

The procedure of selecting service providers to recruit of foreign students for study at NCJSC "Astana Medical University"

Chapter 1. General provisions

1. This Procedure for the selection of service providers to recruit foreign residents for study at NCJSC "Astana Medical University" (*hereinafter – the Procedure*) applies to relations connected with study of foreign residents in NCJSC "Astana Medical University" (*hereinafter – AMU, University*) and defines the procedure for the selection of providers for study of foreign residents at NCJSC "Astana Medical University" (*hereinafter – the Executors, Agents*).

Chapter 2. Announcement of Agent Selection

2. The planned number of foreign residents to admission for study at the University is determined in accordance with the University Development Plan, (*hereinafter referred to as Foreign students/students*) of the relevant academic year.

3. The center for work with foreign students initiates the selection (*hereinafter referred to as Selection*) of service providers for recruitment of foreign students to the Chairman of the Board- Rector no later than 1st of May.

4. Announcement of the Selection and the commission (*hereinafter referred to as the Commission*) for consideration of applications for participation in the Selection is approved by order of the Chairman of the Board – Rector. The corresponding announcement is published on the official website of the University in the state, Russian and English languages at least 10 working days before the date of the Selection. In addition, an information letter about the Selection Process is sent to the Ministry of Foreign Affairs of the Republic of Kazakhstan with a request to notify the embassies of foreign states in the Republic of Kazakhstan.

5. The Commission consists of employees of the academic, legal, anti-corruption (if any) and financial departments of the University, other employees of the University may be included. The number of members of the Commission must be odd and not less than 5 people. The quorum of the Commission meeting is at least two-thirds of the quantitative composition of the Commission. The decision of the Commission is taken by an open vote by a majority vote of the total number of

members of the Commission participating in the meeting and is formalized by a Minutes within 3 working days, which is signed by all members of the Commission and its Secretary. In case of equality of votes, the Chairman of the Commission has the right to a decisive vote.

Chapter 3. Qualification requirements for potential executors

6. The following qualification requirements are imposed on potential executors:

- 1) have legal capacity (for legal entities), civil capacity (for individuals);
- 2) availability of own or on the right of long-term lease of residential premises for the residence of the claimed number of foreign students/students;
- 3) have material, labor and financial resources sufficient to fulfill contractual obligations;
- 4) be financially stable and have no overdue tax debts.

A potential Agent is recognized as financially stable if his income during the three years preceding the previous year is at least one-fourth of the amount of the annual tuition fee of the number of foreign students claimed;

- 5) not be subject to bankruptcy or liquidation proceedings.

7. A potential Agent, in order to confirm his compliance with the qualification requirements established by paragraph 6 of this Procedure, submits the relevant documents to the University.

8. As a priority, the Commission considers applications of potential Agents who have:

- 1) at least 3 years of experience in providing services to attract Foreign students/students to study at universities of the Republic of Kazakhstan;
- 2) the lowest cost of services provided for foreign students /citizens / applicants, the list of which is provided in the standard contract according to the annex to this Procedure (hereinafter - the Contract);
- 3) positive characteristics provided by the Embassy of the host country of Foreign students/students or organizations of higher and postgraduate education of the Republic of Kazakhstan (hereinafter - OHPE).

Chapter 4. Causes for recognizing a potential Agent as insufficient to qualification requirements

9. A potential Agent is recognized as insufficient to qualification requirements for one of the following reasons:

- 1) failure to provide a document (documents) to confirm compliance with the qualification requirements of a potential Agent;

- 2) establishing the fact of non-compliance with the qualification requirements based on the information contained in the documents provided by the potential contractor to confirm its compliance;
- 3) establishing the fact of providing false information on qualification requirements;
- 4) having or having previously overdue more than three months debt to the University;
- 5) who has not paid a guarantee fee to participate in the Selection (there is no actual receipt of funds to the University's settlement account);
- 6) the declared number of recruited Foreign students/students to study at the University is less than 15 people;
- 7) if the potential Agent is an affiliate of another potential Agent participating in the Selection.

10. It is not allowed to recognize a potential Agent as insufficient to qualification requirements on causes not provided for in paragraph 9 of this Procedure.

