



ALMA
ALMATY MANAGEMENT
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Approved

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Chairman of the Academic Council

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1. Purpose of the document

These Admission Rules for undergraduate educational programs (hereinafter referred to as the Rules) regulate the admission process of applicants to Almaty Management University (hereinafter referred to as AlmaU, University).

2. Scope of the document

The requirements of these Rules are mandatory for the structural units of the University involved in the life cycle of training personnel with higher and postgraduate education.

3. Links

These Rules have been developed on the basis of regulatory legal documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan:

1. Constitution of the Republic of Kazakhstan dated August 30, 1995;
2. Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" with amendments and additions dated 06/25/2020 No. 347-VI (hereinafter the Law on Education*);
3. Law of the Republic of Kazakhstan dated July 4, 2018 No. 171 -VI "On Amendments and Additions to Certain Legislative Acts of the Republic of Kazakhstan on the expansion of academic and managerial independence of higher educational institutions";
4. Law of the Republic of Kazakhstan dated January 7, 2003 No. 370-II "On electronic document and electronic digital signature";
5. Law of the Republic of Kazakhstan dated April 15, 2013 No.88-V "On Public services";
6. Law of the Republic of Kazakhstan dated January 12, 2007 "On National registers of identification numbers";
7. Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58 "On Approval of the Rules for Awarding an educational grant to Pay for Higher or Postgraduate Education with the Award of a Bachelor's or Master's degree" (hereinafter referred to as the Award Rules) (amended on 04/21/2021 No.256);
8. Order of the Ministry of Education and Science (hereinafter – the Ministry of Education and Science) of the Republic of Kazakhstan dated October 31, 2018 No. 600 "On approval of Standard Rules for admission to educational organizations implementing educational programs of higher and postgraduate education" (hereinafter – the Standard Rules) (including the latest edits before the start of the admission committee);
9. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated May 2, 2017 No. 204 "On Approval of the Rules for Conducting the Unified National Testing and Provision of public Services "Issuance of a certificate of passing the Unified National Testing" (hereinafter – the Rules of the UNT);
10. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated May 8, 2019 No. 190 "On Approval of the Rules for conducting comprehensive testing" (hereinafter – the Rules for CT);
11. Resolution of the Government of the Republic of Kazakhstan dated February 28, 2012 No. 264 "On approval of the admission quota for admission to educational institutions implementing educational programs for technical and vocational, after secondary and higher education".
12. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 1, 2019 No. 134 "On determining Methodological recommendations for the compliance of

related groups of educational programs of higher education and specialties of technical and vocational, after secondary education".

13. Classifier of educational areas in higher and postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569.
14. Order of the Minister of Investment and Development of the Republic of Kazakhstan dated December 9, 2015 No. 1187 "On approval of the Rules for verifying the authenticity of an electronic digital signature";
15. Resolution 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 self-employment, Exemption from duty or Termination of the obligation to work by citizens who studied on the basis of a State educational order, and Amendments and Additions to the Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58 "On approval of the Rules for awarding an educational grant."
16. Resolution of the Government of the Republic of Kazakhstan dated February 28, 2012 No.264 "On approval of the size of the admission quota for admission to educational institutions implementing educational programs for technical and vocational, after secondary and higher education".
17. Joint Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated December 1, 2022 No. 166 and the Minister of National Economy of the Republic of Kazakhstan dated December 2, 2022 No. 116 "On approval of risk assessment criteria and checklists for the education system, in terms of higher and postgraduate education"

4. Terms and abbreviations

The following definitions are used in these Rules:

- 1) **Academic period (Term)** - period of theoretical study, established independently by the educational organization in one of three forms: semester, trimester, quarter, year.
- 2) **Applicant** - citizen of the Republic of Kazakhstan, a foreign citizen or a stateless person who meets the requirements and conditions provided by these Rules;
- 3) **College (TVET)** - educational institution that implements educational programs of general secondary and technical and vocational education or after secondary education in Kazakhstan;
- 4) **Personal account** - personal online service that provides personal space to the applicant on the University's website after registration;
- 5) **Admission Committee** - advisory body at the University, established in order to implement measures for admission to bachelor's degree programs;
- 6) **Bachelor's degree program** – educational program of higher education, confirmed by a diploma with an academic bachelor's degree;
- 7) **University's website** - online resource of the University, www.almau.edu.kz , new.almau.edu.kz;
- 8) **Enrollment consent form** – form filled out and signed by applicants after receiving notification of enrollment in the University's bachelor's degree program, which is the basis for enrollment in training, or the basis for exclusion from the number of enrolled students;
- 9) **ACT (ACT – American College Testing)** - standardized test for assessing the academic performance of secondary school students, recognized by US universities as an entrance exam. The test provides an additional section evaluating writing skills, lasting 30 minutes (ACT with the results of the assessment of writing);

- 10) IB Diploma Program** (International Baccalaureate Diploma Program) - intensive two-year international educational program that allows students to enroll in bachelor's degree programs at higher educational institutions.
- 11) IELTS** (International English Language Testing System) - standardized test for determining the level of English language proficiency administered by the British Council, the University of Cambridge ESOL, and IDP Education Pty Ltd;
- 12) SAT Reasoning Test** (Academic Aptitude Test) - standardized test for admission to higher education institutions in the United States. The test is designed to assess students' readiness for admission to higher education. The SAT Reasoning Test consists of three sections: mathematics, text analysis and writing.
- 13) SAT Subject Test** - standardized test to assess the ability of students to study certain subjects for admission to a bachelor's degree program in higher education institutions in the United States. There are 20 subject tests in five subject areas: English, History, languages, mathematics and natural sciences.
- 14) TOEFL** (Test of English as a Foreign Language) - standardized test for determining the level of English language proficiency developed by the Educational Testing Service (ETS) (Princeton, New Jersey, USA), the formats of which are TOEFL iBT (Internet-based Test) and TOEFL PBT (Paper-based Test).
- 15) Special discipline** – discipline aimed at assessing knowledge and competencies in special disciplines of educational programs of technical and vocational, after secondary education in related areas of higher education training, providing for shortened training periods;
- 16) Profile subject** - academic subject aimed at a more complete assessment of knowledge and competencies in the subject area, which determines the sustainability of in-depth academic knowledge according to the chosen training profile;
- 17) General professional discipline** - discipline aimed at assessing knowledge and competencies in general professional disciplines of educational programs of technical and vocational, after secondary education in related areas of higher education training, providing for shortened training periods;
- 18) The Unified National Test** (hereinafter referred to as the UNT) paper-based - test conducted by providing a questionnaire book and an answer sheet to each test taker;
- 19) UNT** - forms of qualifying exams for admission to the HEIs;
- 20) Threshold score** – minimum amount of points established by the Standard Rules for each subject and for all subjects or disciplines of testing, and for certain areas of education and the University, allowing participation in the competition for the award of an educational grant at the expense of the republican budget or the local budget or for admission to the University on a fee basis;
- 21) Electronic certificate** – electronic document with the applicant's unique data, officially confirming the UNT scores, published on the website of the National Testing Center (hereinafter referred to as the certificate). The certificate for conducting the UNT in paper format within 3 (three) working days, for conducting the UNT in electronic format within 30 (thirty) working days is published on the website of the National Testing Center;
- 22) UNT in electronic format** – testing conducted by using a computer for each test subject.
- 23) Base of secondary education** (hereinafter BSE) – the duration of training

24) Distance learning technologies - full-time form of education using distance learning technologies.

5. Responsibility

5.1. Executive Secretary of the Admissions Committee is responsible for:

- familiarization with these Rules of all participants of the AlmaU Admissions Committee in accordance with Order No. 38 dated 05/31/2023;
- compliance with the requirements of these Rules.

5.2. Dean of the school / Director of the Centers is responsible for:

- familiarizing the staff of the Dean's office with these Rules;
- samples of offsets for the acceptance of TVE and second degree;
- for the joint organization and conduct of creative exams.
- compliance with the requirements of these Rules.

5.3. Educational and methodological Department is responsible for:

- providing data on approved educational programs for the next academic year;
- availability and relevance of the license period;
- for the student's academic calendar at the time of admission.

5.4. Recruiting and Marketing Department, consultants during the admission committee are responsible for:

- reliable information about educational programs;
- reliable information about the cost of educational programs;
- for organizing and conducting the admission campaign.

5.5. Department of operating room and IT activities is responsible for:

- timely provision of equipment for technical secretaries, recruiters and consultants;
- prompt response in case of technical issues;
- providing access to the information system.

5.6. Infrastructure Department is responsible for:

- Organization of the site during the admission committee.

5.7. Student support center, Registrar's Office are responsible for:

- reliable advice on transfer from another university and/or from one educational program to another;
- financial support provided by the University and/or partners of the University.

5.8. Director of the Legal Department is responsible for:

- coordination and verification of the Document regarding compliance with the legislation.

5.9. The translator is responsible for the quality of the translation of documents.

5.10. The administrative and managerial staff and the teaching staff are responsible for meeting the requirements of these Rules.

5.11. The Registrar's office is responsible for:

- issuing an order based on the submission of the admissions committee;
- acceptance and transfer of certificates and personal files of incoming students;

6. Potential inconsistencies

- loss of original documents;
- untimely deletion of cancelled documents from the electronic database;
- using an inappropriate document form;
- unreadable document due to poor document scanning quality;
- unintentional deletion of a document (no backups);
- lack of access to the electronic version of the document due to an incorrect mailing list;
- documents with limited access are publicly available;
- not updated document;
- grammatical and stylistic errors of the document format;
- absence of an approved document in the internal regulatory documentation Register;
- inconsistency of the electronic version of the document with the approved paper version of the document;
- The Rules do not comply with legal requirements.

