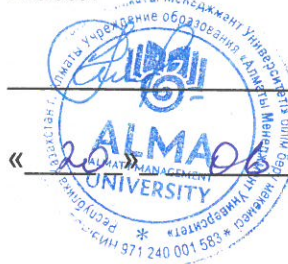




ALMA
ALMATY MANAGEMENT
UNIVERSITY

Approved by
Rector



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1. Purpose of the document

These Rules for Admission to Postgraduate Educational Programs (hereinafter referred to as the Rules) establish a uniform procedure and conditions for admission of applicants to study at the Educational Institution "Almaty Management University" (hereinafter referred to as AlmaU, University) in postgraduate education programs.

2. The purpose of this document is:

- regulation of procedures for the admission of citizens of the Republic of Kazakhstan, foreign citizens, stateless persons and kandases (ethnic Kazakhs) in accordance with the current legislation of the Republic of Kazakhstan;
- ensuring openness, transparency and objectivity of the competitive selection of applicants;
- respect for the academic rights of applicants and prevention of discrimination on any grounds.

3. These Rules have been developed on the basis of the Model Admission Rules approved by the order of the Minister of Education and Science of the Republic of Kazakhstan and apply to all forms and conditions of education implemented at AlmaU.

2. Scope of the document

The requirements of the Rules are mandatory for all structural divisions of the University participating in the organization and conduct of admission to study.

3. References

These Rules have been developed on the basis of regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan and other authorized state bodies: the Constitution of the Republic of Kazakhstan dated August 30, 1995;

- Law of the Republic of Kazakhstan dated July 27, 2007 № 319 - III "On Education" with amendments and additions as of June 16, 2025 (hereinafter the Law on Education);
- Law of the Republic of Kazakhstan № 88-V "On public services";
- Order of the Ministry of Education and Science (hereinafter referred to as the MES) of the Republic of Kazakhstan № 600 "On approval of the Standard Rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education" (hereinafter referred to as the Standard Rules) (including the latest amendments before the start of the Admissions Committee);
- Order of the Ministry of Education and Science of the Republic of Kazakhstan № 190 "On approval of the Rules for conducting comprehensive testing" (hereinafter referred to as the Rules for conducting CT);
- Order of the Ministry of Education and Science of the Republic of Kazakhstan № 247 "On approval of the list of groups of educational programs that determine the

socio-economic development of the village, for which a quota for admission to organizations of higher and postgraduate education of the Republic of Kazakhstan is provided";

- Classifier of areas of training of personnel with higher and postgraduate education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan № 569.

- Order of the Minister of Investment and Development of the Republic of Kazakhstan № 1187 "On approval of the Rules for verifying the authenticity of an electronic digital signature";

- Resolution of the Government of the Republic of Kazakhstan № 390 "On approval of the Rules for sending a specialist to work, granting the right to independent employment, exemption from the obligation or termination of the obligation to work by citizens who studied on the basis of a state educational order;

- Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 № 443 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;

4. Terms and abbreviations

The following definitions are used in these Rules:

1) Applicant is a citizen of the Republic of Kazakhstan, a foreign citizen or a stateless person who meets the requirements and conditions stipulated by these Rules;

2) KAZTEST is a system for assessing the level of proficiency in the Kazakh language by citizens of the Republic of Kazakhstan and foreign citizens operating in the territory of the Republic of Kazakhstan.

3) Comprehensive testing (hereinafter referred to as CT) is a form of examination conducted simultaneously in several academic disciplines using information and communication technologies;

4) CT in electronic format – testing conducted using a personal computer for each test subject;

5) Paper-based CT is a test conducted using a questionnaire book and an answer sheet for each test taker;

6) Personal Account – a personal online service that provides applicants with an individual space on the University website after registration;

7) The Admissions Committee is a consultative and advisory body at the University, created for the purpose of implementing measures for admission to postgraduate education programs;

8) Master's and/or PhD program is an educational program of higher education, confirmed by a diploma conferring an academic degree of postgraduate education;

9) The University website is the official Internet resource of the University: www.almau.edu.kz;

10) TGO – test to determine readiness for learning.

11) IELTS (International English Language Testing System) is a standardized test of English language proficiency administered by the British Council, Cambridge University ESOL, and IDP Education Pty Ltd;

12) SAT Reasoning Test is a standardized test for admission to US higher education institutions. 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 is a standardized test used to assess students' ability to study specific subjects for admission to an undergraduate program at a U.S. institution of higher education. There are 20 subject tests in five subject areas: English, history, languages, mathematics, and science;

14) TOEFL (Test of English as a Foreign Language) is a standardized test for determining the level of English language proficiency developed by Educational Testing Service (ETS) (Princeton, New Jersey, USA), whose formats are TOEFL iBT (Internet-based Test) and TOEFL PBT (Paper-based Test).

5. Responsibility

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

- familiarization with these Rules by all members of the AlmaU Admissions Committee;
- control over the implementation of the requirements of these Rules;
- ensuring compliance with admission deadlines.

5.2. The School Dean / Center Directors are responsible for:

- familiarization of school and center staff with these Rules;
- joint organization and conduct of examinations;
- compliance with the requirements of these Rules.