11. If a potential Agent is insufficient to the qualification requirements on the causes provided for in paragraph 9 of this Procedure, the minutes of the Commission meeting shall indicate the reasons for rejecting the application for participation in the Selection of such a potential Agent, indicating the supporting information and documents that served as the basis for rejecting the application for participation in the Selection.

Chapter 5. Application for participation in the Selection

12. An application for participation in the Selection is a form of expressing the consent of a potential Agent with the requirements and conditions established by this Procedure and a model contract in accordance with the appendix to this Procedure, as well as the consent of a potential Agent to receive information about him confirming compliance with qualification requirements and restrictions.

13. In order to participate in the Selection, a Potential Agent must deposit to the University bank account of the specified in the announcement the amount of the guarantee fee in the amount of 500 times the monthly calculation index set for the relevant financial year.

14. The guarantee fee which specified in paragraph 13 of this Procedure is not returned to the Potential Agent who has successfully passed the Selection, in case of his refusal to conclude the contract within three working days from the date of his notification of successful Selection.

If the Agent makes a monetary payment to ensure the execution of the Contract, the guarantee fee specified in paragraph 13 of this Procedure is credited to the account of ensuring the performance of the Contract.

In case the Agent fails to ensure the performance of the Contract within the terms specified in the Contract, the guarantee fee will not be refunded to him.

15. The guarantee fee specified in paragraph 13 of this Procedure is returned to a Potential Agent who has not passed the Selection within five working days from the date of receipt of a written request for the refund of the guarantee fee.

16. The application for participation in the Selection is submitted by a potential Agent to the Registrar Office on paper or electronic media with mandatory indication of the email address before the deadline for its submission specified in the announcement of the Selection.

17. The application for participation in the Selection must contain:

- 1) copies of documents confirming its compliance with the qualification requirements, certified in accordance with the procedure established by the legislation of the Republic of Kazakhstan. In case of drawing up the application and the attached documents in a foreign language, attach a translation of all documents into the state or Russian languages, certified in accordance with the procedure established by the legislation of the Republic of Kazakhstan;
- 2) the name of the country(s) from which the Potential Agent intends to attract foreign citizens to study at the University and the claimed number of such citizens;
- 3) the cost of services provided for foreign students /citizens / applicants, the minimum list and scope of which is provided in the Contract;
- 4) guarantee fee for participation in the Selection in the form of a copy of the payment document on the transfer of funds to the University's settlement account;
- 5) contact details of the Potential Agent and a list of documents attached to the application.

18. Amendments and (or) additions are not allowed, as well as withdrawal of the application for participation in the Selection after the deadline for submitting applications for participation in the Selection has expired.

19. The Potential Agent bears all costs associated with his participation in the Selection. The University has no obligation to reimburse these costs regardless of the Selection results.

Chapter 6. Procedure for considering the applications for participation in the Selection

20. The Chairman of the Commission prepares an order for a meeting of the Commission to consider applications for participation in the Selection. The Secretary of the Commission distributes relevant materials to the members of the Commission.

21. The Secretary of the Commission organizes a meeting with the mandatory keeping of the minutes of the meeting.

22. In case of equality of the proposed lowest cost of services provided for Foreign students/citizens/ applicants, the application of a Potential Agent that will be received earlier than the applications of other Potential Agents has an advantage.

23. The results of consideration of applications of potential Agents are posted on the University's website within one working day after signing the minutes of the Commission meeting.

24. Potential Agents who have successfully passed the Selection are sent a corresponding notification to the email address specified in their application.

Chapter 7. Contract between the University and the Agent

25. The University concludes a Contract with a potential Agent who has successfully passed the Selection.

26. The University concludes a Contract with the Agent within three working days from the date of notification of the successful selection of this Agent.

27. In case of early termination of the concluded contract with the Agent, Foreign students / students have the right to use the services of another Agent who successfully passed the Selection or apply to the University with a request to help in the selection of an Agent.

Chapter 8. Final provisions

28. The total number of selected Agents per foreign country may not exceed three Agents.

29. The decision on the admission of foreign students to the University is taken by the admission Committee of the University in accordance with the legislation of the Republic of Kazakhstan and internal documents of the University.

30. The number of enrolled foreign students enrolled in the University is determined by the decision of the admission committee of the University.

31. If the planned indicators of the University are changed and on other causes before the conclusion of Contracts, the Selection may be canceled in whole or in part at any stage of its implementation by the order of the Chairman of the Board – Rector.