7. The order of the process

7.1. Basic provisions

7.1.1. Admission Committee is created by the decision of the Academic Council to organize the reception of documents for admission to the university, conduct entrance examinations and enroll students in AlmaU.

7.1.2. The admissions committee consists of the Rector, vice-rector, deans of schools, directors of centers, representatives of structural divisions and teaching staff. The quantitative composition of the admissions committee consists of an odd number of members.

7.1.3 The functions of the admissions Committee:

- advising applicants on educational programs testing procedure (by Recruiting and Marketing Department);
- organization and maintenance of technical equipment for testing (by Department of operating room and IT activities);
- organization of consulting for technical secretaries and executive secretary of Admission Committee;
- provision of classrooms for testing, interviews, creative exams;
- ensuring the issuance of information sheets in accordance with the selected combination of specialized subjects.

7.1.4 To implement the admission of students, AlmaU develops, approves and ensures compliance with the Rules for admission to undergraduate educational programs developed on the basis of Standard Rules for admission to educational organizations implementing educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of Article 5 of the Law "On Education".

7.1.5 AlmaU does not accept in the following cases:

1) in case of decision by the authorized body on the suspension, revocation and revocation of the license and (or) the appendix to the license to engage in educational activities;

2) lack of accreditation, as well as suspension, revocation or expiration of accreditation, with the exception of educational organizations under the President of the Republic of Kazakhstan and military, special educational institutions;

3) in case of gross violations detected as the results of state control and (or) during the trial based on its results;

4) the absence or exclusion of an educational program from the Register of educational programs of the authorized body in the field of education for the corresponding group of educational programs.

7.1.6 AlmaU accepts persons with general secondary, technical and vocational, post-secondary, higher education:

Citizens of the Republic of Kazakhstan:

- graduates of secondary education organizations of the current year and previous years;
- graduates of technical and vocational organizations or after secondary education of the current year and previous years;
- graduates of secondary education institutions who studied abroad;
- graduates of higher education institutions of different years.
- foreign citizens:
- persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, who have graduated from educational institutions abroad;
- persons of other nationalities who are not citizens of the Republic of Kazakhstan who have graduated from educational institutions abroad.
- stateless persons (who have individual identification number, IIN) permanently residing in the territory of the Republic of Kazakhstan.

7.1.7. Admission of persons applying to study at AlmaU is carried out by:

- placement of a state educational order and an educational grant of higher education at the expense of the republican budget or the local budget, as well as tuition fees at the expense of the student's own funds and other sources.

- in the forms of full-time study and (or) external studies, using the information system adopted at the University.

- according to their applications on a competitive basis in accordance with the points of the certificate of the established sample, in the form approved by the Order of the Acting Minister of the Ministry of Education of the Republic of Kazakhstan dated October 23, 2007 No. 502 "On approval of the form of strict reporting documents used by educational organizations in educational activities" (registered in the Register of State Registration of Normative Legal Acts under No. 4991) and (or) an electronic certificate with the applicant's unique data, officially confirming the results of the UNT published on the website of the National Testing Center (hereinafter – the UNT certificate), the UNT certificate issued on the basis of the certificate of the 12th grade of Nazarbayev Intellectual Schools (graduates of autonomous educational organizations of Nazarbayev Intellectual schools – NIS).

7.1.8. The relevant structural units of the University ensure the admission, transfer and restoration of students in the unified information system of education of the authorized body in the field of education with the attachment of relevant documents.

7.1.9. The UNT is conducted for:

1) students graduating from grades 11 (12) of secondary education organizations for admission to the University on a paid basis (optional);

2) graduates of secondary education organizations of the current year to participate in the competition for the award of an educational grant at the expense of the republican budget or the local budget, or to enroll in a University on a paid basis or to study under a state educational order at the expense of the republican budget, if desired (4 years, 3 years) (optional);

3) graduates of secondary education organizations of previous years, technical and vocational or after secondary education to participate in the competition for the award of an educational grant at the expense of the republican budget or the local budget or to enroll in the University on a fee-based basis at will (4 years, 3 years) (optional);

4) graduates of technical and vocational or after secondary education who enroll in educational programs of higher education providing for shorter study periods to participate in the competition for the award of an educational grant at the expense of the republican budget or the local budget (optional) (2-3 years on the basis of a TVET);

5) graduates of secondary education institutions who studied abroad, as well as persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, who graduated from educational institutions abroad to participate in the competition for the award of an educational grant at the expense of the republican budget or the local budget or to enroll in the University on a fee basis at will;

6) persons enrolled in the University full-time on a paid basis, who did not score a threshold score according to the results of the UNT, with UNT results with inappropriate combinations of specialized subjects, with canceled UNT results for further admission to the University on a paid basis in a calendar year;

7) University students in a group of educational programs that require creative training and who want to transfer to other groups of educational programs on a paid basis;

7.1.10. Certificates of the UNT conducted in January, March, and May-June are valid until December 31 of the current year, regardless of the previous or subsequent passing of the UNT.

7.1.11. Applicants for admission to paid tuition can submit one of the UNT certificates of the current year at will. At the same time, the choice of combinations of specialized subjects should correspond to the group of the educational program.

7.1.12. Applicants for the full term of study (4 years, 3 years) pass the UNT on History of Kazakhstan, Mathematical literacy, Reading literacy and two specialized subjects, with the exception of those entering the group of educational programs requiring creative training (Appendix 1).

7.1.13. For graduates of organizations of secondary and technical, and vocational or post-secondary education, with the exception of those entering educational programs providing for shorter study periods, the number of UNT test tasks is:

- on the History of Kazakhstan – 20;
- in Mathematical literacy – 15;
- in Reading literacy (language of instruction) – 15;
- in the first profile subject – 35;
- in the second profile subject – 35.

The maximum number of points is 140 points according to the UNT.

7.1.14. Persons enrolled in a group of educational programs requiring creative training pass the UNT on the History of Kazakhstan, Reading literacy.

7.1.15. The maximum number of points for persons entering a group of educational programs requiring creative training is 125 points according to the UNT.

7.1.16. For the admission of persons with secondary, technical and vocational or post-secondary education a list of groups of educational programs indicating the relevant subjects of the UNT and the threshold score is presented in Appendix 1 to these Rules (with the exception of applicants in related areas of higher education training, providing for shorter study periods).

7.1.17. For persons with secondary, technical and vocational or post-secondary education, who enter for a full term of study (4 years, 3 years), with the exception of those entering related areas of higher education training providing for shortened study periods, who have passed the UNT and scored at least 50 points according to its results, according to the region education "Healthcare" – at least 70 points, for the group of educational programs "Law" – at least 75 points, for the educational program "Business administration in the field of entrepreneurship" - at least 80 points, while for each subject of the UNT and (or) the creative exam it is necessary to score at least 5 points.

7.1.18. Citizens with general secondary education, who have served military service, who have technical and vocational, post-secondary or higher education are accepted to study at the University on the basis of an agreement between the Ministry of Defense of the Republic of Kazakhstan and AlmaU "On cooperation in the field of military-patriotic education of citizens". These persons, within two years after completing military service, have the right to enroll based on the results of an interview conducted by the AlmaU admissions committee during a calendar year. At the same time, the enrollment of citizens who have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

7.2 The procedure for accepting documents for participation in the competition for the award of an educational grant of higher education

7.2.1 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, persons with secondary, technical and vocational or post-secondary education who enter for a full term of study (4 years, 3 years) are allowed, according to paragraph 7.1.17.

7.2.2. An applicant is enrolled in the University on condition that they pass an additional exam and (or) pass the threshold score set by AlmaU;

The application for participation in the additional exam for the educational program "Business administration in the field of entrepreneurship" and its conduct is carried out by the School of Entrepreneurship and Innovation in the period from July 01 to August 20, while for those participating in the competition for the award of an educational grant, an additional exam is conducted before the start of accepting applications for participation in the competition.

Applicants apply for participation in the additional exam at the University in accordance with the established scores in accordance with paragraph 7.1.17 of these Admission Rules.

7.2.3. AlmaU on the day of completion of the additional, special and (or) creative exam, transmit the results of the special and (or) creative exam of applicants to the information system of the National Testing Center of the Ministry of Science and Higher Education of the Republic of

Kazakhstan 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 AlmaU for paid tuition.

7.2.4. 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 higher education training, providing for shortened study periods (2 years on the basis of VET), persons with technical and vocational, post-secondary education, who have passed the UNT and scored at least 25 according to its results are allowed points, including at least 5 points for each UNT discipline and (or) creative exam.

The list of related specialties is approved by the authorized body in the field of education (Order No. 266 dated June 8, 2022 "On Amendments to the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 1, 2019 No. 134 "On determining methodological recommendations for the compliance of related groups of educational programs of higher education and specialties of technical and vocational, after secondary education").

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

7.2.6. Applicants must have an UNT certificate held from May 16 to July 5 of the current year for participation in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget or for training under a state educational order at the expense of the republican budget. The threshold score is determined by the Rules for awarding an educational grant to pay for higher or postgraduate education with the award of a bachelor's or master's degree (Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58).

7.2.7. For persons passing the UNT in the period from May 16 to July 5, the change of specialized subjects is not allowed.

7.2.8. Educational grants are awarded on a competitive basis for specific groups of educational programs, in accordance with the scores of UNT certificates according to the order of groups of educational programs declared by applicants, with the issuance of a certificate of awarding an educational grant. language departments and forms of education in accordance with the scores of certificates based on the results of the Unified National Testing.

7.2.9 If the profile subjects coincide, the applicant can specify up to four groups of educational programs, with the exception of creative groups of educational programs.

