	NJSC "S.D.ASFENDIYAROV KAZAKH NATIONAL MEDICAL UNIVERSITY "		
	Office of Students' Admission	Rules for the admission of foreign citizens to study on educational programs of higher education on a paid basis in NJSC " S.D. Asfendiyarov Kazakh National Medical University"	Revision: 1 Page 1 from 12


APPROVED


By decision of the
Board of Directors

Protocol № 8
from "26" 07 2022




**Rules for the admission of foreign citizens
to study on educational programs
of higher education on a paid basis in
NJSC "S.D. Asfendiyarov Kazakh National Medical University"**

Validity from " <u>26</u> " <u>07</u> 20 <u>22</u> by " <u>26</u> " <u>07</u> 20 <u>25</u>	Renewal period to " _ " _____ 20__	Status: Current <input checked="" type="checkbox"/> Outdated <input type="checkbox"/>
Previous obsolete document: Rules for the admission of foreign citizens to NJSC "S.D. Asfendiyarov Kazakh National Medical University " approved by the decision of the Board dated August 28, 2019 protocol №5	Signature of the person responsible for managing the document Iskakova S.S. 	Code № Copy № Instance №

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APPROVAL SHEET

Name	Name of the structural unit	Full name, signature of the responsible person, date of sighting	Position, full name, signature of a specific contractor, date of approval
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1. General provisions

- 1) These Rules for the admission of foreign citizens to study on educational programs of higher education on a paid basis at the NJSC "S.D. Asfendiyarov Kazakh National Medical University" (hereinafter referred to as the Rules) were developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education", by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 №600 "On Approval of the Model Rules for Admission to Education in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education".
- 2) NJSC "S.D. Asfendiyarov Kazakh National Medical University" (hereinafter referred to as the University) accepts foreign citizens with general secondary, technical and vocational, post-secondary and higher education.
- 3) Training of foreign citizens is carried out in Kazakh, Russian or English.
- 4) Admission of foreign citizens on a paid basis is carried out by paying for education at the expense of citizens' own funds and / or other sources. The amount of tuition fees at the University is approved in the prescribed manner.
- 5) Admission of foreign citizens is carried out both in person at the University, and through organizations that have concluded an agreement with the University on attracting foreign students. (further - Organizations) The list of official representatives is posted on the University website.
- 6) Admission of foreign citizens to study on a paid basis is carried out based on the results of an interview conducted by the University during the calendar year, in accordance with the admission plan for the academic year.
- 7) Enrollment of foreign citizens is carried out 5 (five) days before the start of the next academic period according to the academic calendar.

2. The procedure for submitting documents

- 1) Acceptance of incoming documents foreign citizens carried out by the admission committee of the University during the calendar year.
- 2) Applicants or representatives of Organizations submit to the admissions office in person or through the online registration system/e-mail of the admissions office admission@kaznmu.kz the following documents:
 1. application (appendix 1)
 2. passport (returned after verification), copy passport with a notarized translation into Kazakh or Russian. The validity of the national passport must be at least 2 years from the date of entry into the territory of the Republic of Kazakhstan;
 3. document on education with application/transcript. The original document of education must be apostilled, that is, to have a stamp certifying the authenticity of the signature of the person who signed the document and confirming the authority of this person, as well as the authenticity of the seal or stamp that affixes this document;
 4. notarized translations of the passport, education document and application/transcript into Kazakh or Russian. Certification of translations is carried out by a notary on the territory of the Republic of Kazakhstan or by the

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diplomatic service of the Republic of Kazakhstan in the country that issued the document;


5. National Eligibility cum Entrance Test (NEET) certificate for citizens of the Republic of India with a score not lower than the minimum threshold score established by the legislation of the named country.
6. international certificate confirming knowledge of a foreign language (if any).

Documents submitted through the online registration system by e-mail admission@kaznmu.kz, must be in PDF format, excellent quality.

- 3) An incomplete package of documents is not considered by the selection committee.
- 4) If necessary, the admission committee has the right to request additional documents.
- 5) After checking the documents, applicants are allowed to take an interview.

3. Interview procedure

- 1) The interview is being conducted in order to determine the readiness of the applicant for training. During the interview applicants need demonstrate general education, life experience, their beliefs and achievements, life position and worldview.
- 2) For an interview decision Chairman of the Board – Rector or by the person performing his duties, an examination commission is created. The commission consists of employees from among the teaching staff, deans or deputy deans.
The commission consists of an odd number.
- 3) The schedule of the interview is posted on the information stands of the admission committee and the university website. An online interview is allowed.
- 4) Admission to an audience (room) equipped with a video and (or) audio recording is carried out upon presentation of an identity document.
- 5) In the case of an online interview, a connection link is posted on the university website and (or) sent to the applicant's e-mail.
- 6) The interview is conducted in the language of instruction of the applicant.
- 7) The evaluation of the interview is carried out by the members of the examination committee on one of the topics of the interview (Appendix 2) according to the evaluation sheet (Appendix 3).
- 8) The results of the interview are documented in the assessment sheet (Appendix 4), which, together with the assessment sheets, is transferred to the executive secretary of the selection committee to inform the incoming foreign citizens.
- 9) In order to resolve disputes regarding the evaluation of the interview, by order of the Chairman of the Board - the Rector of the University or the person acting as his/her duties, an appeal commission is created, which consists of an odd number of members, including its chairman.
- 10) A written appeal is submitted by the applicant addressed to the chairman of the appeal commission within 1 (one) day after the announcement of the results of the interview, and is considered by the appeal commission within 1 (one) day from the date of application.
- 11) The Appeal Commission decides on adding points to the person appealing the results of the interview.