5.3. The Methodology Department is responsible for:

- provision of data on approved educational programs for the next academic year;
- ensuring the availability and validity of the license for educational programs;
- Provision of the student's academic calendar at the time of admission.

5.4. The Recruiting department, consultants and marketing management during

The admissions committee is responsible for:

- Providing reliable information about educational programs;
- Information about the cost of educational programs;
- Organization and implementation of the admissions campaign.

5.5. The IT Operations and Digital Development departments are responsible for:

- timely provision of equipment to technical secretaries, recruiters and consultants;
- prompt response when technical problems arise;

- providing access to the information system;
- ensuring data security and safety.

5.6. The Infrastructure department is responsible for:

- Organization and provision of technical conditions on the site during the acceptance committee.

5.7. The Student Support Centre is responsible for:

- providing reliable consultations on issues related to transfer from another university and/or from one educational program to another;
- providing reliable advice on issues of discounts and grants;
- informing about changes in the translation rules.

5.8. The Director of the Legal Department is responsible for:

- coordination and verification of these Rules for compliance with 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 compliance with the requirements of these Rules.

5.11. The Registrar's Office is responsible for:

- issuing orders based on submissions from the admissions committee;
- acceptance of personal files of admitted students from the admissions committee on the basis of acceptance certificates;

5.12. The Technical Secretary is responsible for:

- acceptance of a complete package of documents from the applicant;
- checking the correctness of personal data and attached documents in the database;
- creation of a personal file of the applicant with the attachment of a full package of documents, a receipt and an agreement for the provision of educational services;
- ensuring the safety of electronic documents used during the admissions campaign after its completion;
- transfer of personal files of admitted applicants to the Registrar's Office on the basis of acceptance certificates.

6. Process execution order

6.1. Basic Provisions

6.1.1. In order to organize the acceptance of documents entering the university, conduct entrance examinations and enroll students in AlmaU, an Admissions Committee is created by decision of the Academic Council. The regulations of its work are determined by the Rules for Admission to Bachelor's and Postgraduate Educational Programs of AlmaU, developed in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan № 600 "On approval of the Model Rules for Admission to Study in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education".

6.1.2. The Admissions Committee shall include the Rector, Vice-Rectors, School Deans, Center Directors, representatives of structural divisions and faculty. The number of members of the Committee shall be odd.

Functions of the Admissions Committee:

6.1.3. For applicants to the Master's program, the Admissions Committee carries out:

1) consultation on the choice of a group of postgraduate educational programs, as well as information on the CT and/or entrance examination procedures.

6.1.4. For applicants to doctoral studies, the Admissions Committee carries out:

- 1) consultation on the choice of a group of educational programs and information on entrance examinations;
- 2) organization of the reception and verification of incoming documents;
- 3) organizing and checking entrance examinations for groups of educational programs.

6.1.5. AlmaU develops, approves and ensures compliance **with the Rules for Admission to Postgraduate Educational Programs**, based on the Model Rules for Admission to Study in Educational Organizations Implementing Higher and Postgraduate Educational Programs, approved in accordance with subparagraph 11) of Article 5 of the Law of the Republic of Kazakhstan "On Education" and subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On State Services". These Rules determine the procedure for admission to training in educational organizations implementing educational programs of postgraduate education and the provision of the state service "Acceptance of documents and enrollment in higher educational institutions for training in educational programs of postgraduate education".

6.1.6. Admission of master's and doctoral students to AlmaU is carried out on a competitive basis based on the results of comprehensive testing (CT) or entrance examinations, within the framework of the state educational order in scientific, pedagogical and specialized areas, as well as at the expense of students and other sources.

Admission for targeted training is carried out in a similar manner - on a competitive basis.

6.1.7. Persons who have completed their studies at foreign higher and postgraduate education institutions (HPE) in countries where the state or official language is English and who hold diplomas from institutions that have undergone specialized accreditation by accreditation bodies included in the registers and (or) associations of member countries of the Organization for Economic Cooperation and Development (OECD) are exempt from testing in the "Foreign Language" block (English language) upon admission to master's and doctoral programs with Kazakh or Russian as the language of instruction. The exemption is valid for 5 years from the date of completion of studies.

6.1.8. AlmaU submits to the authorized bodies in the field of education, health care and culture a final report on admission and copies of orders for enrollment in master's and doctoral programs under the state educational order within 10 calendar days.

6.1.9. Admission of foreign citizens to master's and doctoral programs is carried out on a fee-paying basis, based on the results of an interview conducted by the admissions committee. AlmaU during the calendar year.

Enrollment of foreign citizens is carried out in accordance with the academic calendar, no later than 5 (five) calendar days before the start of the next academic period.

- Educational documents issued by foreign educational organizations are recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

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

- Educational documents undergo a recognition procedure after enrollment during the first academic period.

6.1.10. Admission to MBA and DBA groups is carried out by the relevant departments of AlmaU independently.

6.1.11. AlmaU does not accept applications in the following cases:

- 1) the presence of a decision by an authorized body to suspend, revoke or deprive a license and (or) an appendix to a license for educational activities;

- 2) absence or termination of accreditation, with the exception of organizations under the President of the Republic of Kazakhstan and military and special educational institutions;

- 3) identification of gross violations during state control and (or) during the trial based on its results;

- 4) exclusion of an educational program from the Register of Educational Programs approved by the authorized body.

6.2. Procedure for admission to the Master's degree programs

6.2.1. Applications for the Master's program are accepted by the AlmaU Admissions Committee and/or through the NTC information system within the following deadlines:

Summer admission:

- 1) from June 1 to July 8 of the current year – registration and submission of applications through the NTC information system;

- 2) conducting comprehensive testing (CT) – within the timeframes established by the NCT;

- 3) from August 15 to August 28 of the current year – enrollment in AlmaU;

Winter admission:

- 1) from October 28 to November 10 of the current year – registration and submission of applications through the NTC information system;

- 2) conducting comprehensive testing (CT) – within the timeframes established by the NCT;

- 3) from December 26 to January 10 – enrollment in AlmaU.

6.2.2. Persons who have completed higher education programs are admitted to the Master's program.

6.2.3. Comprehensive testing (CT) is carried out in accordance with the Rules for conducting comprehensive testing, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated April 28, 2020 № 190 (registered in the Register of state registration of regulatory legal acts under № 18657).

CT is conducted by the National Testing Center of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as NTC) at specially designated locations.

Based on the results of the CT, an electronic certificate is issued, the authenticity of which is confirmed through the official website of the NCT.

6.2.4. Persons entering the Master's program in the period from August 25 to August 28 of the current year shall provide the service provider (through the AlmaU Admissions Committee, hereinafter referred to as the service provider) or through the "electronic government" web portal (www.egov.kz, hereinafter referred to as the portal) with a package of original documents stipulated by paragraph 8 of the List of Basic Requirements for the Provision of the Public Service "Acceptance of Documents and Enrollment in Higher and (or) Postgraduate Education Organizations for Study in Postgraduate Educational Programs" (hereinafter referred to as the List of Basic Requirements), in accordance with Appendix 6 to these Rules.

The list of basic requirements contains characteristics of the process, form, content and result of the provision of the service, as well as other information taking into account the specifics of its provision.

6.2.5. Admission of persons who have completed compulsory military service to the Master's program on a fee-paying basis is carried out without entrance examinations based on the results of an interview conducted by the AlmaU Admissions Committee during the calendar year. Enrollment is carried out no later than 5 (five) calendar days before the beginning of the next academic period in accordance with the academic calendar.

6.2.6. Applicants to the scientific and pedagogical master's program take a CT test, which includes: a test in a foreign language (English, German, French - optional; a test on the profile of a group of educational programs; a test to determine readiness for training (optional in Kazakh or Russian).

Persons applying for a specialized master's degree:

- with Kazakh or Russian language of instruction - take a test on the profile of a group of educational programs and a test to determine readiness for study (optional - in Kazakh or Russian);
- with English as the language of instruction - take a test on the profile of a group of educational programs in English and a test to determine readiness for study (optional - in Kazakh, Russian or English).

6.2.7. Applicants to a Master's degree may be exempt from taking a foreign language test if they have a valid international certificate confirming knowledge of the language at a level corresponding to the Common European Framework of Reference (CEFR), according to the scale of conversion of points (Appendix № 1):

English language:

- IELTS Academic (International English Language Testing System Academic);
- TOEFL IBT (Test of English as a Foreign Language Internet-based test);

German language:

- DSH (Deutsche Sprachprüfung für den Hochschulzugang),
- TestDaF -Proofing;

French language:

- TFI (Test de Français International™),
- DELF (Diplôme d'Études en Langue française),
- DALF (Diplôme Approfondi de Langue française),
- TCF (Test de connaissance du français).

The certificate data must be entered when submitting an application for participation in the CT and the competition.

The transfer of points is made when submitting an application for participation in the competition for educational grants or when enrolling on a paid basis (Appendices 1-3).

6.2.8. Applicants to educational programs in the field of "Information and Communication Technologies" and the direction of "Business and Management" may be exempt from the foreign language test and the test to determine readiness for study if they have a GRE certificate:

- scientific and pedagogical master's degree with Russian language of instruction
- with an international certificate of passing the standardized GRE test (Graduate Record Examinations), according to the scale (Appendix № 2).
- a specialized master's degree program with Kazakh, Russian or English language of instruction - subject to a GRE certificate, according to the scale (Appendix 3).

6.2.9. Applicants to educational programs in the field of "Business and Management", with a GMAT certificate (Graduate Management Admission Test), are exempt from passing the CT for master's programs with Kazakh, Russian or English language of instruction. GMAT certificate data is entered when applying for participation in the competition or when applying on a fee-paying basis (Appendix № 4)

6.2.10. The authenticity and validity of the presented international certificates are checked by the AlmaU Admissions Committee when applying for participation in the competition for educational grants or when enrolling on a paid basis.

6.2.11. Applicants to a Master's degree program indicate in their application one group of educational programs and up to 3 (three) organizations of higher and postgraduate education (OHPE).

6.2.12. Enrollment is carried out based on the results of the CT upon reaching the established threshold score:

- scientific and pedagogical master's degree (Kazakh/Russian language of instruction):
 - Total score – at least 75 out of 150;
 - Foreign language – at least 25 points;
 - First specialized discipline – at least 7 points;
 - the second specialized discipline – at least 7 points;
 - test of readiness for learning – at least 7 points.
- Specialized Master's degree (Kazakh/Russian language of instruction):

- Total score - at least 30 out of 70;
 - first specialized discipline – at least 7 points,
 - the second specialized discipline – at least 7 points.
- Profile Master's degree (English language of instruction):
 - Total score - at least 30 out of 70;
 - first specialized discipline – at least 7 points;
 - the second specialized discipline – at least 7 points.

Additionally: persons with at least 5 years of experience in managerial positions (in accordance with the registers of civil servant positions) or 10 years of experience in the profile of the educational program of the specialized master's degree may be enrolled based on the results of an interview conducted by the admissions committee of the OHPE.

6.3. Procedure for admission to doctoral studies

6.3.1. Applications for doctoral studies are accepted by the AlmaU Admissions Committee and/or through the NTC information system within the following deadlines:

Summer admission:

- 1) from July 3 to August 3 of the current year – registration and submission of applications to the NTC;
- 2) from August 4 to August 20 of the current year – entrance examinations for doctoral studies;
- 3) from August 15 to August 28 of the current year – enrollment in AlmaU;

Winter admission:

- 1) from October 25 to November 10 of the current year – registration and submission of applications to the NTC;
- 2) from October 28 to November 10 of the current year - entrance examinations for doctoral studies;
- 3) from December 26 to January 10 – enrollment in AlmaU.

6.3.2. Persons with a master's degree and at least 9 (nine) months of work experience are allowed to enroll in doctoral studies.

Also admitted are persons who have completed a scientific and pedagogical master's degree and/or completed a specialized master's degree with subsequent mastery of an educational program in a pedagogical profile.

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

6.3.4. In the period from August 22 to August 28 of the current year, applicants must provide a package of original documents:

- to the service provider (through the admissions committee of the OHPE) and (or)
- through the portal www.egov.kz,

in accordance with paragraph 8 of the List of Basic Requirements (Appendix № 6 to these Rules).

The list includes characteristics of the process, form, content and result of the provision of the service, as well as other information, taking into account the specifics of the provision of the public service.

6.3.5. Applicants to doctoral studies are required to provide a valid international certificate confirming knowledge of a foreign language at a level of at least B1 (CEFR):

English language:

International English Language Tests System Academic (IELTS Academic) - at least 5.0 points;

Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) - at least 35 points;

Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) - at least 417 points;

TOEIC (Test of English for International Communication) - at least 550 points;

Duolingo English Test - at least 80 points;

German language:

Deutsche Sprachprüfung fuer den Hochschulzugang Niveau B1 (DSH, Niveau B1) - not lower than level B1;

TestDaF-Prüfung Niveau B1 (testdaf-prüfung niveau B1) (TDF Niveau B1) (TYDIEF, niveau B1) - not lower than level B1;

French language:

Test de Français International (TFI) - not lower than level B1 in the reading and listening sections;

Diplôme d'Études en Langue française (DELFB) - not lower than level B1;

Diplôme Approfondi de Langue française (DALF) - not lower than level B1;

Test de connaissance du français (TCF) - not lower than level B1.

Applicants with a certificate (TOEFL ITP (Test of English as a Foreign Language Institutional Testing Program) undergo additional testing before the entrance exams begin.

6.3.6. Applicants to the educational program groups in the fields of "Information and Communication Technologies" and "Business and Management", if they have an international GRE certificate, are exempt from writing an essay and a test to determine their readiness for study.

They pass an examination block on the profile of a group of educational programs. The transfer of points is carried out according to Appendix № 5.

The certificate details must be entered when submitting the application.

6.3.7. The entrance examination for the programs is conducted in computer format, in organizations determined by the authorized body (Appendix 7).

The exam consists of:

interviews with applicants (20 minutes);

writing essays and answering exam questions on the group profile (190 minutes).

The final grade is the sum of the points for the essay, profile questions and interview.

Persons with disabilities are given additional time of up to 60 minutes if they have a document certifying their disability.

The results of the entrance exams are published the following day. The electronic certificate is posted in the applicant's personal account and on the NTC website.

The certificate is valid from the exams held on August 4–20 until December 1 of the current year;

The certificate is valid from the exams of November 18 to December 11 until March 1 of the following year.

6.3.8. Essay topics and profile questions are approved by the AlmaU collegial body 2 months before the exam and on the official AlmaU websites.

6.3.9. After conducting examinations in computer format, the NTC reviews video recordings within 3 (three) months.

In case of certificate cancellation, AlmaU sends a notification to the applicant.

6.3.10. The interview is conducted by AlmaU before passing the examination blocks.

It is conducted remotely with mandatory video communication. The video recording is stored for at least 3 years.

The results are recorded in a protocol signed by all members of the commission.

In case of failure to appear for an interview, 0 points are awarded.

6.3.11. For the period of entrance examinations, examination committees are formed for groups of educational programs.

It is permitted to form one commission for related areas.

The commissions are formed from the faculty and staff of the University who have an academic degree (doctor, candidate of science, doctor of philosophy (PhD)).

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

The composition is approved by order of the rector and sent to the authorized body.

The work is checked by an individual code and the results are transferred to the NTC via the information system.

6.3.12. The minimum passing score for admission on a paid basis or under a state educational order is no less than 75 out of 100 points.

6.3.13. Unutilized state grants, including targeted ones, are returned to the authorized bodies (education, health care, culture) for redistribution by September 5 of the current year among groups of educational programs.

6.4. Work of appeal commissions

6.4.1. An appeal application from applicants to doctoral studies must be submitted in person to the chairman of the appeal committee and/or through the NTC information system before 13:00 the following day after the announcement of the entrance examination results.

The following are subject to consideration:

- essay and answers to examination questions on the profile of the educational program group - within one working day from the date of application.

The appeal is under consideration due to a technical reason.

only if there are factual errors that affect the test result (for example, the absence of a fragment of the task: text, diagram, drawing, table), making it impossible to determine the correct answer.

In this case, the statement must contain specific, substantiated facts.

The appeal on the content of the entrance exam, conducted in computer format, is held from 13:00 to 13:40. Duration - 40 minutes.

6.4.2. When considering an appeal, the person who submitted the application is required to provide an identity document.

6.4.3. Decisions of appeal commissions are taken by a majority vote of the total number of commission members. In case of a tie, the vote of the commission chairman is decisive. The course of the meeting and the decision taken are recorded in a protocol signed by the chairman and all members of the commission.

6.4.4. In case of equal competitive scores for admission to doctoral studies, preference is given to:

- persons who have scored the highest score on the entrance exam in the profile of the educational program group;

- in case of equal points - based on the essay results;

- further scientific achievements corresponding to the profile of the program are taken into account:

- publications in scientific journals, including those included in the 1st–2nd quartile of Journal Citation Reports (Web of Science, Clarivate Analytics) for the last 3 years;

- patents, certificates of scientific developments;

- certificates of awarding scientific scholarships and grants;

- certificates/diplomas for participation in scientific conferences and competitions.

6.5. Coordination, approval, registration and commissioning

6.5.1. The approval of these Rules is carried out in the "Documentolog" system. In confirmation of approval, an extract from the "Documentolog" system is attached to the original document on paper.

6.5.2. After the approved documents are registered by the Executive Secretary of the Admissions Committee in **the Register of Internal Regulatory Documents (RG-REK-01-F1)**, located in the "Documentolog" system. The right to make changes to the register belongs only to the Executive Secretary of the Admissions Committee.

6.5.3. After registration, the Responsible Secretary of the Admissions Committee scans the approved document (including the title page) in pdf format and places it in the "Documentolog" system for further use.

6.5.4. These Rules shall come into effect on the date specified in the relevant section of the document. The date of entry into effect may differ from the date of approval and is determined taking into account the timeframes required for the implementation of the document.

6.5.5. University employees are obliged to use in their activities only the current version of the Rules, posted in the electronic database of the IRD of the "Documentolog" system.

6.5.6. For ease of use, University employees may print out the Rules from the electronic database of internal regulatory documents. Such paper copies are considered uncontrolled. Before use, they must be verified with the latest version posted in the "Documentolog" system or specified in the Register of internal regulatory documents.

The use of the electronic version located in the Documentolog system is considered a priority.

6.6. Familiarization procedure

6.6.1. After the Rules are approved in the "Documentolog" system, employees included in the mailing list receive an automatic notification about the need to familiarize themselves with the document. Familiarization is confirmed by electronic recording in the system. 6.6.2. The mailing list is formed based on the following criteria:

- General documents are sent to all University employees;
- Documents with a limited scope of application are sent to employees whose job responsibilities are related to the content of the document.

The distribution list can be specified at the stages of document approval and coordination.

6.6.3. The Executive Secretary of the Admissions Committee shall monitor the familiarization of employees and students with these Rules during the adaptation period, as well as when making changes to the document.

6.6.4 Storage, revision, updating and amendment of the document is carried out in accordance with the internal regulations of the University.

Appendix 1

Scale for converting points of an international certificate confirming proficiency in a foreign language in accordance with the Common European Framework of Reference for Language Proficiency into scores on the CT foreign language test **for a master's degree program** with Kazakh or Russian as the language of instruction

Type of the test	Points	Points in a foreign language
IELTS	At least 6	25
	At least 6.5	30
	At least 7	40
	At least 7.5	45
	At least 8	50
TOEFL IBT	At least 78	25
	At least 93	30
	At least 101	40
	At least 109	45
	At least 114	50
DSH, TestDaF-Prüfung	Not lower than level B2	25
	Niveau C1/ level C1	35
	Niveau C2/ level C2	50
TFI, DELF, DALF, TCF	Not lower than level B2	25
	Not lower than level C1	35
	Not lower than level C2	50

Appendix 2

Scale for converting points of the international standardized test GRE into CT scores for a master's degree program with Kazakh or Russian language of instruction

International standardized GRE test			Complex testing	
Sections test	Points for the fields of education "Pedagogical Sciences", areas of training "Humanities", "Social Sciences"	Points for the fields of education "Natural sciences, mathematics and statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", and the training areas "Business and management"	Types of a test	Points
Quantitative Reasoning	At least 155 points	At least 160 points	Test to determine readiness for learning	10
Analytical Writing	At least 3 points	At least 3 points		
Quantitative Reasoning	At least 160 points	At least 165 points	Test to determine readiness for learning	20
Analytical Writing	At least 4 points	At least 4 points		
Quantitative Reasoning	At least 165 points	At least 170 points	Test to determine readiness for learning	30
Analytical Writing	At least 5 points	At least 5 points		
Verbal Reasoning	At least 145 points	At least 145 points	Foreign language test	25
Verbal Reasoning	At least 155 points	At least 155 points	Foreign language test	40
Verbal Reasoning	At least 165 points	At least 165 points	Foreign language test	50

Appendix 3

Scale for converting points of the international standardized test GRE into CT scores **for a specialized master's program** with Kazakh, Russian or English language of instruction

International standardized GRE test			Complex testing	
Sections test	Points for the fields of education "Pedagogical Sciences", areas of training "Humanities", "Social Sciences"	Points for the fields of education "Natural sciences, mathematics and statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", and the training areas "Business and management"	Types of a test	Points
Quantitative Reasoning	At least 155 points	At least 160 points	Test to determine readiness for learning	10
Analytical Writing	At least 3 points	At least 3 points		
Quantitative Reasoning	At least 160 points	At least 165 points	Test to determine readiness for learning	20
Analytical Writing	At least 4 points	At least 4 points		
Quantitative Reasoning	At least 165 points	At least 170 points	Test to determine readiness for learning	30
Analytical Writing	At least 5 points	At least 5 points		

Appendix 4

Scale for converting points of the international standardized GMAT test into CT scores for a master's degree with Kazakh or Russian as the language of instruction

International standardized GMAT test		Complex testing	
Sections test	Points for the training direction "Business and Management"	Types test	Points
Quantitative Reasoning	At least 40 points	Test to determine readiness for learning	15
Integrated Reasoning	At least 4 points	Test on the profile of a group of educational programs	30
Verbal Reasoning	At least 20 points	Foreign language test	25
Analytical Writing	At least 3 points		
Quantitative Reasoning	At least 50 points	Test to determine readiness for learning	20
Integrated Reasoning	At least 6 points	Test on the profile of a group of educational programs	50
Verbal Reasoning	At least 40 points	Foreign language test	35
Analytical Writing	At least 4 points		
Quantitative Reasoning	At least 60 points	Test to determine readiness for learning	30
Integrated Reasoning	At least 8 points	Test on the profile of a group of educational programs	70
Verbal Reasoning	At least 60 points	Foreign language test	50
Analytical Writing	At least 5 points		

Appendix 5


Conversion scale of points from the international standardized test GRE to scores for the entrance exam **to doctoral studies**

International standardized GRE test				
Sections test	Points for the fields of education "Pedagogical Sciences", areas of training "Humanities", "Social Sciences"	Points for the fields of education "Natural sciences, mathematics and statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", and the training areas "Business and management"	Blocks of the entrance exam	Points
Verbal Reasoning	At least 149 points	At least 145 points	Writing essay	5
Verbal Reasoning	At least 160 points	At least 150 points	Writing essay	7
Verbal Reasoning	At least 165 points	At least 160 points	Writing essay	10

Appendix 6

List of basic requirements

1.	Name of the service provider	The state service is provided by higher and/or postgraduate education organizations (HPE) (hereinafter referred to as the service provider).
2.	Methods of state services provision	The application is accepted and the result of the provision of a state service is issued through: 1) service provider; 2) web portal of "electronic government" www.egov.kz (hereinafter referred to as the portal).
3.	Period of state services provision	From the moment of submission of the package of documents to the service provider for service recipients entering postgraduate education programs: 1) from August 15 to August 28 of the calendar year; 2) from December 26 to January 10 of the calendar year.
4.	Form of state services provision	Electronic (partially automated), paper-based
5.	Result of state services provision	The result of the provision of the state service is the issuance of a receipt for the acceptance of documents in the form approved by order № 39 and an order for enrollment in the OHPE, who passed the competitive selection based on the results of entrance examinations before August 28 of the calendar year. The form of providing the result of rendering a public service: electronic or paper. When applying to the service provider for the result of rendering a state service on paper, the result is issued on paper. When applying through the portal, the service recipient receives a notification of enrollment in an educational organization in the form of an electronic document signed with an electronic digital signature (hereinafter referred to as EDS) of an authorized person in the "personal account" faces service provider.
6.	The amount of payment collected from the service recipient when providing a public service, and the methods of collecting it in cases stipulated by the legislation of the Republic of Kazakhstan	The state service is provided free of charge.

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7. Working hours of the service provider and information objects	<p>Service provider: from Monday to Saturday inclusive, excluding weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan, in accordance with the established work schedule of the service provider from 9.00 to 18.30 hours, with a lunch break from 13.00 to 14.30 hours.</p> <p>Portal: 24 hours a day, except for technical breaks due to repair work.</p> <p>a service recipient applies after working hours, on weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of the provision of the public service are issued on the next working day.</p> <p>The addresses of the places where the state service is provided are posted at:</p> <p>1) Internet resource of the Ministry: www.edu.gov.kz;</p> <p>2) portal: www.egov.kz.</p>			
8. List of documents and information requested from the service recipient for the provision of public services	<p>1. Persons applying for a Master's degree: when applying to the OHPE:</p> <ol style="list-style-type: none"> 1) an application addressed to the head of the OHPE in any form; 2) a document on higher education (original) (for admission to a master's degree); 4) an identity document or an electronic document from a digital document service (required for identification); 5) six photographs measuring 3 x 4 centimeters; 6) a medical certificate in form 075/u in electronic format, approved by order № ҚР ДСМ-175/2020; <p>In cases of implementation of restrictive measures, introduction of a state of emergency, occurrence of emergency situations of social, natural and man-made nature 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"> 7) a certificate confirming proficiency in a foreign language: <ul style="list-style-type: none"> in English proficiency: <ul style="list-style-type: none"> IELTS Academic, threshold score – at least 6.0; TOEFL IBT, threshold score – at least 60 points; in German language proficiency: <ul style="list-style-type: none"> DSH, Niveau C1 - level C1; TDF Niveau C1 - level C1; in French language proficiency: <ul style="list-style-type: none"> TFI – not lower than level B1 in the reading and listening sections; DELF - not lower than level B 2; DALF - level C1; <p>TCF – at least 50 points;</p>			

- 8) a document confirming work experience (for persons with work experience);
- 9) a list of scientific and scientific-methodological works (if any). The documents listed in subparagraphs 3), 7) and 8) are provided in originals and copies, after verification of which the originals are returned to the service recipient.
- If an incomplete list of documents specified in this paragraph is provided, the OHPE Admissions Committee will not accept documents from applicants. When applying through the portal:**
- 1) a request in the form of an electronic document signed with the service recipient's digital signature;
 - 2) an electronic document on higher education (for admission to a master's degree);
 - 4) an electronic certificate confirming proficiency in a foreign language:
in English proficiency:
IELTS Academic, threshold score – at least 6.0;
TOEFL IBT, threshold score – at least 60 points;
in German language proficiency:
DSH, Niveau C1 - level C1;
TDF Niveau C1 - level C1;
in French language proficiency:
TFI – not lower than level B1 in the reading and listening sections;
DELF – not lower than level B 2;
DALF - level C1;
TCF – at least 50 points;
 - 5) an electronic document confirming work activity (for persons with work experience);
 - 6) digital photo measuring 3 x 4 centimeters;
 - 7) a medical certificate in form 075/u in electronic format, approved by order № КР ДСМ-175/2020);
- In cases of implementation of restrictive measures, introduction of a state of emergency, occurrence of emergency situations of social, natural and man-made nature in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted;
- 8) a list of scientific and scientific-methodological works (if any).
- Information on identity documents, a document on higher education, a medical certificate, a document indicating the presence of the qualification "doctor" in medical education programs is provided to the service provider from the relevant state information systems through the "electronic government" gateway.
- When applying through the portal, the service recipient is sent a notification in their "personal account" about the acceptance of the request for the provision of a public service in the form of an electronic document certified by an electronic digital signature.
- The service recipient is given a receipt for the acceptance of documents.

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

- 1) an application addressed to the head of the OHPE (in any form);
 - 2) educational document (original, when submitting documents to the admissions committee);
 - 3) an identity document or an electronic document from a digital document service (required for identification);
 - 4) an official certificate of passing the state language exam (KAZTEST), issued by the National Testing Center, with the exception of foreign citizens;
 - 5) a certificate confirming proficiency in a foreign language:
 - in English proficiency:
 - IELTS Academic, threshold score – at least 5.0;
 - TOEFL IBT, threshold score – at least 35 points;
 - TOEFL ITP, threshold score – at least 417;
 - TOEIC (Test of English for International Communication International communication), threshold score - at least 550;
 - Duolingo English Test, threshold score - at least 80;
 - in German language proficiency:
 - Deutsche Sprachprüfung fuer den Hochschulzugang Niveau B1 (DSH, Niveau B1) - not lower than level B1;
 - TestDaF-Prüfung Niveau B1 (TDF Niveau B1) - not lower than level B1;
 - in French language proficiency:
 - Test de Français International (TFI) - not lower than level B1 in the reading and listening sections;
 - Diplome d'Etudes en Langue français (DELF) - not lower than level B1;
 - Diplome Approfondi de Langue français (DALF) - not lower than level B 1;
 - Test de connaissance du français (TCF) - not lower than level B1.
 - 6) a medical certificate in form 075/u in electronic format, approved by order № KP ДСМ-175/2020).

In cases of implementation of restrictive measures, introduction of a state of emergency, occurrence of emergency situations of social, natural and man-made nature in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted;
 - 7) six photographs 3 x 4 centimeters size
 - 8) a personal record sheet or other document confirming work activity, certified by the personnel department at the place of work; in accordance with the Labor Code of the Republic of Kazakhstan, with the exception of foreign citizens;
 - 9) a list of scientific publications for the last 3 calendar years (if any), a research plan and an essay;
 - 10) results of the preliminary selection (in the field of education "Healthcare").
- The documents listed in subparagraphs 4) 5) and 8) are provided in originals and copies, after verification of which the originals are returned to the applicant.

