



NCJSC «Astana medical university»

ПП-МҮА- 31 -21

Edition № 1

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*Rules for the admission of foreign applicants to study in
NCJSC "Astana Medical University"*



Approved by the decision of the Board
NCJSC "Astana Medical University"
No. 16 dated "01" July 2022

RULES

RULES FOR ADMISSION OF FOREIGN APPLICANTS TO STUDY IN NCJSC "ASTANA MEDICAL UNIVERSITY"

ПП-МҮА- 31- 21

«АСТАНА МЕДИЦИНА УНИВЕРСИТЕТІ» КОММЕРЦИЯЛЫҚ ЕМЕС АКЦИОНЕРЛІК ҚОҒАМЫ	
САПА МЕНЕДЖМЕНТІ БӨЛІМІ БАҚЫЛАУ ДАНАСЫ	
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*Rules for the admission of foreign applicants to study in
NCJSC "Astana Medical University"***1 GENERAL PROVISIONS**

1.1 These Rules for the admission of foreign applicants for study (hereinafter referred to as the Rules) at NCJSC "Astana Medical University" (hereinafter referred to as the University) determine the procedure for admission of foreign applicants for study at the University.

1.2 The Rules are developed in accordance with the following legal acts:

- