who disagree with the results of the entrance exam. The Chairman and the members of the appeal commission are approved by the order of the Chairman of the Board - Rector of the DPHPE.

68. The application for appeal is submitted to the chairman of the appeal commission personally by the person who passed the entrance exam, and considered until 13.00 of the next day after the announcement of the results of the entrance exam.

69. The decision of the appeal commission is considered competent if at least two thirds of its members are present at the meeting. The decision on the appeal of disagreement with the results of the entrance exam is made by a majority vote of the number of members of the commission present. If the votes of the members of the appeal

commission are equal, the chairman's vote is decisive. The work of the appeal commission is formalized by a protocol signed by the chairman and all members of the commission present.

7. The procedure of enrolling in degree programs of higher education

70. Applicants of the Applied Bachelor's degree program "Transport, Transport Equipment and Technology" together with the application form, to the admissions committee of the University must attach the following documents:

1) document on general secondary, technical and vocational, post-secondary education (original);

2) identity document (original, copy and electronic version in PDF format;

3) 6 photos, 3 x 4 centimeters in size;

4) electronic or paper medical certificate in the form 075/u, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 №. RK DSM-175/2020 "On approval of forms of accounting documentation in the field of healthcare" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579) (hereinafter – Order No. DSM-175/2020);

5) an extract from the register.

71. For admission to the University, applicants receive from the University (through the admissions office of the University), or through the web portal of "electronic permission" www.egov.kz (hereinafter referred to as the portal) a package of documents provided for in paragraph 8 of the Public Services Standard "Admission of documents and enrollment in higher educational institutions "for studying in degree programs of higher education" (hereinafter referred to as the Public Service Standard), according to Appendix 4.

An employee of the admission committee of the University accepts a package of documents registers them and issues a receipt to the applicant on the acceptance of a package of documents on the day of receipt of the application or, if the applicant provides an incomplete package of documents, refuses to accept documents.

In case of applying through the portal, the applicant is sent to the "personal account" the status of acceptance of the request for a public service, as well as a notification indicating the date and time of receipt of the result of the public service.

From the moment they are received, an employee of the University Admissions Committee checks the completeness of the submitted documents, in case of incompleteness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant in the "personal account" on the portal.

If the applicant provides a complete package of documents, the admissions committee sends a notification of the acceptance of documents for admission to the University. After receiving the notification, the applicant submits the original documents to the University from August 10 to August 25 of the calendar year.

After the acceptance of the documents by the Chairman of the Board - the Rector of the University, an order is issued to enroll the applicant as a student of the University.

The University refuses to provide public services on the grounds provided for in paragraph 9 of the Public Service Standard.

1) The University ensures that information about the stage of provision of public services is entered into the information system for monitoring the provision of public services in accordance with subparagraph 11 of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services".

2) A complaint against the decision, actions (inaction) of the selection committee on the provision of public services may be filed in the name of the Chairman of the Board - the Rector of the University, to the authorized body for assessing and monitoring the quality of public services, in accordance with the legislation of the Republic of Kazakhstan.

An applicant's complaint received by the University, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business days from the date of its registration.

Complaint of an applicant who held a position to the authorized body for assessment and control over the quality of public services, consideration of consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of the provision of public services, the applicant applies to the court.

3) Enrollment of students entering the University is carried out by the University Admissions Committee from August 10 to August 25 of the calendar year for studying in Kazakh, Russian or English, by order of the Chairman of the Board - the Rector of the University.

Holders of an educational grant at the expense of the republican budget or the local budget, as well as tuition fees at the expense of citizens' own funds and other sources, choose an educational program from the corresponding group of educational programs.

Applicants along with the application for admission attach the following documents to the admissions office of the University:

1) a document on general secondary, technical and vocational, post-secondary or higher education (original);

2) 6 photographs 3 x 4 centimeters in size;

3) in electronic or paper form, a medical certificate in the form 075 / y, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KP DSM-175/2020 "On approval of the forms of accounting documentation in the field of healthcare" (registered in the State Registration Register normative legal acts under No. 21579) (hereinafter - Order No. KR DSM-175/2020);

4) UNT certificate;

5) an extract from the register (for applicants for degree programs of higher education requiring creative training);

Citizens from among the disabled of groups I, II, disabled since childhood, disabled

children, persons equated in benefits and guarantees to participants and disabled veterans of the Great Patriotic War, persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, orphans and children left without parental care, as well as citizens of the Republic of Kazakhstan from among young people who have lost or remained without parental care until the age of majority, additionally submit documents confirming the granting of pre-emptive rights and a quota.

Persons who have documents on technical and vocational, post-secondary education, who have confirmed their qualifications and have at least one year of work experience in their specialty, additionally submit one of the following documents:

- 1) a copy of the employment history (the original is provided for verification);
- 2) track record (list of information about the work, labor activity of the employee), signed by the employer, certified by the seal of the organization (if any);
- 3) an archival certificate containing information about the work activity of the employee;
- 4) an extract from the unified accumulative pension fund on the transferred mandatory pension contributions and information from the State Social Insurance Fund on the social contributions made;
- 5) an employment contract marked by the employer on the date and grounds for its termination;
- 6) extracts from the acts of the employer, confirming the emergence and termination of labor relations on the basis of the conclusion and termination of an employment contract;
- 7) extracts from the payroll sheet for employees.

For admission to the University in accordance with paragraph 13 of the Rules to the admission committee of the University, the following documents are also attached to the application:

- 1) documents on general secondary or technical and vocational, post-secondary education (original);
- 2) 6 photographs, 3 x 4 centimeters in size;
- 3) in electronic or paper form, a medical certificate in the form 075 / y, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KP DSM-175/2020 "On approval of the forms of accounting documentation in the field of healthcare" (registered in the State Registration Register normative legal acts under No. 21579) (hereinafter - Order No. KR DSM-175/2020);
- 4) UNT certificate.

72. Persons with secondary, technical and vocational or post-secondary education, with the exception of those entering related areas of higher education training, providing for reduced training periods who have not scored the threshold score established in paragraph 12 of the Rules (according to the results of the UNT), with the results of the UNT with inappropriate combinations of profile subjects with canceled UNT results are enrolled in the University on a full-time basis for a fee.

Upon completion of the academic period of study at the University, these persons

pass the UNT again during the year on time in accordance with the Rules for conducting unified national testing, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 No. 204.

73. Persons who have received a certificate of awarding an educational grant at the expense of the republican budget and the local budget apply for admission to the University indicated in the certificate and are enrolled in the number of students by order of the Chairman of the Board - the Rector of the University.

Holders of an educational grant of higher education in groups of degree programs requiring creative training are enrolled in the University where they passed creative exams.

Applicants entering on the basis of a state grant conclude an agreement on working out for at least 3 (three) years in the manner established by the Decree of the Government of the Republic of Kazakhstan dated March 30, 2012 No. 390 "On approval of the Rules for sending a specialist to work, granting the right to independent employment, exemption from obligation or termination of the obligation to work by citizens who studied on the basis of the state educational order, and introducing amendments and additions to the Decree of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58 "On approval of the Rules for awarding an educational grant.

74. Graduates of organizations of secondary or technical and vocational, post-secondary education of the current year, who passed the UNT on time in accordance with Order No. 204 and scored the threshold score established in paragraph 12 of these Rules, apply to the Chairman of the Board - Rector of the University for admission to the University for on a paid basis until receiving a document on general secondary or technical and vocational, post-secondary education.

At the same time, students of graduation 11 (12) classes of secondary education organizations in the period from February 1 to August 25 of the calendar year apply to the Chairman of the Board - Rector of the University for admission to the University on a paid basis until receiving a document on general secondary education.

After receiving a document on general secondary or technical and vocational, post-secondary education, applicants submit documents according to the list specified in paragraph 71 of these Rules.

75. Persons who have scored the threshold score established in paragraph 12 of these Rules, based on the results of the UNT, provided for in paragraph 14 of these Rules, apply to the Chairman of the Board - Rector of the University for admission to the University on a paid basis.

When providing an incomplete list of documents specified in paragraphs 20, 71, 74, 75 of these Rules, the selection committee does not accept documents from applicants.

76. Admission to the University is carried out separately for educational programs of higher education and language departments.

Enrollment in educational programs of higher education, for which creative exams are established, is carried out taking into account the scores for these exams, with the exception of those entering related areas of training of higher education personnel, which

provide for reduced terms of study.

77. In the case of an applicant applying for an educational loan issued by second-tier banks, the applicant is enrolled in the number of students of the University upon submission of a relevant certificate from the bank confirming that the documents are under consideration.

At the same time, he is granted a deferment in paying the amount established in the contract for the provision of educational services and payable before the enrollment of a citizen, for the period of obtaining an educational loan, but not more than 4 (four) weeks from the date of receipt of a certificate from the bank.

78. Documents in a foreign language are provided with a notarized translation into Kazakh or Russian.

Documents on education issued by foreign educational organizations undergo the notification procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during 1 (first) academic period of study.

79. The University, within 10 (ten) calendar days after the completion of enrollment, submits the final report on the enrollment of students to the University to the MES RK.

8. The procedure of admission for degree programs of postgraduate education

80. Admission of applicants to the magistracy at the University Admissions Committee and (or) through the information system of the NTC in case of admission:

- 1) from June 1 to July 15 of a calendar year;
- 2) from 1 to 18 November of a calendar year.

Admission of foreigners to magistracy, doctoral studies is carried out on a paid basis. Obtaining by foreigners on a competitive basis in accordance with the state educational order of free postgraduate education is determined by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.

Acceptance of applications for doctoral studies at the University is carried out by the admission committee of the University and (or) through the information system of the NTC in the following terms:

- 1) from July 3 to August 3 of a calendar year;
- 2) from 1 to 18 November of a calendar year.

Entrance examinations for groups of degree programs for doctoral studies are held at the following dates:

- 1) from 4 to 20 August of the calendar year;
- 2) from November 19 to December 11 of a calendar year.

When submitting documents, the applicant indicates one University and one group of educational programs.

Persons entering doctoral studies submit the following package of documents:

- 1) an application in any form;
- 2) a document on education (original, when submitting documents to the selection

committee);

3) identity document (required for personal identification);

4) official certificate of passing the state language exam (KAZTEST) issued by the NTC;

5) certificate confirming knowledge of a foreign language:

for English proficiency:

International English Language Tests System Academic (IELTS Academic), threshold score - not less than 5.5;

Test of English as a Foreign Language Institutional Testing Program Internet-based Test, threshold score - not less than 46;

Test of English as a Foreign Language Paper-based testing (TOEFL PBT), threshold score - not less than 453;

Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) threshold score - not less than 460;

German language proficiency:

Deutsche Sprachprüfung fuer den Hochschulzugang Niveau B2 (DSH, Niveau B2) - level B2;

TestDaF-Prüfung Niveau B2 (TDFNiveau B2) - level B2;

French language proficiency:

Test de Français International (TFI)–in reading and listening sections not lower than level B2;

Diplome d'Etudes en Langue français (DELF) - level B2;

Diplome Approfondi de Langue français (DALF) - level B2;

Test de connaissance du français (TCF)– at least 50 points.

6) medical certificate in the form 075 / y in electronic format, approved by order No. KR DSM-175/2020.

In cases of implementation of restrictive measures, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature in a certain territory, a medical certificate is provided directly to the educational organization as these measures are removed;

7) six photographs 3x4 centimeters in size;

8) a personal sheet on personnel records or other document confirming labor activity, certified by the personnel department at the place of work;

9) list of scientific publications for the last 3 calendar years, research plan.

The documents listed in subparagraphs 4), 5) and 8) are provided in originals and copies, after verification of which the originals are returned to the applicant.

Individuals with the Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) certificate take an additional English proficiency test before the start of the doctoral entrance examination.

The number of test tasks for additional testing for knowledge of the English language is 100 questions. The maximum score is 100 points.

Additional testing for knowledge of the English language is assessed in the form -

"admission" or "non-admission". You must score at least 75 points to qualify for a pass.

Additional testing for knowledge of the English language is carried out by the NTC in organizations determined by the authorized body in the field of education.

The date, time and place of passing additional testing for knowledge of the English language are brought to the attention of applicants through their personal account.

When providing an incomplete list of documents specified in this paragraph, the selection committee does not accept documents from applicants.

81. Admission of foreign citizens to study in educational programs on a paid basis of postgraduate education is carried out during the calendar year. Enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the start of the next academic period.

82. Education documents issued by foreign educational organizations are recognized or nostrified in accordance with the procedure established by law in accordance with the Rules for the recognition and nostrification of education documents, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated January 10, 2008 No. 8.

Documents in a foreign language are provided with a notarized translation into Kazakh or Russian.

Documents on education issued by foreign educational organizations undergo the nostrification procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during 1 (first) academic period of study.

83. To receive documents and organize entrance examinations, a selection committee is created at the university. The chairman of the selection committee is the Chairman of the Board - the Rector of the University.

The composition of the selection committee is approved by the order of the Chairman of the Board - the Rector of the University.

The admission committee carries out:

- 1) advising applicants on the selected group of educational programs of postgraduate education, familiarization with the procedure for the entrance exam;
- 2) organization of acceptance and verification of documents of applicants;
- 3) organization of the entrance examination for groups of educational programs.

For those entering the magistracy, the admission committee carries out:

- 1) advising applicants on the selected group of educational programs of postgraduate education, familiarization with the CT procedure and / or the entrance (creative) exam;
- 2) organizes creative examinations for a group of educational programs.

84. Acceptance of applications entering the magistracy is carried out by the admission committee of the university and through the information system from June 01 to July 15 of the calendar year.

Acceptance of applications for doctoral studies from July 03 to August 03 of the calendar year. Entrance examinations for groups of educational programs for doctoral

studies are held from 04 to 20 August of the calendar year.

Enrollment in master's and doctoral studies is carried out in the following terms:

- 1) from 15 to 28 August of the calendar year;
- 2) from December 26 to January 10 of a calendar year.

Acceptance of applications entering the magistracy is carried out by the admission committee of the university and through the information system from June 01 to July 15 of the calendar year.

Acceptance of applications for doctoral studies from July 03 to August 03 of the calendar year. Entrance examinations for groups of educational programs for doctoral studies are held from 04 to 20 August of the calendar year.

Enrollment in master's and doctoral studies is carried out in the following terms:

- 1) from 15 to 28 August of the calendar year;
- 2) from December 26 to January 10 of a calendar year.

9. The procedure of admission and conducting entrance exams for degree programs of postgraduate education

85. Persons who have mastered educational programs of higher education are admitted to the magistracy.

86. Persons entering the magistracy in the period from August 25 to August 28 of the calendar year provide to the University or through the "electronic government" web portal www.egov.kz (hereinafter referred to as the portal) a package of documents provided for in clause 8 of the Public Service Standard " Acceptance of documents and enrollment in higher educational institutions for training in educational programs of postgraduate education", in accordance with Appendix 5.

The list of basic requirements for the provision of public services, including the characteristics of the process, the form, content and result of the provision of services, as well as other information, taking into account the specifics of the provision of public services, is given in the Public Service Standard.

Information about identity documents, a document of higher education, a medical certificate is provided to the University from the relevant state information systems through the e-government gateway.

An employee of the admission committee accepts a package of documents, registers them and issues a receipt to the applicant on the acceptance of a package of documents on the day of receipt of the application, or if the applicant provides an incomplete package of documents, refuses to accept documents.

In case of applying through the portal, the applicant is sent to the "personal account" the status of acceptance of the request for a public service, as well as a notification indicating the date and time of receipt of the result of the public service.

From the moment they are received, the University checks the completeness of the submitted documents, in case of incompleteness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the

applicant in the "personal account" on the portal.

If the applicant provides the full package of documents to the University, a notification is sent about the acceptance of documents for admission to the University, after receiving the notification, the applicant submits the original documents to the selection committee before August 28 of the calendar year.

After the acceptance of the documents by the Chairman of the Board - the Rector of the University, an order is issued to enroll the service recipient in the number of undergraduates of the University.

The University refuses to provide public services on the grounds provided for in paragraph 9 of the Public Service Standard.

87. After the acceptance of the documents by the Chairman of the Board - the Rector of the University, an order is issued to enroll the service recipient in the number of undergraduates of the University.

The University refuses to provide public services on the grounds provided for in paragraph 9 of the Public Service Standard.

The University ensures that information about the stage of provision of public services is entered into the information system for monitoring the provision of public services in accordance with subparagraph 11 of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services".

A complaint against the decision, actions (inaction) of the selection committee on the provision of public services may be filed in the name of the Chairman of the Board - the Rector of the University, to the authorized body for assessing and monitoring the quality of public services, in accordance with the legislation of the Republic of Kazakhstan.

An applicant's complaint received by the University, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business days from the date of its registration.

An applicant's complaint received by the authorized body for assessment and control over the quality of the provision of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of the provision of public services, the applicant applies to the court.

88. CT is carried out in accordance with the Rules for conducting comprehensive testing, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated May 8, 2019 No. 190.

CT is carried out by the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan at the points for conducting CT, determined by the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - MES RK).

Based on the results of CT, an electronic certificate is issued, which is confirmed on the website of the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan.

Retaking the entrance (creative) exams and CT in the year they were passed is not

allowed.

89. Persons who have one of the international certificates confirming knowledge of a foreign language in accordance with the pan - European competencies (standards) of foreign language proficiency are exempted from the CT foreign language test for the master's program in the following languages:

English: IELTS International English Language Tests System), threshold score - not less than 6.0;

IELTS INDICATOR, threshold score - not less than 6.0;

Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP), threshold score - not less than 543;

Test of English as a Foreign Language Institutional Testing Program Internet-based Test (TOEFL IBT) threshold score - not less than 60;

TOEFL PBT Test of English as a Foreign Language Paper-based testing, threshold score - not less than 498;

German: Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, Niveau C1/level C1), TestDaF-Pruefung (NiveauC1/level C1);

French: Test de Franzais International™ – (TFI) – not less than B1 reading and listening sections), Diplome d'Etudes en Langue franzaise – (DELFI), level B2), Diplome Approfondi de Langue franzaise – (DALFI), level C1), Test de connaissance du franzaise – (TCF) – not less than 50).

Persons entering the magistracy for the groups of educational programs in the areas of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Processing and Construction Industries", as well as areas of training "Business and Management" are exempted from CT in magistracy with the Kazakh or Russian languages of instruction in the presence of an international certificate of passing the standardized Graduate Record Examinations GRE test with scores in accordance with Appendix 6.

Persons entering the magistracy for the groups of degree programs in the areas of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Processing and Construction Industries", as well as areas of training "Business and Management" are exempted from CT in magistracy with Kazakh, Russian or English languages of instruction in the presence of an international certificate of passing the standardized test Graduate Record Examinations (Gradwaite Record Examinations) GRE with scores in accordance with Appendix 7.

Persons entering the master's program for the group of educational programs in the direction of training "Business and Management" are exempted from CT in the master's program with Kazakh, Russian or English languages of instruction if they have an international certificate of passing the standardized Graduate Management Admission Test (Graduate Management Administration Test) GMAT with points according to Appendix 8.

When submitting documents for participation in the competition for the award of an educational grant, as well as when enrolling in the University, the authenticity and validity of the submitted certificates are checked by the University Admissions

Committee.

Persons who have one of the certificates of passing a test in a foreign language (English, French, German) specified in this paragraph, when applying for participation in the competition for the award of an educational grant at the expense of the republican budget or the local budget, as well as when enrolling in University on a paid basis counts 50 points.

Persons who have completed foreign OVPE in countries whose state or official language is English and who have specialized accreditation of foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member states of the Organization for Economic Cooperation and Development (OECD) within 5 years are exempted from testing block "Foreign language" (English) CT in the master's program with the Kazakh or Russian language of instruction.

90. Applicants to the magistracy in the application indicate one group of educational programs and up to 3 (three) EPGP.

The results of CT, entrance (creative) exams are announced on the day they are held.

10. The procedure of admission and conducting entrance exams for doctoral studies

91. Persons with a master's degree and work experience of at least 9 (nine) months are accepted for doctoral studies.

92. Persons entering doctoral studies, in the period from August 22 to August 28 of the calendar year, submit to the University (through the admissions office) and (or) through the portal a package of documents provided for in paragraph 8 of the Public Service Standard, in accordance with Appendix 5.

The list of basic requirements for the provision of public services, including the characteristics of the process, the form, content and result of the provision of services, as well as other information, taking into account the specifics of the provision of public services, is given in the Public Service Standard.

An employee of the admissions committee accepts a package of documents, registers them and issues a receipt to the applicant on the acceptance of a package of documents on the day the application is received, or in case of providing applicants with an incomplete package of documents, refuses to accept documents.

In case of applying through the portal, the applicant is sent to the "personal account" the status of acceptance of the request for a public service, as well as a notification indicating the date and time of receipt of the result of the public service.

From the moment they are received, the University checks the completeness of the submitted documents, in case of incompleteness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant in the "personal account" on the portal.

If the applicant provides a complete package of documents, the admission committee is sent a notification of acceptance of documents for admission to the University after receiving the notification, the applicant submits the original documents to the admission

committee before August 28 of the calendar year.

After the acceptance of the documents by the Chairman of the Board - the Rector of the University, an order is issued to enroll the applicant in the number of doctoral students of the University.

The University refuses to provide public services on the grounds provided for in paragraph 9 of the Public Service Standard.

The University ensures that information about the stage of provision of public services is entered into the information system for monitoring the provision of public services in accordance with subparagraph 11 of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services".

A complaint against the decision, actions (inaction) of the selection committee on the provision of public services may be filed in the name of the chairman of the selection committee, to the authorized body for assessing and monitoring the quality of public services, in accordance with the legislation of the Republic of Kazakhstan.

An applicant's complaint received by the University, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business days from the date of its registration.

An applicant's complaint received by the authorized body for assessment and control over the quality of the provision of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of the provision of public services, the applicant applies to the court.

93. Acceptance of applications (in any form) for persons applying for training under the state educational order as part of targeted training for groups of doctoral educational programs is carried out at the university.

94. Applicants for doctoral studies provide international certificates confirming knowledge of a foreign language in accordance with the Pan-European competencies (standards) of foreign language proficiency:

English: International English Language Tests System Academic (IELTS Academic), threshold score - not less than 5.5;

Test of English as a Foreign Language Institutional Testing Program Internet-based Test (TOEFL IBT), threshold score - not less than 46;

Test of English as a Foreign Language Paper-based testing (TOEFL PBT), threshold score - not less than 453;

Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP), threshold score - not less than 460;

German language proficiency:

Deutsche Sprachprüfung fuer den Hochschulzugang Niveau B2 (DSH, Niveau B2) - level B2;

TestDaF-Prüfung Niveau B2 (TDFNiveau B2) - level B2;

French language proficiency:

Test de Français International (TFI) – not lower than level B2 in reading and

listening sections;

Diplome d'Etudes en Langue français (DELFI) - level B2;

Diplome Approfondi de Langue français (DALF) - level B2;

Test de connaissance du français (TCF) – at least 50 points.

The authenticity and validity of the submitted certificates are checked by the University Admissions Committee.

Persons who have completed foreign OVPE in countries whose state or official language is English and who have specialized accreditation of foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member states of the Organization for Economic Cooperation and Development (OECD) within 5 years do not provide international certificates confirming knowledge of a foreign language in accordance with the pan-European competencies (standards) of foreign language proficiency specified in this paragraph.

95. The entrance examination for doctoral studies in computer format consists of the following blocks:

1) an interview with the applicant, conducted by the examination committee of the OVPO;

2) writing an essay;

3) a test to determine the readiness to study in doctoral studies (hereinafter referred to as TET);

4) answers to examination questions on the profile of the group of the educational program.

The final grade is a set of points obtained by summing up the results of assessing essays, TGO, answering examination questions on the profile of the group of the educational program and interview in accordance with Appendix 9.

4 hours 20 minutes (260 minutes) are allotted for the entrance exam to doctoral studies, of which:

for an interview - 20 minutes;

on TGO - 50 minutes;

for writing essays and answers to examination questions on the profile of the group of the educational program - 190 minutes (3 hours 10 minutes).

At the same time, disabled people with visual, hearing, and musculoskeletal system disorders upon presentation of a document confirming disability, approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated January 30, 2015 No. 44 "On Approval of the Rules for Medical and Social Expertise" (registered in Register of State Registration of Normative Legal Acts under No. 10589) is provided with additional time of up to 60 minutes.

To start the entrance exam in computer format, the applicant must:

1) specify a login;

2) specify a password;

1) log in through the scanner of the volume-spatial form of a person's face;

4) get acquainted with the rules for conducting an entrance examination for doctoral

studies in a computer format;

5) confirm the correctness of the data on the entrance examination;

6) after pressing the "Login" button, proceed to the entrance exam.

Upon completion of the entrance exam, the answers to the blocks of essays and examination questions on the profile of the group of the educational program of the applicant are sent to the University of their choice for processing and evaluation. The responses of applicants for the test block to determine readiness for study in doctoral studies are processed by the NTC.

The results of the entrance exam are announced the next day after the entrance exams.

According to the results of the entrance exam and (or) consideration of the application for appeal (in case of filing an application for appeal), an electronic certificate is issued to the applicant, which is published on the website of the NTC and sent to the applicant's personal account.

The electronic certificate of the entrance exam is confirmed on the website of the NTC.

The certificate of the entrance exam held in the period from August 4 to August 20 is valid until December 1 of the current calendar year.

The certificate of the entrance exam held in the period from November 18 to December 11 is valid until March 1 of the next calendar year.

The University approves at the meeting of the Academic Council the essay topics, questions on the profile of the group of the educational program two months before the start of the entrance exams and places the essay topics approved by the Academic Council, questions on the profile of the group of the educational program on the official website of the University.

96. For the period of the entrance examinations to the doctoral program, the University creates examination commissions for groups of educational programs. It is allowed to create one examination commission in related areas of personnel training.

97. Examination commissions for groups of educational programs are formed from among the teaching staff of the University, University employees who have a doctor's degree or candidate of sciences, or a Doctor of Philosophy (PhD) degree in the relevant profile.

The examination commission does not include members of the Appeal commission.

The composition of the examination commissions with the indication of their chairmen is approved by the order of the Chairman of the Board - the Rector of the University and sent to the Ministry of Education and Science of the Republic of Kazakhstan.

The applicant fills out a questionnaire indicating the surname, first name and patronymic (if any) University and SDP and proceeds to write an essay, passes a test for readiness to study in doctoral studies, answers exam questions on the profile of the group of the educational program selected in a random row in writing and sends the results of the work to the University of his choice. The results of the readiness test are processed by the

NTC.

The examination commissions of the University check the papers according to the individual code of the applicant and send the results of the examination through the information system to the NTC for further publication of the results.

The Ministry of Education and Science of the Republic of Kazakhstan announces the results the day after the entrance exams through the NTC information system.

Persons entering the groups of degree programs in the fields of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction industries", "Business and Management" are exempt from entrance exams to doctoral studies in the presence of an international certificate of passing the standardized test Graduate Record Examinations) GRE with scores according to Appendix 10.

The University Admission Committee checks the authenticity and validity of the certificates provided.

98. To monitor compliance with the rules of the entrance exam in a computer format in organizations designated by the authorized body in the field of education, administrators of entrance examinations and observers are sent. They are recruited from the employees of the authorized body in the field of education, interested State bodies and departments, representatives of civil society institutions, and non-governmental organizations. Administrators of entrance exams perform the functions of a duty officer in the classroom and along the corridor.

Applicants are started for the entrance exam in a computer format one by one and the identity of the incoming person is identified through a scanner of the three-dimensional shape of the person's face based on an identity document or passport.

When starting the entrance exam in computer format, metal detectors of manual and frame type are used.

When identifying prohibited items (cheat sheets with data content, educational and methodological literature, Mendeleev's periodic table and solubility of salts, calculator, camera); mobile communications (pager, cell phones, tablets, iPad, iPod, Smartphone, walkie-talkies, laptops, players, modems, smart watches, wired and wireless headphones, wireless video cameras, GPS navigators, GPS trackers, remote control devices, as well as other information exchange devices operating in the following standards: GSM, 3G, 4G, 5G, VHF, UHF, Wi-Fi, GPS, Bluetooth, and Dect, while metal detector test, during the exam run, the administrator of the entrance exam draws up an Act of identifying prohibited subjects during the run of the entrance exam for doctoral studies in a computer format, in accordance with Appendix 10 to these Rules, and the applicant is not allowed to take the entrance exam in current year.

If a "front person" is identified during the launch of the entrance exam, the administrator of the entrance exam draws up an Act of identifying a front person during the launch of the doctoral entrance exam in a computer format according to the form, according to Annex 11 to these Rules, admission to this entrance exam is not allowed.

Applicants who have involved "figureheads" are not allowed to take the entrance

exam in current year.

99. When conducting the entrance exam to the doctoral program in a computer format, the applicant is not allowed:

- 1) to leave the audience without permission and escort of the administrator of the entrance exam, who performs the functions of an audience attendant;
- 2) to leave the audience more than two times with a time duration of more than 10 minutes;
- 3) to talk, to move from place to place;
- 4) to exchange documents and A4 paper issued to the applicant for answers to examination questions on the profile of the group of the educational program;
- 5) to take out documents and A4 paper format from the audience, issued by the post-capture for answers to examinations on the profile of the group of education program;
- 6) to enter the audience (computer class) and use cheat sheets with data content, educational literature, Mendeleev table and the proliferation of salts, calculator, camera, mobile communications (pager, cell phones, tablets, iPad, iPod, Smartphone, radio, laptops, players, modems (mobile routers), smart watches, wired and wireless headphones, wireless video cameras, GPS navigators, GPS trackers, remote control devices, and also other information exchange devices operating in the following standards: GSM, 3G, 4G, 5G, VHF, UHF, Wi-Fi, GPS, Bluetooth, and Dect;
- 7) to deliberate damage of equipment for the use of the entrance exam and security system;
- 8) to make noise before and during the entrance exam;
- 9) to discuss and disclose the content of test tasks and examination questions;
- 10) an attempt to interfere with the system of the entrance exam and violations related to the passage of the entrance exam.

At the same time, it is allowed to use a calculator, Mendeleev periodic tables and solubility of salts located in the interface for the computer entrance exam.

If prohibited items specified in this paragraph are found in the entrant, as well as in case of violation of this paragraph, by the entrant at the entrance exam, the administrator of the entrance exam, together with observers, draws up an Act of detection of prohibited items, and removal from the audience of the entrant, who violated the rules of behavior in the audience and (or) actions or an attempt to interfere with the program of the entrance exam and other violations, when passing the entrance exam, in accordance with Appendix 12 to these Rules. The incoming person is removed from the audience. The results of the entrance exam are not processed and are subject to cancellation.

In case of identification of a front person during the entrance exam, the administrator of the entrance exam, together with observers, draws up an Act of identification of a front person during the entrance exam for doctoral studies in a computer format, in accordance with Appendix 13 to the present Rules.

The front person is removed from the audience. The results of the entrance exam are not processed and are subject to cancellation.

Persons who have involved "fake persons" in the entrance exam are not allowed to

take the entrance exam for doctoral studies in current year.

In case of a technical malfunction of the equipment during the entrance exam, the applicant must inform the administrator of the entrance exam. The administrator of the entrance exam, together with the observers, draws up an Act of identifying a technical malfunction of the equipment during the entrance exam in accordance with Appendix 14 to these Rules.

In the case of turning off the electricity at the opening exhibition, or other force majeure circumstances, under which the exam is not recorded, the administrator of the entrance exam and the regional state commission in agreement with the NCT (cancels), and transfers the following day the process of the entrance exam. It is done with the preparation of the Act on the suspension and transfer of the entrance exam in the form, in accordance with Appendix 15 to these Rules. The Act of suspending and postponing the entrance exam process is drawn up jointly with the administrator of the entrance exam and the regional state commission.

In the event of a power outage, data on the entrance exam process (previously marked answers to test tasks and examination questions, the amount of time used for the entrance exam-replacement) are saved at the workplace.

With the subsequent continuation of the entrance exam, the entrant continues the process of the entrance exam from the place of interruption of the entrance exam process.