7.2.10 When choosing combinations of specialized subjects, the totality of specialized subjects is taken into account, not their sequence.

7.2.11 When choosing a specialized subject or a special discipline "Foreign language (English)" for persons who have international certificates confirming proficiency in a foreign language (English) in accordance with the pan-European competencies (standards) of foreign language proficiency, they are optionally exempt from passing a specialized subject or a special discipline "Foreign language (English)" in English language, in accordance with the scale of points transfer approved by the Standard Rules:

- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP (TOEFL ITP)),

- Test of English as a Foreign Language Institutional Testing Program Internet-based Test (Internet basic test) (TOEFL IBT (TOYFL AIBITY)), TOEFL Paper-based test (Paper basic test) TOEFL PBT (TOYFL PBITY),

- International English Language Tests System (International English Language Tests System (IELTS)).

7.2.12. Persons who have international certificates confirming proficiency in a foreign language (English) TOEFL ITP (TOYFL ITP), TOEFL IBT (TOYFL AIBITY), TOEFL PBT (TOYFL PEABITY). IELTS (IELTS) it is necessary to enter the data when applying for participation in the UNT and/or in the competition.

7.2.13. Points in a foreign language (English), in accordance with the scale of points translation, approved Standard Rules specified in Appendix 2-1 of the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 06/08/2020 No. 237 and taking into account the latest editions of the order.

7.2.14. The authenticity and validity of the submitted certificates are verified by the University when applying for a competition for awarding educational grants at the expense of the republican budget or the local budget or when enrolling in the University on a fee basis.

7.2.15. Persons with certificates of international standardized tests SAT (ESI – SAT), ACT (ACITY), IB (AIB) participate in the competition for the award of an educational grant and (or) enroll in universities for a paid department, in accordance with the scale of points transfer, according to Appendix 2-1 to the Standard Rules. At the same time, the results of the SAT subject (the subject WEBSITE) are converted into UNT points, provided that the profile subjects match.

7.2.16. Persons applying to a group of educational programs of higher education requiring creative training and having certificates of international standardized tests SAT, ACT, IB to participate in the competition for the award of an educational grant at the expense of the republican budget, a point is credited in accordance with paragraph 7.2.15. and Appendix 4 of these Rules (according to the History of Kazakhstan and Reading Literacy), only the points of the SAT reasoning certificate are taken into account.

7.2.17. Stateless persons permanently residing in the Republic of Kazakhstan and persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan are granted the right to receive higher education on a competitive basis in accordance with the state educational order, if they receive education at this level for the first time. The right for foreigners to receive higher education on a competitive basis in accordance with the state educational order is determined by international treaties of the Republic of Kazakhstan.

7.2.18. Holders of an educational grant of higher education at the expense of the republican budget or the local budget, apply for admission to the university specified in the certificate and are enrolled in the number of students by order of the head of the university or the person acting as his/her duties.

7.2.19. Applications for participation in the competition for the award of state educational grants are accepted from July 13 to July 20. The competition dates are from July 21 to August 10. Announcement of the results of the competition before August 15.

7.2.20. Applications for participation in the competition for the award of educational grants at the expense of Local executive bodies of the country from August 5 to August 15. The competition dates are from August 16 to August 18. Announcement of the results of the competition until August 20.

7.2.21. Lists of holders of the relevant certificates are published in the mass media. In case of refusal of the educational grant holder, the certificate of the award of the educational grant is canceled by order of the authorized body in the field of education. To do this, the holder who refused the grant writes an application addressed to the Minister of Science and Higher Education of the Republic of Kazakhstan indicating the reason for the refusal. The admission committee of the University sends the originals of the application and the certificate of the grant, refused applicants to the specified counterparty of the NTC and the Ministry of Science and Higher Education of the Republic of Kazakhstan. The released educational grant in this specialty is awarded by the Commission of the Ministry of Science and Higher Education of the Republic of Kazakhstan to citizens on a competitive basis.

7.2.22. In addition to state educational grants, as well as educational grants at the expense of Local executive bodies, AlmaU provides grants and discounts based on the results of internal competitive selection in accordance with the requirements of the Regulations on educational grants and discounts in AlmaU and memos signed by the Rector of the University.

7.3 The procedure for admission and conduct of creative exams

7.3.3 At AlmaU, admission to groups of educational programs requiring creative training is based on the results of creative exams in accordance with Appendix 5 of these Admission Rules.

7.3.4 Applications from applicants for creative exams are accepted by the AlmaU admission committee from June 20 to July 07 of the calendar year.

7.3.5 The creative exam is held from July 8 to July 15 of the calendar year.

7.3.6 For the organization and conducting of creative exams, an examination commission is created by the decision of the head of the University or the person acting as his/her duties for the period of the exam.

The commission consists of representatives of AlmaU from among the teaching staff, public organizations, and the media.

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

7.3.8 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 competent 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 the number of those present at the exam. If the votes are equal, the vote of the chairman of the commission is decisive.

7.3.7. Persons enrolled in educational programs of higher education that require creative training, submit the following documents to the admission committee of the University in order to take creative exams:

- 1) a document on general secondary or technical and vocational, post-secondary education (original);
- 2) 2 photo cards (3 x 4 cm);
- 3) a copy of the identity document;
- 4) UNT certificate (if available);
- 5) a copy of the document confirming the presence of one of the sports categories and (or) sports titles established by paragraph 1 of Article 35 of the Law of the Republic of Kazakhstan dated July 3, 2014 "On Physical Culture and Sports" (if any);

6) a copy of the registration certificate or military ID (for male applicants).

7.3.8. Persons enrolled in a group of higher education educational programs requiring creative training, who have documents on general secondary, technical and vocational or post-secondary education, take two creative exams.

7.3.9. Persons entering a group of higher education educational programs that require creative training in related areas of higher education training, providing for shorter study periods, take one creative exam.

7.3.10. Persons enrolled in a group of higher education educational programs requiring creative training take creative exams in their chosen educational institutions and are enrolled in a grant to the university where they passed creative exams.

7.3.11. According to the results of the creative exam, the applicant is given an extract from the statement for participation in the competition and (or) admission to the university on a paid basis, regardless of the place of taking the creative exam. The statement is compiled on the basis of protocols (Appendix 10).

7.3.12. For persons with secondary or technical and vocational, post-secondary education, who enroll in a group of educational programs of higher education requiring creative training, UNT scores on the History of Kazakhstan, Reading literacy are taken into account.

7.3.13. For persons entering a group of higher education educational programs that require creative training in related areas of higher education training, providing for shorter study periods, points in a special discipline are taken into account.

7.3.14. Creative examination programs are developed by the relevant Schools and approved by the Chairman of the University Admissions Committee.

7.3.15. The schedule of creative exams (the form of the exam, date, time and place of the consultations) is approved by the chairman of the admissions committee and brought to the attention of applicants before the start of the admission of documents and published on the official Internet resource of the University.

7.3.16. Admission to the auditorium (classroom) for creative exams is carried out upon presentation of an identity document.

At the same time, creative exams are held in classrooms equipped with video and (or) audio recordings.

7.3.17. Before the start of the creative exams, applicants are given the examination material and the procedure for the design of the title pages is explained, as well as the time of the beginning and end of the creative exams, the time and place of the announcement of the results, and the procedure for filing an application for appeal are indicated.

7.3.18. Creative exams for applicants with documents on general secondary or technical and vocational, after secondary education, are evaluated according to a 45-point system.

7.3.19. The creative exam for applicants in related areas of higher education training, providing for shorter study periods, is evaluated according to a 20-point system.

7.3.20. The results of the creative exam are drawn up by a list 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 minutes of the commission shall be signed by the Chairman and all members of the commission present.

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

7.3.22. For the period of the exams, in order to comply with the requirements for the creative exam, resolve controversial issues, and protect the rights of persons taking the relevant exams, an appeals commission is created by order of the head of the University or a person acting as his/her duties, which consists of an odd number of members, including its chairman.

7.3.23. The application for appeal is submitted to the chairman of the Appeal commission personally by the person who passed the creative exam, is accepted before 13.00 hours of the next day after the announcement of the results of the creative exam and is considered by the appeal commission within one day.

7.3.24. 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 vote of the 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.

7.3.25. On the day of completion of the creative exam, AlmaU (admissions committee) transmits to the information system of the National Testing Center of the Ministry of Science and Higher Education 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) admission to the University for paid tuition.

7.3.25. Enrollment in educational programs of higher education, for which creative exams are established, is carried out taking into account scores on creative exams, with the exception of applicants in related areas of higher education training, which provide for shortened study periods.

7.4 The procedure for accepting documents for admission to paid education

7.4.1. Persons are allowed to enroll in paid education in accordance with paragraph 7.1.11. of this Regulation.

7.4.2 To enroll in paid training in related areas of higher education training, providing for shorter study periods (2-3 years on the basis of VET), persons with technical and vocational, post-secondary education, who have passed the UNT and scored at least 25 points according to its results, including at least 5 points in each discipline are allowed UNT and (or) creative exam.

7.4.3. Persons with certificates of international standardized tests are enrolled in the University in accordance with 7.2.15, according to Appendix 4 to these Rules.

Persons enrolled in a group of educational programs of higher education requiring creative training and having certificates of international standardized tests are enrolled in the University in accordance with 7.2.16, according to Appendix 4 to these Rules.

7.4.4. In order to enroll to paid tuition at the expense of their own funds and other sources, the applicant must have a certificate of the UNT held in January, March, June of the current year.