If an incomplete list of documents specified in this paragraph is provided, the OHPE Admissions Committee will not accept documents from applicants.

When applying through the portal:

- 1) a request in the form of an electronic document signed with the service recipient's digital signature;
- 2) an electronic justification for the planned dissertation research, agreed upon with the proposed domestic or foreign scientific consultant;
- 3) electronic document on education;
- 4) an official certificate of passing the state language exam (KAZTEST), issued by the NTC;
- 5) an electronic certificate confirming proficiency in a foreign language:

in English proficiency:

IELTS Academic, threshold score – at least 5.0;

TOEFL IBT, threshold score – at least 35 points;

TOEFL ITP, threshold score – at least 417;

TOEIC (Test of English for International Communication International communication)), threshold score - at least 550;

Duolingo English Test, threshold score - at least 80;

in German language proficiency:

Deutsche Sprachprüfung fuer den Hochschulzugang Niveau B1 (DSH, Niveau B1) - not lower than level B1;

TestDaF-Prüfung Niveau B1 (TDF Niveau B1) - not lower than level B1;

in French language proficiency:

Test de Français International (TFI) - not lower than level B1 in the reading and listening sections;

Diplome d'Etudes en Langue français (DELF) - not lower than level B1;

Diplome Approfondi de Langue français (DALF) - not lower than level B 1;

Test de connaissance du français (TCF) - not lower than level B1.

6) digital photo 3 x 4 centimeters size;


7) a medical certificate in form 075/u in electronic format, approved by order № КР ДСМ-175/2020);

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

8) an electronic document confirming work activity (for persons with work experience);

9) a list of scientific publications for the last 3 calendar years (if any), a research plan and an essay;

Information about identity documents, higher education certificates, medical certificates, and certificates of completion of internships are provided to the service provider from the relevant state information systems through the "electronic government" gateway.

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		<p>When applying through the portal, the service recipient is sent a notification in their "personal account" about the acceptance of the request for the provision of a public service in the form of an electronic document certified by an electronic digital signature. The service recipient is given a receipt for the acceptance of documents.</p>		
9.	<p>Grounds for refusal to provide state services established by the legislation of the Republic of Kazakhstan</p>	<p>The service provider refuses to provide a public service on the following grounds:</p> <ol style="list-style-type: none"> 1) establishing the inaccuracy of documents submitted by the service recipient to receive a public service, and (or) 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 the public service with the requirements established by the regulatory legal acts of the Republic of Kazakhstan. 		
10.	<p>Other requirements taking into account the specifics of the provision of state services, including those provided in electronic form and through the State Corporation</p>	<p>1) the maximum permissible waiting time for the service recipient to submit a package of documents is 15 minutes; 2) the maximum permissible time for servicing the service recipient is 15 minutes (taking into account practice). The service recipient receives the government service in electronic form through the portal, provided that he/she has an electronic digital signature. The service recipient has the opportunity to receive information about the procedure and status of the provision of the public service in remote access mode through the service provider's help desks on issues related to the provision of the public service, the Unified Contact Center. the service provider 's help desks on issues related to the provision of public services are posted on the Ministry's Internet resource: www.edu.gov.kz and the Single Contact Center: 8-800-080-7777, 1414. One contact center "1414", 8-800-080-7777.</p>		

Appendix 7**List of groups of educational programs of doctoral studies**

Group Code of the educational program	Group name of educational programs of doctoral studies
D072	Management and administration
D074	Finance, banking and insurance
D075	Marketing and advertising

100-point grading scale for admission to doctoral studies

Types of a test	Points
Interview with the applicant, conducted by the examination committee of the OHPE	30
Essay	20
Examination on the major of the educational program group	50
Total	100

Appendix 8

150-point grading scale for comprehensive testing for master's degree programs with Kazakh or Russian language of instruction

Types of a test	Form of the tasks	Language of the exam	Quantity tests	Points	Threshold score
Foreign language test	Listening Lexical and grammar test Reading	English / German / French	50	50	25
Test to determine readiness for learning	To choose one correct answer	Kazakh / Russian	30	30	7
Test on the major of a group of educational programs	In first major discipline In second major discipline	Kazakh / Russian Kazakh / Russian	30 20	30 40	7 7
Total			130	150	75

70-point grading scale for comprehensive testing in a specialized master's degree program Kazakh or Russian language of instruction

Types of a test	Form of the tasks	Language of the exam	Quantity tests	Points	Threshold score
Test on the major of a group of educational programs	In first major discipline In second major discipline	Kazakh / Russian Kazakh / Russian	30 20	30 40	7 7
Total			50	70	30

70-point grading scale for comprehensive testing in a specialized master's program with English as the language of instruction

Types of a test	Form of the tasks	Language of the exam	Quantity tests	Points	Threshold score
Test on the major of a group of educational programs	To choose one correct answer To choose one or several correct answers	English English	30 20	30 40	7 7
Total			50	70	30