In case of postponement of the entrance exam to another day, the previously marked answers to the test tasks and examination questions of the applicant are not saved until suspension.

100. After completing the entrance exam to the doctoral program in a computer format, conducted in the period from August 4 to August 20, the NTC reviews video surveillance recordings for 3 (three) months.

After the completion of the entrance exam to the doctoral program in computer format, held in the period from November 18 to December 11, the NDC reviews video surveillance recordings for 3 (three) months.

In case of detection of the use of prohibited items by applicants during the entrance exam, specified in paragraphs 62 and 63 of these Rules and based on the results of checking the registration files (logs) of applicants in the testing system; the NTC draws up an Act of detection of prohibited items and removal from the audience of the incoming, the person who violated the rules of behavior in the classroom and (or) acts or attempts to interfere with the program of the entrance exam and other violations during the entrance exam and is sent to the authorized body in the field of education with supporting materials.

The act of detection of prohibited items and removal from the audience of an entrant, who has violated the rules of behavior in the audience, an attempt to interfere with the entrance exam program, other violations during the entrance exam, and supporting materials are submitted for consideration by the commission, established by the authorized body in the field of education.

By the decision of the commission, the certificates of the entrance exam are annulled by the order of the authorized body in the field of education.

After the cancellation of the certificate of the entrance exam, the University sends a notification to the applicant.

101. The University carries out the interview for applicants entering the doctoral program independently before passing the entrance exams in the fields of "Essay writing", "TGO" and "Answers to exam questions on the profile of the group of educational programs".

The interview is aimed at assessing the professional and personal qualities of the applicant, the potential for conducting research or experimental research work.

The interview is conducted remotely with the mandatory use of video communication. The video is stored in the archive for at least three years.

The interview is formalized by a protocol, which is signed by the chairman, members and secretary of the examination commission.

In case of non-appearance of the entrant for the interview, 0 points are issued; the chairman, members and secretary of the examination commission sign a compiled protocol.

11. Procedure for the work of appeal commissions

102. The University for 20 (twenty) calendar days before the exams sends to the Ministry of Education and Science of the Republic of Kazakhstan the schedule of entrance examinations for groups of Degree doctoral programs.

103. Appeal commissions are created to consider the applications of the persons who disagree with the results of the entrance (creative) examinations to the University. The chairmen and the composition of the Appeal commissions at the University and scientific organizations are approved by the order of the Chairman of the Admission commission.

The Republican Appeals Commission under the Ministry of Education and Science of the Republic of Kazakhstan is created to consider the applications of persons who disagree with the results of CT. The Chairman and the composition of the Republican Appeal Commission are approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan.

When conducting CT in paper format, appeal commissions are created at each CT point. The chairmen of the appeal commissions are approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan.

104. The Appeals Commission accepts and considers applications from persons entering doctoral studies on the content of examination materials and technical reasons.

The Republican Appeals Commission considers applications from persons entering the magistracy on the content of test tasks and technical reasons.

The Appeal Commission and (or) the Republican appeal commission make a decision on the application of the person appealing the results of the entrance (creative) exam or CT for groups of educational programs of postgraduate education.

105. An application for appeal from persons entering doctoral, residency,

magistracy is submitted to the chairman of the appeal commission by applicants personally and (or) through the information system of the NTC.

Applications are accepted until 1:00 p.m. next day after the announcement of the results of the entrance exam for doctoral studies, creative exams and CT and are considered by the University's appeal commission within one day from the date of application.

The application for the appeal of the entrance exam to the doctoral program in a computer format is accepted next day from 1:00 to 1:40 p.m. after the announcement of the results, based on the organization determined by the authorized body in the field of education.

When entering an appeal based on the results of the entrance exam, the use of prohibited items specified in paragraphs 96 and 97 of these Rules is not allowed.

If prohibited items specified in this paragraph are detected during a metal detector check, during the launch for testing, the testing administrator shall draw up an Act on the exclusion from the building of the incoming when prohibited items are detected when launching into the building of the CT point in accordance with Appendix 10 to these Rules. The applicant is not allowed to retest in current year.

The Republican Appeals Commission considers an appeal from persons, entering doctoral studies on the content of test tasks and technical reasons of the TDR block.

An application for an appeal under the TDR block for technical reasons is submitted to applicants during the entrance exam.

An appeal for a technical reason is considered in the absence of a fragment of the test task condition (texts, diagrams, figures, tables) as a result of which it is impossible to determine the correct answer.

The facts set out in the application for appeal are subject to consideration.

40 minutes are allocated for the appeal of the entrance exam to the doctoral program in a computer format according to the content, of which:

1) according to the block of the test to determine readiness for doctoral studies – 10 minutes;

2) on the block of writing essays and answers to exam questions on the profile of the group of the educational program – 30 minutes.

An appeal on the content of test tasks is considered in the following cases:

1) the correct answer does not match the correct answers code (the correct answer option is indicated);

2) there is no correct answer;

3) there is more than one correct answer in the test tasks with the choice of one correct answer from all the proposed ones (all variants of correct answers are indicated);

4) incorrectly compiled test task.

When submitting an application on the content for the revision of test tasks, the applicant indicates a reasoned justification (full explanation).

Applications for appeal on the revision of all test tasks without specifying a reasoned reason (full explanation, step-by-step solution of tasks) are not subject to consideration.

An appeal based on the results of writing an essay, answers to exam questions on the profile of the group of the degree program and the University's appeal commission conducts an interview.

106. An application for an appeal from persons entering doctoral studies, magistracy is submitted to the chairman of the appeal commission by the applicants personally.

Applications are accepted until 1.00 p.m. of the next day after the announcement of the results of the entrance (creative) exams and CT, are considered by the appeals commission within one day from the date of submission of the application.

The Appeals Commission works with each person individually. If a person fails to appear at a meeting of the appeal commission, his application for appeal is not considered.

When conducting CT in paper format, the appeal commission of the CT point decides to add points to the person appealing the CT results. The results of the consideration of the appeal of the CT point are transmitted by the appeal Commission to the Republican Appeal Commission.

The Republican Appeals Commission considers the validity of the appeal commission's proposal and, within one day after the receipt of the appeal commission's proposal, makes a decision on the application of the person appealing the CT results.

When conducting CT in electronic format, the applicant's application for appeal is accepted within 30 minutes after the completion of testing. The Republican Appeal Commission considers the validity of applications within 3 (three) to 5 (five) calendar days after the day of testing.

107. When considering an application by the appeal commission, the person who filed the appeal provides an identity document.

108. Decisions of the appeal commissions are made by a majority vote of the total number of members of the commission. In case of equality of votes, the vote of the chairman of the commission is decisive. The work of the appeal commissions is formalized by a protocol signed by the chairman and all members of the commission.

109. In order to comply with the procedure during the entrance examinations, to the CT points, and to the University, representatives of the Ministry of Education and Science of the Republic of Kazakhstan are sent.

12. The procedure for enrolling in the educational programs of postgraduate education

110. Enrollment of entrants in the master's degree on a fee basis is carried out according to the results of CT in accordance with the Scale of the 150-point assessment system for CT in the master's degree with Kazakh or Russian language of instruction. According to Appendix 11 to these Rules, it is necessary at least 50 points, while in a foreign language – at least 25 points, according to the profile of the group of degree programs with the choice of one correct answer – at least 7 points, with the choice of one or more correct answers – at least 7 points, on the test to determine readiness for training –

at least 7 points.

Enrollment of persons in the master's program with English language of instruction on a paid basis is carried out according to the results of CT in accordance with the Scale of the 100-point evaluation system for CT in the master's program with English language of instruction according to Annex 12 to these Rules: at least 25 points, while on the test to determine readiness for training – at least 7 points, according to the profile of the group of educational programs: with the choice of one correct answer – at least 7 points, with the choice of one or more correct answers – at least 7 points.

Enrollment of persons in doctoral studies is carried out on the basis of an international certificate confirming proficiency in a foreign language in accordance with the pan-European competencies (standards) of foreign language proficiency, and according to the results of the entrance exam for the profile of the group of degree programs of doctoral studies and scored at least 50 points out of a possible 100 points.