7.4.5. Admission of citizens with general secondary education, who have served military service, who have technical and vocational, post-secondary or higher education are accepted to study at the University on a fee basis. These persons, within two years after completing military service, have the right to enroll based on the results of an interview conducted by the AlmaU admissions committee during a calendar year. At the same time, the enrollment of citizens who

have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

7.5 The procedure for accepting documents for enrollment providing for a shortened period of study

7.5.1. Citizens of the Republic of Kazakhstan who have technical and vocational, post-secondary or higher education, according to a group of educational programs, are accepted for training in educational programs of higher education providing for shortened study periods.

7.5.2. Admission to AlmaU of persons with technical and vocational or post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of higher education training, providing for shorter study periods, entering paid education is carried out by the University admission committee.

7.5.3. At AlmaU, admission to study in groups of educational programs of higher education on a paid basis, providing for shorter study periods, is carried out taking into account the results of entrance tests in accordance with Appendix 6 to these Rules.

7.5.4. The forms and conduct of entrance examinations for admission to study in groups of educational programs of higher education at a paid department, shortened study periods are provided, they are presented in Appendix 7 to these Rules. Creative tests are taken into account only for enrollment.

7.5.5. To organize and conduct entrance examinations, by order of the University Rector or the person acting as his duties, an examination commission is created for the period of entrance examinations.

7.5.6. The commission consists of representatives of the University from among the teaching staff, public organizations, and the media.

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

7.5.8. The Commission consists of an odd number, and the chairman of the commission is elected by a majority vote from among the members of the commission. The decision of the commission is considered competent 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 the number of those present at the exam. If the votes are equal, the vote of the chairman of the commission is decisive.

7.5.9. According to the results of the entrance exam, a protocol and a statement are filled in (Appendix 11).

7.5.10. For applicants to educational programs providing for shorter study periods, the number of UNT test tasks is:

- 1) in general professional discipline – 20;
- 2) in a special discipline – 40.

Persons entering related areas of training in educational programs providing for shorter study periods pass the UNT in general professional and special disciplines, with the exception of those entering a group of educational programs that require creative training.

Persons entering related areas of training in groups of educational programs that require creative training, providing for shorter study periods, pass the UNT in a special discipline.

7.5.11. The maximum number of UNT points for applicants for educational programs providing for shorter study periods is 70 points.

The maximum number of UNT points for persons enrolled in educational programs that provide for shorter study periods and require creative training is 70 points.

7.5.12. The list of groups of educational programs with an indication of general professional and special UNT disciplines for applicants to educational programs of higher education providing for shorter study periods is established in accordance with Appendix 2 to these Rules.

7.6 Admission of foreign citizens

7.6.1. Admission of foreign citizens who have completed their studies outside the territory of the Republic of Kazakhstan to higher education institutions on a fee-based basis is carried out in the form of an interview conducted by members of the University admissions committee.

7.6.2. Admission of foreign citizens to study at the University on a paid basis is carried out according to the results of an interview conducted by the University admissions committee, manager of Recruiting and Marketing Department together with the Department of academic mobility during the calendar year. At the same time, the enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

7.6.3. The list of documents for admission to the University of foreign citizens in the bachelor's degree program:

1) The original of the document on education and its appendices, including notarized copies of the document on education and its appendices, translated into Kazakh or Russian language and notarized in the territory of the Republic of Kazakhstan (2 copies);

2) An identity document, a notarized copy of the document with translation into Kazakh or Russian languages (a translation certified by a notary in the territory of the Republic of Kazakhstan is provided in 3 copies);

3) Certificate of recognition and nostrification of educational documents;

4) IIN of the Republic of Kazakhstan;

5) Photo 3x4 cm — 8 pieces;

7.6.4. Educational documents 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 the 1st (first) academic period of study.

7.6.5. When submitting an application for recognition and nostrification of educational documents, the following documents are attached to the center/Service Center:

1) application for recognition of educational documents;

2) notarized copies of the document on education and its appendices with translation of the document on education and its appendices into Kazakh or Russian language and certified by a notary in the territory of the Republic of Kazakhstan;

3) identity document, a notarized copy of the document, with translation into Kazakh or Russian languages (the translation must be certified by a notary in the territory of the Republic of Kazakhstan);

4) a document certifying the identity of the authorized representative (for identification) and a document certifying the authority to represent — when the representative of the recipient's services applies;

5) payment receipt.

8 Preferential rights, quotas, benefits

8.1. Upon admission to the University, an admission quota is provided in the amount in accordance with paragraph 11 of Section 3 of these Rules.

8.2. For the following categories of applicants participating in the competition for an educational grant, the following University admission quotas are set from the approved volume of the state order:

citizens from among persons with disabilities of the first or second group, persons with disabilities since childhood, children with disabilities – 1 percent;
veterans of military operations on the territory of other states, veterans equated to veterans of the Great Patriotic War on benefits – 0.5 percent;

35 percent of rural youth citizens are eligible for training in educational programs that determine the socio-economic development of the village;

persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan - 4 percent;

orphans and children left without parental care, as well as citizens of the Republic of Kazakhstan from among the youth who lost or remained without parental care until adulthood - 1 percent;

citizens of the Republic of Kazakhstan from among rural youth moving to the regions determined by the Government of the Republic of Kazakhstan – 5 percent;

Children from families with four or more minor children – 5 percent;

children from single-parent families who have this status for at least three years - 1 percent;

children from families raising children with disabilities since childhood, persons with disabilities of the first or second group – 1 percent. At the same time, this category of persons must be provided with a medical opinion on the absence of contraindications for training in their chosen program.

8.3. When conducting a competition for educational grants, in case of equality of points, the priority right in the subsequent order is:

1) persons awarded the "Altyn Belgi";

2) persons who have documents on the formation of autonomous educational organizations;

3) winners of international Olympiads and competitions of scientific projects (scientific competitions) in general education subjects (awarded with diplomas of the first, second and third degrees), national and international competitions of performers and sports competitions (awarded with diplomas of the first, second and third degrees) of the last three years, the list of which is determined by the authorized body in the field of education, as well as winners of the Presidential and republican Olympiads and competitions of scientific projects in general education subjects (awarded with diplomas of the first, second and third degrees) of the current year, provided that their chosen specialty corresponds to the subject of the Olympiad, competition or sports competition.

4) In the case of identical indicators during the competition for educational grants, orphans and children left without parental care, disabled people of groups I and II, persons equated with benefits and guarantees to participants and invalids of the Great Patriotic War, disabled people from childhood, disabled children who, according to the conclusion of the medical- social expertise is not contraindicated for training in relevant educational institutions, and persons with educational documents (certificates, certificates, diplomas) with honors.

In the case of identical scores and in the absence of a pre-emptive right, educational grants are awarded to persons with higher average scores of a certificate, certificate or diploma.

In the case of identical scores and in the absence of a pre-emptive right, as well as the same average scores of a certificate, certificate or diploma, the points scored in the relevant subject are taken into account.

8.4. In case of applying for preferential rights on a contractual basis, AlmaU provides discounts in accordance with the Regulation "On educational grants and discounts" of the Educational Institution "Almaty Management University" for 2023-2024 academic year.

8.5. Admission of foreign citizens according to the allocated quota on the basis of an educational grant to international educational institutions established on the basis of interstate agreements is carried out by the University independently.

8.6. At the same time, admission of foreign citizens on the basis of an educational grant is carried out by public educational institutions that have been accredited in accordance with Article 9-1 of the Law on Education.

9. Admission and enrollment in universities through the e-government portal

9.1 Applicants (hereinafter referred to as service recipients) submit an application remotely, without visiting service providers, for the public service of the Ministry of Science and Higher Education of the Republic of Kazakhstan for the E-government portal, according to the Additions to the specifications of the software requirements for the modification of the public service "Awarding educational grants, as well as providing social support to students in higher education organizations" of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

9.2. The service is provided by the University and free of charge to individuals.

9.3. Applicants submit documents to the University online for participation in the competition for the award of an educational grant, as well as admission and enrollment in higher education institutions. This service is available for incoming citizens of the Republic of Kazakhstan, as well as stateless persons (who have IIN).

9.4. The following persons will submit documents through the information systems of universities:

- Foreign citizens;
- Persons entering the Master's program;
- Persons applying for doctoral studies.

9.5. University:

- processes received documents (including received documents through the E-government portal) through the subsystem "Automation of public services" of the Ministry of Internal Affairs of the Republic of Kazakhstan (hereinafter referred to as Subsystem);

- ensures the functioning of self-service halls in admissions offices and counseling for applicants;

- ensures the work of virtual admissions committees;

- allocates a working computer to receive an electronic digital signature (EDS).

9.6. To enroll in the University, the service recipients provide AlmaU as a service provider (through the University admission committee) or through the e-government web portal www.egov.kz (hereinafter referred to as the portal) a package of documents provided for in paragraph 8 of the State Service Standard "Acceptance of documents and enrollment in higher

education institutions for training in educational programs of higher education" (further – the Standard of public services), according to Appendix 8 to these Rules.

9.7. The list of basic requirements for the provision of public services, including the characteristics of the process, 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 Standard of Public Services.

9.8. An employee of the service provider accepts a package of documents, registers them and issues a receipt to the service recipient for accepting a package of documents on the day of receipt of the application or, if the service recipient provides an incomplete package of documents, refuses to accept documents.

9.9. In case of contacting the service recipient through the portal, 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, is sent to the "personal account".

9.10. From the moment of their receipt, the service provider 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.

9.11. If the service recipient provides a complete package of documents, the service provider is notified of the acceptance of documents for enrollment in HEIs. After receiving the notification, the service recipient submits the original documents to the service provider within the period from August 10 to August 25 of the calendar year.

9.12. After receiving the documents, the head of the University issues an order to enroll the service recipient among the students.

9.13. The service provider refuses to provide public services on the grounds provided for in paragraph "9" of the Standard of Public Services.