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- 12) The decision of the appeal commission is made by a majority vote of the total number of members of the commission. In case of equality of votes, the vote of the chairman of the commission is decisive. The work of the Appeal Commission is documented in a protocol signed by the Chairman and all members of the Commission.
- 13) The decision of the appeal commission is final.
- 14) The results of the interview, taking into account the appeal, are transferred to the admission committee.

4. Selection procedure

- 1) The selection of foreign citizens is carried out by the admission committee for each educational program and language departments.
- 2) For admission to the University, foreign citizens must score at least 60 points out of a possible 100 points based on the results of the interview.
- 3) In the case of the same indicators of the results of the interview, foreign citizens who have high scores in biology in the document on education have the right to enroll. In the case of the same indicators of the results of the interview and the same scores in biology, the scores in chemistry are taken into account.
- 4) The Admission Committee notifies foreign citizens/ representatives of the Organizations on the results of the selection on the day of the selection.

5. University enrollment

- 1) Enrollment of foreign citizens to the University is carried out in accordance with the academic calendar 5 (five) days before the start of the next academic period.
- 2) For enrollment, applicants / representatives of Organizations provide a package of documents to the University Admissions Committee in accordance with Appendix 5.
- 3) Documents on education issued by foreign educational organizations undergo the nostrification procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during 1 (first) academic period of study.
- 4) If a foreign citizen provides documents and information that do not correspond to the previously provided copies, the University refuses to enroll the applicant.
- 5) The order on the enrollment of foreign citizens in the number of students is issued on the basis of the results of the selection and the agreement concluded with the University for the provision of educational services.
- 6) The invitation and visa is issued by the department for work with foreign students of the University after the signing of the enrollment order.

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Appendix 1

Chairman of the Board - Rector
S.D. Asfendiyarov KazNMU
Shoranov M.E.

 surname, name, patronymic

Address: _____

home phone _____

mobile phone _____


E-mail: _____

Passport №, when and by whom issued _____

Application

Please accept my documents and allow me to interview (offline / online - underline as appropriate) according to the educational program _____ for paid training.

Signature/Date _____

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Appendix 2

Interview Topics

1. What influenced your choice of medical specialty in your life?
2. Describe your position and worldview about human life, death, illness?
3. How do you see the ideal medicine of the future?
4. What contribution do you plan to make to medicine?
5. What experience of interaction or work in medicine do you have? Have you worked as a volunteer in medicine?
6. What are your personal qualities that will help you become a good doctor?

Appendix 3

Interview evaluation sheet

Full name of the applicant: _____


№	Criteria	The degree of manifestation of the criteria (points)			Comments
		20	10	0	
1.	Articulates thoughts well				
2.	Arguments own ideas, views				
3.	Expresses emotional empathy for the topic (situation)				
4.	In statements reflects the humanistic worldview.				
5.	In conversation reflects a belief in optimism, in human potential and opportunity.				
	Total				
	Total score:				

Maximum score - 100

The degree of manifestation of the criteria: "20 points" - fully present, "10 points" - partially present, "0 points" - does not show.

Member of the commission: _____ Full name

Date " ____ " ____ 20 ____

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Appendix 4

Foreign Citizens Interview Grade Sheet

Educational program _____

Language of instruction _____


№	FULL NAME	Total score	Country of Residence
1.			
2.			
3.			

Chairman of the commission: _____ Full name

Members of the commission: _____ Full name

_____ Full name

Date " ____ " ____ 20 ____

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Appendix 5

List of documents for enrollment

1. Application;
2. Questionnaire;
3. Passport (returned after verification), a copy of the passport with a notarized translation into Kazakh or Russian. The validity of the national passport must be at least 2 years from the date of entry into the territory of the Republic of Kazakhstan
4. Document on education (original) with attachment/transcript (original). Education document (original) must be apostilled;
5. Notarized translations of the passport, education document and application/transcript into Kazakh or Russian. Certification of translations is carried out by a notary in the territory of the Republic of Kazakhstan or by the diplomatic service of the Republic of Kazakhstan in the country in which the document was issued;
6. National Eligibility cum Entrance Test (NEET) certificate for citizens of the Republic of India;
7. International certificate confirming knowledge of a foreign language (if any).
8. 6 photographs 3×4 (color, for a period not exceeding six months);
9. Medical certificate in the form 075/y after passing the medical commission in the Republic of Kazakhstan;

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

10. A copy of the receipt of 100% payment for 1 year of study.

Representatives of Organizations pay tuition fees on time according to a bilateral agreement between the University and the Organizations.

6. Sheet of registration of changes

[illegible]



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