111. Persons who have scored the highest scores on CT and (or) entrance exam and (or) creative exams are enrolled for training under the state educational order on a competitive basis:

1) for scientific and pedagogical and specialized master's degree programs, including groups of educational programs requiring creative training, groups of educational programs requiring knowledge of the Arabic language - at least 75 points in accordance with Annex 11;

2) for a master's degree with English as the language of instruction – at least 50 points in accordance with Appendix 12.

Persons who have scored at least 75 points on the entrance exam are enrolled for doctoral studies under the state educational order on a competitive basis.

112. In the case of identical indicators of competitive scores, the entrants who have the highest score of the entrance exam in the profile of the group of the educational program receive the preferential right to enroll in doctoral studies. Then, points for essays, points for a test of readiness for learning, scientific achievements corresponding to the profile of the educational program are taken into account: scientific publications, including in rating scientific publications included in the 1st, 2nd quartile according to Journal Citation Reports of the Web of science database of Clarivate Analytics for the last 3 calendar years; certificates of scientific research; certificates of awarding scientific scholarships, grants; certificates/diplomas for participation in scientific conferences and competitions.

113. Undeveloped places under the state educational order for doctoral studies, including targeted ones, are returned to the Ministry of Education and Science of the Republic of Kazakhstan in the form of an application for further redistribution between OHPE in the context of groups of educational programs of postgraduate education until September 5 of the calendar year.

114. The University submits to the Ministry of Education and Science of the Republic of Kazakhstan within 10 calendar days a final report on the organization and conduct of admission, as well as copies of orders for admission to the master's degree,

doctoral studies under the state educational order.

115. Enrollment of foreign citizens to the university on a fee basis is made after providing the originals of the above-mentioned documents.

13. Admission to the Master's program at the expense of the local budget

To participate in the competition for the state educational order at the expense of the local budget, applicants submit to the university before August 25 of the calendar year:

- 1) application (in any form);
- 2) document on higher education (original);
- 3) a CT certificate and a copy of the certificate of passing the test for the programs specified in paragraph 53 of these Rules (if any) and an extract of passing the (creative) exam for groups of educational programs indicating points (if any) (for master's degree);
- 4) a certificate confirming proficiency in a foreign language in accordance with the Pan-European competencies (standards) of proficiency in a foreign language and an extract on passing the entrance exam for groups of degree programs indicating points (for doctoral studies);
- 5) a copy of the work record (if available);
- 6) a copy of the identity document.

117. The competition for the state educational order is held in accordance with the scores of the CT and / or the entrance (creative) exam for groups of degree programs.

Appendix 1

Scale of converting SAT, AST, IB scores into UNT scores

International Standardized Test SAT		UNT	
Types of test	Scores	Types of test	Scores
SAT reasoning	at least 1,050 points	1 block (compulsory disciplines)	60
SAT subject	at least 650 points for each of the 2 profile subjects*	2 block (2 specialized subjects)	80

** for the profile subject "English", IELTS results are taken into account.*

Note: The transfer of SAT scores to the UNT is carried out only if there are certificates of SAT subject and SAT reasoning at the same time. The translation of SAT subject results into UNT scores is made only if the profile subjects match.

Scale of conversion of the points of the international certificate of the standardized test IST into UNT points

International Standardized Test IST		UNT	
Test Sections	Scores	Types of test	Scores
English Mathematic Reading	at least 18 points for each section	1 block (compulsory disciplines)	60
Science ((biology, geography, chemistry, physics)	at least 18 points*	2 block (2 specialized subjects)	80

** for the profile subject "English", IELTS results are taken into account*

Scale of transfer of points of the International Baccalaureate IB program in UNT points

№	Subjects / Grades	IB						
		1	2	3	4	5	6	7
1	Kazakh language (reading literacy)	6	9	12	15	17	19	20
2	Kazakh language (profile subject)	12	18	24	30	34	38	40
3	Russian language (reading literacy)	6	9	12	15	17	19	20
4	Russian language (profile subject)	12	18	24	30	34	38	40
5	History of Kazakhstan	6	9	12	15	17	19	20
6	Mathematics (mathematical literacy)	6	9	12	15	17	19	20
7	Mathematics (profile subject)	12	18	24	30	34	38	40
8	Profile subjects	12	18	24	30	34	38	40

Appendix 2

List of groups of degree programs of higher education for which creative exams are held

Group number of Degree program	Name of groups of Degree programs
A group of Degree programs that require special training	
B073	Architecture

Appendix 3

Form of conducting creative examinations for degree programs of higher education

Group number of Degree program	Name of groups of Degree programs	The form of conducting special and (or) creative exams
A group of Degree programs that require special training		
B073	Architecture	Painting
		Drawing

1) * in related areas of training of higher education personnel, providing for shorter training periods, with the exception of the group of Degree programs "B029 - Audiovisual means and media production"

Appendix 4

Standard of the state service "Admission of documents and enrollment in higher educational institutions for degree programs of higher education"

1.	Name of the service provider	The state service is provided by organizations of higher and postgraduate education (OHPE) (next- the service provider).
2.	Methods of providing public services	Acceptance of the application and issuance of the result of the provision of public services are carried out through: 1) the service provider; 2) e-government web portal www.egov.kz (hereinafter referred to as the portal).
3.	The term of rendering the state service	From the moment of delivery of the package of documents to the service provider, as well as when contacting the portal, 1 working day.
4.	Form of rendering	Electronic (partially automated), paper
5.	The result of the provision of public services	The result of the provision of public services is the issuance of a receipt for the acceptance of documents in the form approved by Order No. 39 and the order for enrollment in the OHPE. The form of providing the result of the provision of public services: electronic or paper. When contacting the service provider for the result of the provision of public services on paper, the result is made out on paper. When applying through the portal to the "personal account" of the service recipient, a notification of enrollment in the educational organization is received in the form of an electronic document signed with an electronic digital signature (hereinafter referred to as EDS) of the authorized person of the service recipient.
6.	The amount of payment charged to the service recipient for the provision of public services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided free of charge.
7.	Work schedule	Service provider: from Monday to Saturday inclusive, except weekends and holidays, according to the labor legislation of the Republic of Kazakhstan, in accordance with the established

		<p>schedule of the service provider from 9.00 to 6.30 p.m., with a lunch break from 1.00 to 2.30 p.m. Portal: around the clock, except for technical breaks due to repair work. When the service recipient applies after the end of working hours, on weekends and holidays, according to the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of the provision of public services are issued on the following working day. Addresses of places where public services are provided are posted on: 1) the Ministry's Internet resource: www.edu.gov.kz; 2) portal: www.egov.kz .</p>
8.	List of documents required for the provision of public services	<p>when contacting the service provider: 1) an application addressed to the head of the OHPE in a free form; 2) document on general secondary, technical and professional, post-secondary or higher education (original); 3) identity document (required for identification); 4) 6 photo cards measuring 3 x 4 centimeters; 5) a medical certificate in the form 075/y in electronic format, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KR DSM-175/2020 "On approval of forms of accounting documentation in the field of healthcare" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579) (hereinafter – Order no. KR DSM-175/2020). In cases of restrictive measures, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature in a certain territory, a medical certificate is provided directly to the educational organization as these measures are taken; 6) UNT certificate; 7) an extract from the statement (for applicants for educational programs of higher education requiring special and (or) creative training, including in the fields of education "Pedagogical sciences" and "Health care"); 8) electronic certificate of the award of an educational grant. Service recipients are citizens from among the disabled of groups I, II, disabled since childhood, disabled children, persons equated by benefits and guarantees to participants and invalids of the Great Patriotic War, persons of Kazakh nationality who are not</p>

citizens of the Republic of Kazakhstan, orphans and children left without parental care, and Also, citizens of the Republic of Kazakhstan from among the youth who have lost or are left without parental care before the age of majority additionally submit documents confirming the granting of a preferential right and a quota.

Persons who have documents on technical and vocational, post-secondary education, who have confirmed their qualifications and have at least one year of work experience in the specialty, additionally submit one of the documents provided for in article 35 of the Labor Code of the Republic of Kazakhstan.

The document listed in subparagraph 1) is provided in the original and a copy, after verification of which the subline is returned to the service recipient.

when contacting through the portal:

1) an application in the form of an electronic document signed by the service recipient's EDS;

2) an electronic copy of documents on general secondary (general secondary), technical and vocational (primary and secondary vocational, post-secondary) or higher education (in the absence of information in information systems);

3) 3x4 digital photo;

4) a medical certificate in the form 075/y in electronic format, approved by order no. KR DSM-175/2020).

In cases of restrictive measures, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature in a certain territory, a medical certificate is provided directly to the educational organization as these measures are taken;

5) UNT certificate;

6) electronic certificate of the award of an educational grant (if available).

Information about the identity document, about general secondary (general secondary), technical and professional (primary and secondary professional, post-secondary) education, medical certificate, electronic certificate of the UNT and electronic certificate of the award of an educational grant (if available in information systems), service receives through the information system from the relevant state information systems through the gateway of the "electronic government". After receiving a notification in the service recipient's "personal account" on the portal about the acceptance of documents for

		enrollment in the OHPE, the service recipient submits the original documents to the service provider within the period from August 10 to August 25 of the calendar year.
9.	Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan	<p>The service provider refuses to provide public services on the following grounds:</p> <ol style="list-style-type: none"> 1) establishing the unreliability of the documents submitted by the service recipient for receiving the state service, and (or) the data (information) contained therein; 2) the service recipient has not submitted a complete package of documents for obtaining a public service; 3) the package of documents submitted by the service recipient is submitted later than the established deadlines.
10.	Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form	<ol style="list-style-type: none"> 1) the maximum allowable waiting time for the delivery of a package of documents by the service recipient is 15 minutes; 2) the maximum allowable service time of the service recipient is 15 minutes (taking into account practice). <p>The service recipient receives the public service in electronic form through the portal, subject to the availability of EDS.</p> <p>The service recipient has the opportunity to receive information about the procedure and status of the provision of public services in remote access mode through the help services of the service provider on the provision of public services, a single contact center.</p> <p>The contact phone numbers of the service provider's help services for the provision of public services are available on the Ministry's Internet resource: www.edu.gov.kz and the Unified Contact Center: 8-800-080-7777, 1414. Unified contact Center "1414", 8-800-080-7777.</p>

Appendix 5

Standard of the state service "Admission of documents and enrollment in higher educational institutions for degree programs of postgraduate education"

1.	Name of the service provider	The state service is provided by organizations of higher and (or) postgraduate education (hereinafter referred to as the service provider).
2.	Methods of providing public services	Acceptance of the application and issuance of the result of the provision of public services are carried out through: 1) the service provider; 2) the "Electronic government" web portal www.egov.kz (hereinafter referred to as the portal).
3.	The term of rendering the state service	From the moment of delivery of the package of documents to the service provider for service recipients entering the educational programs of postgraduate education: 1) from August 15 to August 28 of the calendar year; 2) from December 26 to January 10 of the calendar year.
4.	Form of rendering	Electronic (partially automated), (or) paper
5.	The result of the provision of public services	The result of the provision of public services is the issuance of a receipt for the acceptance of documents in the form approved by Order No. 39 and an order for enrollment in the OHPE, who have passed the competitive selection based on the results of entrance examinations before August 28 of the calendar year. The form of providing the result of the provision of public services: electronic or paper. When contacting the service provider for the result of the provision of public services on paper, the result is made out on paper. When applying through the portal to the "personal account" of the recipient, a notification of enrollment in the educational organization comes in the form of an electronic document signed with an electronic digital signature (hereinafter referred to as EDS) of the authorized person of the service provider.
6.	The amount of payment charged to the service recipient for the provision of public services, and the methods of its collection in cases provided for by the legislation of the	The public service is provided free of charge.

Republic of Kazakhstan		
7.	Work schedule	<p>Service provider: from Monday to Saturday inclusive, with the exception of weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan, in accordance with the established work schedule of the service provider from 9.00 to 6.30 p.m, with a lunch break from 13.00 to 14.30 hours.</p> <p>Portal: around the clock, except for technical breaks due to repair work.</p> <p>When the service recipient applies after the end of working hours, on weekends and holidays, according to the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of the provision of public services are issued on the next working day.</p> <p>Addresses of places where public services are provided are posted on: 1) the Ministry's Internet resource: www.edu.gov.kz; 2) portal: www.egov.kz .</p>
8.	List of documents required for the provision of public services	<p>1. Persons entering the magistracy or residency: when applying to the OHPE:</p> <ol style="list-style-type: none"> 1) an application addressed to the head of the software in any form; 2) document on higher education (original); 3) certificate of completion of internship (for admission to residency); 4) identity document (required for identification); 5) six photos measuring 3x4 centimeters; 6) a medical certificate in the form 075/y in electronic format, approved by order No. KR DSM-175/2020; <p>In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are withdrawn.</p> <ol style="list-style-type: none"> 7) certificate confirming proficiency in a foreign language: <ul style="list-style-type: none"> English: IELTS Academic (International English Language Testing System Academic), threshold score – at least 6.0; TOEFL IBT (Test of English as a Foreign Language Internet-based test), threshold score – at least 60; TOEFL PBT (Test of English as a Foreign Language Paper-based test), threshold score – at least 498; German: Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, Niveau C1/level C1), Test-DaF-

	<p>Prüfung (Niveau C1/level C1);</p> <p>French: TFI (Test de Français International) – at least level B1 in the reading and listening sections, DELF (Diplôme d'Études en Langue française) – level B2, DALF (Diplôme Approfondi de Langue française) – level C1, TCF (Test de connaissance du français) – at least 50 points (if available);</p> <p>8) a document confirming work activity (for persons with work experience);</p> <p>9) a list of scientific and methodological works (if any). The documents listed in sub-paragraphs 3), 7) and 8) are provided in originals and copies, after verification of which the originals are returned to the service recipient.</p> <p>When providing an incomplete list of documents specified in this paragraph, the admissions committee of the OHPE does not accept documents from applicants. When contacting through the portal:</p> <p>1) request in the form of an electronic document signed by the service recipient's EDS;</p> <p>2) electronic document on higher education;</p> <p>3) electronic certificate of completion of the internship (for admission to the residency);</p> <p>4) electronic certificate confirming foreign language proficiency:</p> <p>English: IELTS Academic (International English Language Testing System Academic), threshold score – at least 6.0; TOEFL IBT (Test of English as a Foreign Language Internet-based test), threshold score – at least 60; TOEFL PBT (Test of English as a Foreign Language Paper-based test), threshold score – at least 498;</p> <p>German: Deutsche Sprachprüfung für den Hochschulzugang (DSH, Niveau C1/level C1), Test-DaF-Prüfung (Niveau C1/level C1);</p> <p>French: TFI (Test de Français International™) – at least level B1 in the reading and listening sections, DELF (Diplôme d'Études en Langue française) – level B2, DALF (Diplôme Approfondi de Langue française) – level C1, TCF (Test de connaissance du français) – at least 50 points (if available);</p> <p>5) electronic document confirming employment (for persons with work experience);</p> <p>6) a digital photo measuring 3x4 centimeters;</p> <p>7) medical certificate in the form 075/y in electronic format, approved by order No. KR DSM-175/2020);</p>
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In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are withdrawn;

8) a list of scientific and methodological works (if any).

Information about identity documents, a document of higher education, a medical certificate, a certificate of completion of an internship are provided to the service provider from the relevant state information systems through the gateway of the "Electronic government".

When applying through the portal, the service recipient to the "Personal Account" is sent a notification of the adoption of the post-request to provide a public service in the form of an electronic document certified by the EDS.

The service recipient is issued a receipt on the acceptance of document

2. Persons entering the doctoral studies submit the following package of documents when applying to the OHPE:

1) the name of the head of the company (in product form); 1) an application addressed to the head of the OHPE (in any form);

2) a document on education (original, when submitting documents to the selection committee);

3) an identity document (required for identification);

4) a certificate confirming knowledge of a foreign language:
English: IELTS Academic (International English Language Testing System Academic) ;

Teal IBT (Test of English as a Foreign Language Internet-based test);

Toefl PBT (Test of English as a Foreign Language Paper - based test), at least 453points;

Toefl ITP (Test of English as a foreign Language Institutional Testing program), at least 460 points;

German: Deutsche Sprachprüfung für den Hochschulzugang (DSH, niveau V2 / level V2), Test-Daf-Prüfung (Niveau V2 / level V2);

French language: TFI (Test De Franzais international™) - no lower submenu V2 per seccija čteni I audirovani), DELF (Diploma d'etudes en Langue franzaise) - level B2, DALF (Diploma Approfondi de Langue franzaise) – level V2, TCF (Test de connais-sance du franzaise) - no menee 50 ball;

5) a medical certificate in the form 075 /y in electronic format, approved by order No. KR DSM-175/2020).
 In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are withdrawn;

6) six photos measuring 3x4 centimeters

7) a personal personnel record sheet or other document confirming work activity, certified by the personnel service at the place of work;

8) list of scientific and methodological works (scientific publications, research plan, essays and other documents) for the last 3 calendar years;

9) the results of the preliminary selection (in the field of education "Healthcare").