9.14. The service provider ensures that information on the stage of public service provision 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".

9.15. A complaint against the decision, actions (inaction) of the service provider on the provision of public services may be submitted to the head of the service provider, to the authorized body for the assessment and control of the quality of public services, in accordance with the legislation of the Republic of Kazakhstan.

9.16. The complaint of the service recipient received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) working days from the date of its registration.

9.17. The complaint of the service recipient received by the authorized body for the assessment and control of the quality of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

9.18. In cases of disagreement with the results of the provision of public services, the service recipient applies to the court in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

10. The procedure for admission to the educational institution "Almaty Management University"

10.1. Enrollment of incoming students to the University is carried out from August 10 to 25 of the calendar year for study in Kazakh, Russian or English, by order of the Rector of the University or a person acting as his/her duties.

10.2. The proportion of first-year students who entered the University on a fee-based basis with an average UNT score of 50 to 60 points, no more than 30% of the total admission contingent, with the exception of those enrolled in related areas of higher education training providing for shortened study periods, in accordance with paragraph 17, section 3 of these Rules.

10.3. Persons with secondary, technical and vocational or post-secondary education, with the exception of those entering related areas of higher education training, providing for shortened study periods, who did not score the threshold score (conditionally enrolled) established in paragraph 4 of these Standard Rules (based on the results of the UNT), with the results of the UNT with inappropriate combinations of specialized subjects, with annulled UNT results are enrolled in full-time University studies on a paid basis.

Before the end of the first academic year at the University, these persons re-take the UNT on time, in accordance with the Rules of the Unified national testing approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 (registered in the Register of State Registration of Normative Legal Acts under No. 15173) (hereinafter – Order No. 204).

Persons (conditionally enrolled) who have not repeatedly scored the threshold score set out in paragraph 4 of the Standard Rules, according to the results of the UNT, which is passed at the end of the 1st (first) academic year, are subject to expulsion from the University;

The proportion of first-year students conditionally enrolled in the University is not more than 10% of the total admission contingent in accordance with paragraph 17, section 3 of these Rules.

10.4. Enrollment of incoming students is carried out according to a specific educational program from the corresponding group of educational programs.

10.5. Upon completion of the academic period of study at the University, these persons repeatedly take the UNT within a year, in accordance with the Rules for Conducting the unified national testing, approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 (registered in the Register of State Registration of Regulatory Legal Acts under No. 15173) (hereinafter – the order No. 204).

10.6. Holders of an educational grant of higher education at the expense of the republican budget or 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 rector of the University or a person acting as his/her duties (Appendix 9)od No. 15173) (hereinafter referred to as Order No. 204).

10.7. Persons with secondary or technical and vocational, after secondary education of the current year, who have passed the UNT within the prescribed time in accordance with Order No. 204 and have scored the threshold score set out in paragraphs 7.2. of these Rules, submit an application addressed to the Rector of the University or the person acting as his/her duties for admission to the University on a fee basis before obtaining a document on general secondary or technical and vocational, post-secondary education (Appendix 9).

10.8. At the same time, students graduating from grades 11 (12) of secondary education organizations in the period from February 1 to August 25 of the calendar year submit an

application addressed to the rector of the University or the person acting as his/her duties for admission to the University on a paid basis before receiving a document on general secondary education (Appendix 9).

10.9. After receiving a document on general secondary or technical and vocational, post-secondary education, applicants submit documents according to the list specified in paragraph 9.6. of these Rules.

10.10. Persons who have scored the threshold score set out in paragraphs 7.2. of these Rules, according to the results of the UNT, submit an application addressed to the rector of the University or the person performing his duties for admission to the University on a paid basis (Appendix 9).

10.11. When providing an incomplete list of documents specified in Appendix 8 of these Rules, the admission committee does not accept documents from applicants.

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

10.13. In the case of an incoming educational loan issued by second-tier banks, the applicant is enrolled in the number of University students upon presentation of the relevant certificate from the bank on the documents under consideration.

10.14. At the same time, the applicant is granted a delay in paying the amount specified in the educational services agreement and payable before enrolling a citizen, for the period of registration of an educational loan, but no more than 4 (four) weeks from the date of receipt of a certificate from the bank.

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

10.16. Educational documents issued by foreign educational organizations undergo the procedure of recognition of educational documents in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during the 1st (first) academic period of study.

10.17. The University, within 10 (ten) calendar days after completion of enrollment, submits to the authorized body in the field of education the final report on student enrollment.

11. Approval, approval, registration and commissioning

11.1. The coordination of these Rules is carried out in the Documentology system. To confirm the fact of approval, an extract from the Documentology system is attached to the original document on paper.

11.2. The approved documents are registered by the Executive Secretary of the Admissions Committee in the Register of Internal regulatory documents (RG-REC-01-F1) located in the Documentology system. The Executive Secretary of the Admissions Committee has the right to make changes to the register.

11.3. After registration of the document, the Executive Secretary of the Admissions Committee scans the document of these Rules in *.pdf format with the scanned title page for application and places it in the Documentology system.

11.4. The entry into force of these Rules is carried out from the date of entry indicated on the document. The date of entry of the Rules may differ from the date of approval and depend on the measures necessary for the implementation of the document.

11.5. University employees in their activities are required to use only the Rules posted in the electronic database of the Internal regulatory documents in the Documentolog system.

11.6. For ease of use, University employees can print out the Rules from the Internal regulatory documents electronic database. Such copies are in unmanageable conditions and to verify their relevance before use, employees must verify the hard copy version of the document with the data on the approval of the latest version in the Register of Internal Regulatory Documents or in the Documentolog system.

The priority is to apply the Rules in electronic form, posted in the Documentolog system.

12. The procedure for familiarization

12.1. After the approval of the Rules in the Documentolog system, employees on the mailing list receive a notification about the need to familiarize themselves with the document. Employees get acquainted with these Rules and record the fact of familiarization in the Documentolog system.

12.2. The mailing list is determined based on the following criteria:

- system-wide documents are sent to all employees;
- documents with a limited distribution area are sent to employees who are included in the distribution area and have an appropriate area of responsibility within the document.

The mailing list for review can be clarified upon approval and approval of the document.

12.3. The Executive Secretary of the Admissions Committee controls the familiarization with these Rules of responsible employees and members of the admissions committee who study during the adaptation period and when making changes.

13. The procedure for storing, reviewing, updating the document and making changes according to the internal rules of the University.

The code and classification of training areas, EP groups, EP codes, the duration of study at AlmaU, indicating the profile subjects of the UNT and the threshold score for admission of persons entering for the full term of study (4 years, 3 years)

The code and classification of training areas	Code and name of the group of educational programs	Code and name of educational program in AlmaU	The duration of the training	Threshold score	Compulsory subjects of the UNT			Profile subjects	
					History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
6B041 Business and Management	B044 Management and Management	6B04101 Management	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
		6B04103 Business administration in the field of entrepreneurship	3 years	50 and additional interview – (30) 80 points	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
		6B04189 Urbanism and city management	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
		6B04192 Global Management	4 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
		6B04194 Sports Management	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
	B045 Audit and taxation	6B04106 Accounting and auditing	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
	B046 Finance, economics, banking and insurance	6B04105 Finance	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
		6B04190 Business Analytics and Economics	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
	B047 Marketing and advertising	6B04104 Marketing	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
		6B04107 Digital Marketing	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
		6B04109 Content, Marketing and Data Analysis (Marketing)	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
6B042 Right	B049 Right	6B04201 Jurisprudence	3 years	75	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	World History	Law fundamentals
6B031 Social Sciences	B140 International relations and diplomacy	6B03188 International relations and economics	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	World History	Foreign language
	B041 Psychology	6B03103 Sports Psychology	2 years DLT (second degree)	-	-	-	-	-	-
		6B03104 Psychology	4 G.O.	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Biology	Geography
6B032 Journalism and information	B042 Journalism and reporting	6B03201 Public relations	3 years	50	History of Kazakhstan	-	Reading literacy (language of instruction)	Creative exam1	Creative exam2

		6B03203 New Media	3 years	50	History of Kazakhstan	-	Reading literacy (language of instruction)	Creative exam 1	Creative exam 2
		6B03204 Content, Marketing and Data Analysis (Media)	3 years	50	History of Kazakhstan	-	Reading literacy (language of instruction)	Creative exam1	Creative exam2
6B111 Service sector	B091 Tourism	6B11188 Tourism and event management	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Geography	Foreign language
	B093 Restaurant and hotel business	6B11101 Restaurant and hotel business	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Geography	Foreign language
6B113 Transportation services	B095 Transportation services	6B11301 Logistics	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Geography
6B061 Information and communication technologies	B057 Information technology	6B06101 Information systems	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Computer science
		6B06103 Software Engineering	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Computer science
		6B06104 Data Science	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Computer science
		6B06105 Product Management	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Computer science
		6B06107 Content, Marketing and Data Analysis (Digital)	3 years	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Mathematics	Computer science
6B021 Art	B023 Directing, art management	6B02103 Digital Film Making	3 years	50	History of Kazakhstan	-	Reading literacy (language of instruction)	Creative exam1	Creative exam 2
6B101 Healthcare	B089 Public health	6B10101 Public health	4	50	History of Kazakhstan	Mathematical literacy	Reading literacy (language of instruction)	Biology	Chemistry

**The code and classification of training areas, EP groups, EP codes, the duration of study at AlmaU, indicating the relevant subjects of the UNT and the threshold score for persons participating in the competition for the award of an educational grant at the expense of the republican budget or the local budget for training in related areas of training in higher education, providing for shortened training periods (2-3 years based on the TVET)
 Training in an abbreviated form on the basis of a TVET, IN (Full-time training/ Full-time training with application. DLT)**

The code and classification of training areas	The code and name of the group of educational programs	The code and name of educational programs in AlmaU	The duration of the training	Threshold score	General professional discipline	Special discipline
6B041 Business and Management	B044 Management and management	6B04101 Management	2-3 years TVET DLT on the base of TVET DLT (for the second degree students)	25	Fundamentals of economics	Management
		6B04103 Business administration in the field of entrepreneurship	2-3 years TVET	25	Fundamentals of economics	Management
		6B04189 Urbanism and city management	2-3 years TVET	25	Fundamentals of economics	Management
	B047 Marketing and advertising	6B04104 Marketing	2-3 years TVET DLT on the base of TVET DLT (for the second degree students)	25	Fundamentals of economics	Marketing
	B045 Audit and taxation	6B04106 Accounting and auditing	2-3 years TVET DLT on the base of TVET	25	Finance and credit	The economics of the organization
	B046 Finance, economics, banking and insurance	6B04105 Finance	2-3 years TVET DLT on the base of TVET DLT (for the second degree students)	25	Finance and credit	Organization's finances
		6B04190 Business Analytics and Economics	2-3 years TVET	25	Finance and credit	Organization's finances
B049 Right	6B04201 Jurisprudence	2-3 years TVET DLT on the base of TVET DLT (for the second degree students)	25	Fundamentals of the theory of State and law	Civil law of the Republic of Kazakhstan	
6B032 Journalism and information	B042 Journalism and reporting	6B03201 Public relations	2-3 years TVET	25	Creative exam	Kazakh language / Russian language
6B111 Service sector	B091 Tourism	6B11188 Tourism and event management	2-3 years TVET	25	Geography	Organization of tourist activities
	B093 Restaurant and hotel business	6B11101 Restaurant and hotel business	2-3 years TVET	25	The history of Kazakhstan	Organization of services in restaurants and hotel facilities
6B113 Transportation services	B095 Transportation services	6B11301 Logistics	2-3 years TVET	25	Physics	Labor protection
6B061 Information and communication technologies	B057 Information technology	6B06101 Information systems	2-3 years TVET	25	Mathematics	Fundamentals of algorithmization and programming
6B031 Social Sciences	B041 Psychology	6B03103 Sports Psychology	DLT (for the second degree students)	-	-	-

Enquiry for converting IELTS, TOEFL certificate points into UNT points

IE "Almaty Management University" confirms the authenticity and validity of the submitted international certificate _____ with a score of _____, issued _____, and also counts _____ points in accordance with the scale of points transfer, approved Standard Rules specified in Appendix 2-1 of the order of the Minister of Science and Higher Education Of the Republic of Kazakhstan dated 06/08/2020 No. 237 and taking into account the latest editions of the order.

Executive Secretary

Almay Admissions Committee _____ First name, last name

The scale of conversion of SAT, AST, IB points into UNT points
The scale of conversion of the points of the international certificate of the standardized SAT test into UNT points
1 option – for students who have valid SAT Subject

The International Standardized SAT Test		UNT	
Types of test	points	Types of test	points
SAT reasoning	no less than 950 points (out of 1600 points)	1 block (compulsory subjects) Reading literacy	11 out of 15
		Mathematical literacy	11 out of 15
	no less than 1 050 points (out of 1600 points)	Reading literacy	12 out of 15
		Mathematical literacy	12 out of 15
	no less than 1 150 points (out of 1600 points)	Reading literacy	13 out of 15
		Mathematical literacy	13 out of 15
	no less than 1 250 points (out of 1600 points)	Reading literacy	14 out of 15
	Mathematical literacy	14 out of 15	
SAT subject	no less than 625 points (out of 800 points) for each of the 2 core subjects*	1 profile subject	41 out of 45
		2 profile subject	41 out of 45
	no less than 650 (out of 800 points) points for each of the 2 core subjects*	1 profile subject	42 out of 45
		2 profile subject	42 out of 45
	no less than 675 points (out of 800 points) for each of the 2 core subjects*	1 profile subject	43 out of 45
		2 profile subject	43 out of 45
	no less than 700 (f 800 points) points for each of the 2 core subjects*	1 profile subject	44 out of 45
		2 profile subject	44 out of 45

* are taken into account.

Note: The transfer of SAT scores to UNT points is subject to the availability of: SAT reasoning and SAT subject certificates. At the same time, applicants take the UNT on the subject of the History of Kazakhstan and the SAT subject scores are converted into UNT points, provided that the profile subjects coincide.

Option 2 – for students who have valid SAT Reasoning

The International Standardized SAT Test		UNT	
Types of test	point	Types of test	point
SAT reasoning	at least 950 points (out of 1600 points)	1 block (compulsory subjects) Reading literacy	11 out of 15
		Mathematical literacy	11 out of 15
	at least 1,050 points (out of 1600 points)	Reading literacy	12 out of 15
		Mathematical literacy	12 out of 15
	at least 1,150 points (out of 1600 points)	Reading literacy	13 out of 15
		Mathematical literacy	13 out of 15
	at least 1,250 points (out of 1600 points)	Reading literacy	14 out of 15
		Mathematical literacy	14 out of 15

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

Note: The transfer of SAT scores to UNT points is subject to the availability of: SAT reasoning certificate. At the same time, applicants take the UNT in the subject History of Kazakhstan and two core subjects.

The scale of conversion of the points of the international certificate of the standardized ACT test into UNT points

International Standardized Test ACT		UNT	
Types of test	point	Types of test	point
English	at least 19 points (out of 36 points) for each section	Reading literacy	11 of 15
Mathematic			
Reading		Mathematical literacy	11 of 15
English	at least 21 points (out of 36 points) for each section	Reading literacy	12 of 15
Mathematic			
Reading		Mathematical literacy	12 of 15
English	at least 23 points (out of 36 points) for each section	Reading literacy	13 of 15
Mathematic			
Reading		Mathematical literacy	13 of 15
English	at least 26 points (out of 36 points) for each section	Reading literacy	14 of 15
Mathematic			
Reading			

		Mathematical literacy	14 of 15
Science (biology, geography, chemistry, physics)	at least 19 points* (out of 36 points)	2 profile subjects	41 of 45
			41 of 45
Science (biology, geography, chemistry, physics)	at least 21 points* (out of 36 points)	2 profile subjects	42 of 45
			42 of 45
Science (biology, geography, chemistry, physics)	at least 23 points* (out of 36 points)	2 profile subjects	43 of 45
			43 of 45
Science (biology, geography, chemistry, physics)	at least 26 points* (out of 36 points)	2 profile subjects	44 of 45
			44 of 45

Note: The transfer of ACT points into UNT points is carried out on condition of passing the UNT on the subject of the History of Kazakhstan and ACT points are converted into UNT points, provided that the profile subjects coincide.

Table of comparability of SAT reasoning and ACT results

SAT score	The equivalent of the ACT
1600-1570	36
1560-1530	35
1520-1490	34
1480-1450	33
1440-1420	32
1410-1390	31
1380-1360	30
1350-1330	29
1320-1300	28
1290-1260	27
1250-1230	26
1220-1200	25
1190-1160	24
1150-1130	23
1120-1100	22
1090-1060	21
1050-1030	20
1020-990	19

The scale for converting the points of the International Baccalaureate IB program into UNT points

№	Subjects / grades	IB
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			1	2	3	4	5	6	7
1	Mathematics analysis and approaches / Mathematics: Application and interpretation (mathematical literacy)	UNT scores	5	8	10	12	13	14	15
2	Physics (core subject)		14	23	29	36	41	44	45
3	Chemistry (profile subject)		14	23	29	36	41	44	45
4	Biology (core subject)		14	23	29	36	41	44	45
5	Mathematical analysis and approaches / / mathematics: application and interpretation (profile subject)		14	23	29	36	41	44	45
6	World History (profile subject)		14	23	29	36	41	44	45
7	Information technology in the global community/ Computer Science (core subject)		14	23	29	36	41	44	45
8	English (A); English (B) (core subject)		14	23	29	36	41	44	45
9	Profile subjects		14	23	29	36	41	44	45

Note: The conversion of IB points into UNT points is carried out on condition of passing the UNT in the subjects History of Kazakhstan and Reading Literacy, and IB points are converted into UNT points provided that the profile subjects coincide.

The scale of conversion of the points of the International Baccalaureate A Level (E-Level) program into UNT points

№	Subjects / grades	UNT scores	A Level						
			U (1)	E (2)	D (3)	C (4)	B (5)	A (6)	A*(7)
1	Mathematics/Mathematics (mathematical literacy)	UNT scores	5	8	10	12	13	14	15
2	Profile subjects		14	23	29	36	41	44	45

Note: The transfer of A Level points to UNT points is carried out on condition of passing the UNT in the subjects of History of Kazakhstan and Reading Literacy and subject to the coincidence of specialized subjects.

The scale for converting the points of the certificate of international standardized IELTS tests into UNT points (profile subject/special discipline "Foreign language (English)")

№	Type of test	point	UNT scores in the profile subject "Foreign language (English)"	UNT scores in the special discipline "Foreign language (English)"
1	IELTS	6.0 and higher	45	50
2		5.5	41	46
3		5.0	37	42

Scale for converting certificate scores of international standardized tests TOEFL ibt, TOEFL itp, TOEFL pbt into UNT points (core subject/special discipline "Foreign language (English)")

№	Type of test	point	UNT scores in the profile subject "Foreign language (English)"	UNT scores in the special discipline "Foreign language (English)"
1	TOEFL ibt	79 and higher	45	50
2		71-78	41	46
3		65-70	37	42
1	TOEFL itp	543 and higher	45	50
2		500-542	41	46
3		451-499	37	42
1	TOEFL pbt	567 and higher	45	50
2		515-566	41	46
3		466-514	37	42

The form of conducting creative exams

The code and name of the group of educational programs	The code and name of educational programs in AlmaU	The duration of the training	Threshold score	Profile subjects	
				Creative exam 1 *	Creative exam 2
B042 - Journalism and reporting	6B03201 Public relations (PR)	3 years	50	Essay	An interview to identify professional suitability
	6B03203 New Media	3 years	50	Essay	An interview to identify professional suitability
	6B03204 Content, Marketing and Data Analysis (Media)	3 years	50	Written essay work	An interview to identify professional suitability
B023 Directing, art management	6B02103 Digital Film Making	3 years	50	Written work essay/ abstract or Presentation of an art project	Colloquium

* in related areas of higher education training, providing for shorter study periods.

Reduced terms of study (3 years and 2 years) (on a paid basis)	
College Graduate	Republican School of Physics and Mathematics, NIS
Stage 1. Checking for compliance with the terms of training	
2 years	3 years
Persons with TVET degree who are enrolled in related fields of study. It is not necessary to have an UNT for paid tuition	The UNT certificate is mandatory
Stage 2. Entrance tests	
Exam. An essay or an interview	
Stage 3: Announcement of the results	
Stage 4: Acceptance of documents and enrollment	

The form of the exam in the profile subject for applicants wishing to enroll in a shortened period of study after college and university for 2 years.

№	The OP cipher	Name of the OP	Shortened form of study on the basis of TVET, NIS (full-time education, FTE/ distance learning)	The form of the entrance tests	The topic is in Russian	Topics in the Kazakh language	Topics in English	Requirements (number of words)
1	6B04101	Management	FTE on the base of TVET DLT on the base of TVET DLT (for the second degree students)	Essay	1. Востребованность профессии менеджера в современном глобальном мире 2. Как изменится роль менеджера в эпоху глобализации и цифровизации 3. Основные характеристики эффективного менеджера в цифровой экономике	1. Қазіргі жаһандық әлемдегі менеджер мамандығының маңыздылығы 2. Жаһандану және цифрландыру дәуірінде менеджердің рөлі қалай өзгереді 3. Цифрлық экономикадағы тиімді менеджердің негізгі сипаттамалары	1. Why do organizations need a manager in the modern global world? 2. How will the role of a manager change in the age of globalization and digitalization? 3. Key characteristics of an effective manager in the digital economy	500 words
2	6B04103	Business administration in the field of entrepreneurship	FTE on the base of TVET	Interview	1. Что Вы считаете своим главным достижением на сегодняшний день и почему? 2. Что вы понимаете под предпринимательством? 3. Какой вклад вы можете принести в SEI AlmaU? (ценность вашего обучения на программе?) - Опыт создания проектов (школьная экскурсия, координация волонтерской команды, организация концерта, сбор средств ветеранам или обездоленным и др.)	1. Бүгінгі таңдағы басты жетістігіңіз не деп санайсыз және неліктен? 2. Кәсіпкерлік дегенді қалай түсінесіңдер? 3. SEI AlmaU-ға қандай үлес қоса аласыз? (бағдарламадағы оқуыңыздың құндылығы қандай?) - Жобаны құру тәжірибесі (мектептік экскурсия, еріктілер тобын үйлестіру, концерттер ұйымдастыру, ардагерлерге немесе аз қамтылғандарға қаражат жинау және т.б.)	1. What do you understand by entrepreneurship? 2. What contribution can you make to SEI AlmaU? (value of your training in the program?) 3. Experience in project creation (school field trip, volunteer team coordination, concert organization, fundraising for veterans or the disadvantaged, etc.)	5-7 min
3	6B04189	Urbanism and city management	FTE on the base of TVET	Motivation letter and interview	1. Почему я хочу учиться по образовательной программе «Урбанистика и сити-менеджмент»?	1. Неге мен «Урбанистика және сити-менеджмент» білім беру бағдарламасы бойынша оқығым келеді?	1. Why do I want to study under the educational program "Urban and City Management"?	500 words
5	6B04104	Marketing	FTE on the base of TVET DLT on the base of TVET DLT (for the second degree students)	Essay	1.Преимущества работы маркетологом в Республике Казахстан 2.Нейромаркетолог - профессия будущего 3. Использование новых технологий в маркетинге	1. Қазақстан Республикасында маркетолог ретінде жұмыс істеудің артықшылықтары 2. Нейромаркетолог - болашақ мамандығы 3. Маркетинге жаңа технологияларды қолдану	1. Advantages of working as a marketer in the Republic of Kazakhstan 2. Neuromarketer is the profession of the future 3. The use of new technologies in marketing	500 words
6	6B04105	Finance	FTE on the base of TVET DLT on the base of TVET DLT (for the second degree students)	Essay	1. Как стать успешным финансистом? 2. Как финансовые технологии меняют наш мир? 3. Действительно ли налоги - это та цена, которую мы платим за возможность жить в цивилизованном мире?	1. Қалай табысты қаржыгер болуға болады? 2. Қаржылық технологиялар әлемімізді қалай өзгертеді? 3. Салықтар шынымен өркениетті әлемде өмір сүру мүмкіндігі үшін төлейтін баға ма?	1. How to become a successful financier? 2. How fintech changes our world? 3. Are taxes really the price we pay for the opportunity to live in a civilized world?	500 words
7	6B04190	Business Analytics and Economics	FTE on the base of TVET	Essay	1. Почему растут цены и как их сдержать? 2. Какие изменения я бы внес в развитие страны если бы стал министром национальной экономики Казахстана 3. Какой сектор экономики, по вашему мнению, нуждается в большей помощи со стороны государства и почему?	1. Бағалар неге өсуде және оларды тежеу шаралары қандай? 2. Қазақстанның Ұлттық Экономика министрі болсам, елдің дамуына қандай өзгерістер енгізер едім 3. Сіздің ойыңызша, экономиканың қай саласы мемлекет көмегіне көбірек мұқтаж және неліктен?	1. Why the prices are growing and how them can be ceased? 2. If I was the minister of national economy, what kind of changes i would make? 3. In you opinion, which sector of the economy require more support from the government?	500 words
9	6B04106	Accounting and auditing	FTE on the base of TVET DLT on the base of TVET	Essay	1. Моя профессия - Бухгалтер 2. Роль бухгалтера в цифровизации экономики 3. Бухгалтер как призвание и профессия.	1. Есепші – менің мамандығым. 2. Экономиканы цифрландырудағы бухгалтердің рөлі. 3. Бухгалтер бейімділік және мамандық ретінде		500 words
10	6B04201	Jurisprudence	FTE on the base of TVET DLT on the base of TVET DLT (for the second degree students)	Essay	1. Ограничения свободы договора 2. Влияние изменений законодательства на права и обязанности субъектов правоотношений 3. Совершенствование законодательства Республики Казахстан: проблемы и перспективы 4. Проблемы системы права и системы законодательства	1. Шарт еркіндігінің шектеулері 2. Заңнамаға енгізілетін өзгертулердің құқықтық қатынастар субъектілерінің құқықтары мен міндеттеріне әсері 3. Республикасының заңнамасын жетілдіру: мәселелер мен даму болашағы 4. Құқық жүйесі мен заңнама жүйесінің мәселелері	1. Restrictions on freedom of contract 2. The impact of changes in legislation on the rights and obligations of subjects of legal relation 3. Improving the legislation of the Republic of Kazakhstan: problems and prospects 4. Problems of the system of law and the system of legislation	300 words

11	6B03201	Public relations	FTE on the base of TVET	Essay	<p>1. PR в Казахстане: настоящее и будущее. 2. Какими качествами должен обладать PR специалист. 3. Влияние PR на современное общество. 4. Чем отличается PR от маркетинга. 5. Имидж и репутация Казахстана на международной арене.</p>	<p>1. Қазақстандағы PR: бүгінгі мен болашағы. 2. PR маманы қандай қасиеттерге ие болуы керек. 3. PR-дың қазіргі қоғамға әсері. 4. PR мен маркетингтің айырмашылығы неде. 5. Қазақстанның халықаралық аренадағы беделі мен имиджі.</p>	<p>1. PR in Kazakhstan: present and future. 2. Qualities of a PR specialist. 3. The impact of PR on modern society. 4. The difference between PR and marketing. 5. Image and reputation of Kazakhstan in the international arena.</p>	500 words
12	6B11101	Restaurant and hotel business	FTE on the base of TVET	Essay	<p>1. Технологические тренды гостинично-ресторанного бизнеса в новую эпоху 2. Новая концепция казахского национального ресторана в контексте развития городской среды</p>	<p>1. Жаңа дәуірдегі қонақ үй және мейрамхана бизнесінің технологиялық үрдістері 2. Қалалық ортаны дамыту контекстіндегі қазақ ұлттық мейрамханасының жаңа тұжырымдамасы</p>	<p>1. Technological trends in the hotel and restaurant business in the new era 2. A new concept of the Kazakh national restaurant in the context of urban environment development</p>	500 words
13	6B11188	Tourism and event management	FTE on the base of TVET	Essay	<p>1. Тренды внутреннего туризма в современную эпоху 2. Цифровой туризм: как новые технологии меняют индустрию путешествий</p>	<p>1. Қазіргі дәуірдегі ішкі туризмнің трендтері 2. Сандық туризм: жаңа технологиялар саяхат индустриясын қалай өзгертеді.</p>	<p>1. Trends of domestic tourism in the modern era 2. Digital tourism: How new technologies will change the travel industry.</p>	500 words
14	6B11301	Logistics	FTE on the base of TVET	Essay	<p>1. Развитие транспортной логистики в Республике Казахстан 2. Каковы транзитные возможности Казахстана 3. Современные информационные технологии в логистике</p>	<p>1. Қазақстан Республикасында көлік логистикасының дамуы 2. Қазақстанның транзиттік мүмкіндіктері қандай 3. Логистикадағы заманауи ақпараттық технологиялар</p>	<p>1. Development of transport logistics in the Republic of Kazakhstan 2. What are the transit opportunities of Kazakhstan 3. Modern information technologies in logistics</p>	500 words
15	6B06101	Information systems	FTE on the base of TVET	Interview	<p>1. Почему вы выбрали IT направление? 2. Почему нам стоит принять на учебу именно вас? 3. Что вы знаете об IT-стартапах?</p>	<p>1. Неліктен IT бағытын таңдадыңыз? 2. Неліктен сізді оқуға қабылдауымыз керек? 3. IT-стартаптар туралы не білесіз?</p>	<p>1. Why did you choose the direction of ICT? 2. Why should we accept you for study? 3. What do you know about IT startups?</p>	5–7 min
16	6B03103	Sports Psychology	DLT (for the second degree students)	Essay	<p>1. Спортивный психолог: проблемы и перспективы деятельности 2. Востребованность профессии спортивного психолога в современном глобальном мире 3. Преимущества работы спортивным психологом в Республике Казахстан</p>			500 words