Documents listed in sub-paragraphs 4) and 7) are provided in originals and copies, after verification of which the originals are returned to the applicant.

When providing an incomplete list of documents specified in this paragraph, the admissions committee of the OHPE does not accept documents from applicants.

When contacting through the portal:

1) request in the form of an electronic document signed by the service recipient's EDS;

2) electronic justification of the planned dissertation research, coordinated with the proposed domestic or foreign scientific consultant;

3) electronic document on education;

4) electronic certificate confirming proficiency in a foreign language:

English: IELTS Academic (International English Language Testing System Academic) threshold score – at least 5.5;
 TOEFL IBT (Test of English as a Foreign Language Internet-based test), threshold score – at least 46;
 TOEFL PBT (Test of English as a Foreign Language Paper-based test), threshold score – at least 453;
 TOEFL ITP (Test of English as a Foreign Language Institutional Testing Program), threshold score – at least 460;

German: Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, NIVEAU2/level B2), Test-DaF-Pruefung (Niveau B2/level B2);

		<p>French: TFI (Test de Français International) – not lower than level B2 in reading and listening sections), DELF (Diplome d'Etudes en Langue française) – level B2, DALF (Diplome Approfondi de Langue française) – level B2, TCF (Test de connaissance du français) – at least 50 points;</p> <p>5) digital photo size 3x4 centimeters;</p> <p>6) medical certificate in the form 075/y in electronic format, approved by order No. KR DSM-175/2020);</p> <p>In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are withdrawn.</p> <p>7) electronic document confirming employment (for persons with work experience);</p> <p>8) a list of scientific and methodological works (scientific publications, research plan, essays and other documents) for the last 3 calendar years.</p> <p>Information about identity documents, a document of higher education, a medical certificate, a certificate of completion of an internship are provided to the service provider from the relevant state information systems through the gateway of the "electronic government".</p> <p>When contacting the service recipient through the portal, a notification is sent to the "personal account" about the acceptance of a request for the provision of a public service in the form of an electronic document certified by an EDS.</p> <p>The service recipient is issued a receipt for the receipt of documents.</p>
9.	<p>Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan</p>	<p>The service provider refuses to provide public services on the following grounds:</p> <p>1) establishing the unreliability of the documents submitted by the service recipient for receiving the state service, and (or) the data (information) contained therein;</p> <p>2) the service recipient has not submitted a complete package of documents for obtaining a public service;</p> <p>3) the package of documents submitted by the service recipient is submitted later than the established deadlines.</p>
10.	<p>Other requirements, taking into account the specifics of the provision of public</p>	<p>1) the maximum allowable waiting time for the delivery of a package of documents by the service recipient is 15 minutes;</p> <p>2) the maximum allowable service time of the service recipient is 15 minutes (taking into account practice).</p>

<p>services, including those provided in electronic form</p>	<p>The service recipient receives the public service in electronic form through the portal, subject to the availability of EDS.</p> <p>The service recipient has the opportunity to receive information about the procedure and status of the provision of public services in remote access mode through the help services of the service provider on the provision of public services, a single contact center.</p> <p>The contact phone numbers of the service provider's help services for the provision of public services are available on the Ministry's Internet resource: www.edu.gov.kz and the Unified Contact Center: 8-800-080-7777, 1414.</p> <p>Unified contact center "1414", 8-800-080-7777.</p>
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Appendix 6

Scale for converting scores of the international certificate of the standardized GRE test into CT scores for Master's program with Kazakh or Russian language of instruction

International Standardized Test GRE			Comprehensive testing	
Test Sections	Points for the fields of education "Pedagogical sciences", areas of training "Humanities", "Social sciences"	Points for the fields of education "Natural sciences, mathematics and statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", areas of training "Business and Management"	Types of test	Scores
Quantitative Reasoning	at least 155 points	at least 160 points	Test to determine readiness for training	30
			Test according to the profile of a group of educational programs	70
Verbal Reasoning	at least 145 points	at least 140 points	Foreign Language test	50
Analytical Writing	at least 3 points	at least 2 points		

Appendix 7

**Scale for converting scores of the international certificate of the standardized GRE
test into CT scores in a Master's program with English language of instruction**

International Standardized Test GRE			Comprehensive testing	
Test Sections	Points for the fields of education "Pedagogical sciences", areas of training "Humanities", "Social sciences"	Points for the fields of education "Natural sciences, mathematics and statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", areas of training "Business and Management"	Types of test	Scores
Quantitative Reasoning	at least 155 points	at least 160 points	Test to determine readiness for training	30
			Test according to the profile of a group of educational programs	70

Appendix 8

Scale for converting scores of the international certificate of the standardized GMAT test into CT scores in the Master's program with the Kazakh or Russian language of instruction

International Standardized GMAT Test		Comprehensive testing	
Test Sections	Points for the direction of training "Business and Management"	Types of test	Scores
Quantitative Reasoning	at least 40 points	Test to determine readiness for training	30
Integrated Reasoning	at least 4 points	Test according to the profile of a group of educational programs	70
Verbal Reasoning	at least 20 points	Foreign Language Test	50
Analytical Writing	at least 3 points		

Appendix 9

List of group degree programs for doctoral studies

Degree program group code	Name of groups of degree programs Doctoral studies
D090	Physics
D092	Mathematics and statistics
D094	Information technology
D098	Thermal power engineering
D100	Automation and management
D103	Mechanics and metalworking
D121	Geology

Scale for converting scores of the international certificate of the standardized GRE test into scores of the entrance examination to doctoral studies

International Standardized Test GRE			Entrance exams	
Test Sections	Points for the fields of education "Pedagogical sciences", areas of training "Humanities", "Social sciences"	Points for the fields of education "Natural sciences, mathematics and statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", areas of training "Business and Management"		Scores
Quantitative Reasoning	at least 159 points	at least 164 points	Entrance exam on the profile of a group of degree programs	100
Verbal Reasoning	at least 149 points	at least 145 points	An international certificate confirming foreign language proficiency in accordance with the pan-European competencies (standards) of foreign language proficiency	100
Analytical Writing	at least 3 points	at least 2 points		

Appendix 11

Scale of the 150-point grading system for comprehensive testing in the Master's program with the Kazakh or Russian language of instruction

Types of test	Form of tasks	Delivery language	Number of tests	Scores
Foreign Language test*	Listening Lexico-grammatical test Reading	English / German / French	50	50
Test to determine readiness for training	with the choice of one correct answer	Kazakh / Russian	30	30
Test according to the profile of a group of educational programs**	with the choice of one correct answer	Kazakh / Russian	30	30
	with the choice of one or more correct answers	Kazakh / Russian	20	40
Total			130	150

*for admission to the Master's program in groups of degree programs that require knowledge of the Arabic language, an entrance exam in the Arabic language is taken.

**for admission to the Master's degree in groups of degree programs that require creative preparation, creative exams are taken.

Appendix 12

**Scale of 100-point grading system for CT in the Master's program with English
language of instruction**

Types of test	Form of tasks	Delivery language	Number of tests	Scores
Test to determine readiness for training	with the choice of one correct answer	Kazakh/ Russian/ English	30	30
Test according to the profile of a group of educational programs	with the choice of one correct answer	English	30	30
	with the choice of one or more correct answers	English	20	40
Total			80	100

Appendix 13

Scale of 100-point grading system for admission to doctoral studies

Types of test	Scores
Essay	20
Test for readiness to study in doctoral studies	30
Examination according to the profile of the group of the educational program	50
Total	100