to the Standard rules for admission
to study in educational organizations
implementing
educational programs
of higher education

The standard of the state service "Acceptance of documents and enrollment in organizations of higher and (or) postgraduate education for training in educational programs of higher education"		
1.	Name of the service provider	The public service is provided by organizations of higher and postgraduate education (HEIs) (hereinafter referred to as the service provider).
2.	Ways of providing public services	The acceptance of the application and the 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 the provision of public services	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 provision	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 HEI. 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 drawn up on paper. When contacting 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 – EDS) of an 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 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 work schedule of the service provider from 9.00 to 18.30 hours, with a lunch break from 13.00 to 14.30 hours. Portal: around the clock, except for technical interruptions 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 next working day. The addresses of places where public services are provided are posted on: 1) the Ministry's Internet resource: www.edu.gov.kz ; 2) the portal: www.egov.kz .
8.	The list of documents required for the provision of public services	when contacting the service provider: 1) application addressed to the head of the HEI in any form; 2) document on general secondary, technical and vocational, post-secondary or higher education (original); 3) identity document (required for identification); 4) 6 photos (3 x 4 cm); 5) medical certificate in the form 075/y in electronic format, approved by 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 social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted;

		<p>6) UNT certificate;</p> <p>7) 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");</p> <p>8) electronic certificate of the award of an educational grant.</p> <p>Service recipients are citizens from among the disabled of groups I, II, disabled since childhood, disabled children, persons equated with benefits and guarantees to participants and invalids 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 among the young people who have lost or are left without parental care until they reach adulthood, they additionally submit documents confirming the granting of preferential rights and a quota.</p> <p>Persons with 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.</p> <p>The document listed in subparagraph 2) is provided in the original and copies, after verification of which the original is returned to the service recipient.</p> <p>when contacting through the portal:</p> <ol style="list-style-type: none"> 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). <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 lifted;</p> <ol style="list-style-type: none"> 5) UNT certificate; 6) a copy of the military ID / registration certificate; 7) electronic certificate of the award of an educational grant (if available). <p>Information about an identity document, about general secondary (general secondary), technical and professional (primary and secondary vocational, post-secondary) education, a medical certificate, an electronic UNT certificate and an electronic certificate of awarding an educational grant (if available in information systems), the service provider receives through an information system from the relevant state information systems through the gateway of the "electronic government".</p> <p>After receiving a notification in the "personal account" by the service recipient on the portal about the acceptance of documents for enrollment in the HEI, the service recipient submits the original documents to the service provider within the period from August 10 to August 25 of the calendar year.</p> <p>To enroll citizens who have served military service, provide the following documents to the admissions committee of the HEI:</p> <ol style="list-style-type: none"> 1) an application addressed to the head of the HEI in any form; 2) document of education (original); 3) an identity document (required for identification); 4) 6 photos 3 x 4 cm; 5) a medical certificate in the form 075/y in electronic format, approved by 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 social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted; 6) a copy of the military ID / registration certificate; 7) a certificate confirming the passage of military service (received at the PSC or through the e-GOV information system).
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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 a public service, and (or) the data (information) contained therein; 2) non-compliance of the service recipient and (or) the submitted materials, objects, data and information necessary for the provision of public services with the requirements established by regulatory legal acts of the Republic of Kazakhstan.
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 allowed 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 numbers of the service provider's information services on 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>

Statement

**To the Rector of Almaty Management
University**

Kurenkeeva G.

_____ (Last name, first name, patronymic)

Residential address: index _____ area _____ city _____
_____ district _____
street _____ house _____ sq. _____

Certificate/passport № _____ issued (by whom) _____
Date of issue _____ Citizenship _____
Nationality _____ Date of birth _____
IIN _____ Phone (home) _____
Phone (mob.) _____ e-mail _____

I ask you to accept an application for admission on a paid basis to the bachelor's degree program at the Educational Institution "Almaty Management University":

I ask you to accept an application for admission to the bachelor's degree program on a state grant in the Educational institution "Almaty Management University":

Group of educational programs (code and name) _____

Name of educational programs _____

Форма обучения The form of education _____ Language Department _____

Information about parents/guardians (for Bachelor's degree programs):

underline what is necessary

Full name of the mother /caregiver _____

Place of work/position _____

tel. _____ tel. (mob.) _____

e-mail _____

Full name of the father/ caregiver _____

Place of work/position _____

tel. _____ tel. (mob.) _____

e-mail _____

Number of children in the family: _____

Additional information

1. Which educational institution and when did you graduate (no./name of the school, lyceum, gymnasium, college, university)

2. Disability (underline) is available/not available

Group № _____, category (disabled child/ acquired) _____

Certificate № _____, date _____

3. A complete orphan / without a mother, without a father (underline)

4. Children from families with four or more minor children (underline) yes / no

5. Children from single-parent families who have this status for at least three years (underline) Not really

6. Children from families raising disabled children from childhood, disabled people of group I/ II - (underline) yes / no

7. Special distinctions (winner or prize-winner of national and international scientific competitions of schoolchildren and Olympiads in general education subjects, competitions of performers and sports competitions)

8. Who will you live with during your studies – with your parents, with relatives, in an apartment alone / with friends, other (specify)

« ____ » _____ 20 ____ г.

Signature _____

With a minor child:

The parent/Guardian

« ____ » _____ 20 ____ г.

Signature _____

Consultant: _____

Signature _____

Technical Secretary: _____

Signature _____

MINUTE №

creative exam on the EP code « _____ »
« _____ » 202__ г. from _____ hour. _____ min. up to _____ hour. _____ min.

Present:

Chairman of the Creative Exams Examination Committee
Full name, position

Members of the Commission:

Full name, position
Full name, position

about passing the entrance exam for the EP code « _____ »

Applicant _____

The topic of the essay: _____

1. Recognize that the applicant _____
(last name, initials)

I passed the creative exam on the OP cipher « _____ »

with an assessment (maximum score 45) _____
(estimation)

Note that the applicant _____
(last name, initials)

3. Special opinions of the members of the State Attestation Commission

Chairman

Full name, position

**Members of the
Commission**

Full name, position

**Members of the
Commission**

Full name, position

**Members of the
Commission**

Full name, position

Technical Secretary

Full name, position

Summary examination sheet No.
Creative exam on the EP code « _____ »

№	last name first name patronymic	Evaluation Exam 1	Evaluation Exam 2	Final assessme	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Chairman	_____	Full name, position
Members of the Commission	_____	Full name, position
Members of the Commission	_____	Full name, position
Members of the Commission	_____	Full name, position
Technical Secretary	_____	Full name, position

Date « » _____ 202__ г.

Dean _____ Full name, position

Executive Secretary of the Admissions Committee _____ Full name, position

Examination sheet no.

Creative exam on the EP code « _____ »

№	last name first name patronymic	Evaluation	Signature
1			
2			
3			
4			
5			
6			
7			

Chairman		Full name, position
Members of the Commission		Full name, position
Members of the Commission		Full name, position
Members of the Commission		Full name, position
Technical Secretary		Full name, position

Date « » _____ 202__ г.

Dean _____ Full name, position

Executive Secretary of the Admissions Committee _____ Full name, position

MINUTE №
the entrance exam for the EP
Code « _____ »

« _____ » 202__ г. from _____ hour. _____ min. up to _____ hour. _____ min.

Present:
Chairman of the Examination Committee

Members of the Commission:

about passing the entrance exam for the EP code

Members of the Commission « _____ »

The applicant is being examined

The topic of the essay: _____

2. Recognize that the applicant _____
(last name, initials)

I passed the entrance exam for the EP code « _____ »
with an assessment (maximum score 50/70) _____
(estimation)

3. Note that the applicant _____
(last name, initials)

Chairman		Full name, position
Members of the Commission		Full name, position
Members of the Commission		Full name, position
Members of the Commission		Full name, position
Technical Secretary		Full name, position

The entrance exam for the EP code _____

№	last name first name patronymic	Evaluation	Signature
1			
2			
3			
4			
5			

Chairman		Full name, position
Members of the Commission		Full name, position
Members of the Commission		Full name, position
Members of the Commission		Full name, position
Technical Secretary		Full name, position

Date « » _____ 202__ г.

Dean _____ Full name, position

Executive Secretary of the Admissions Committee _____ Full name, position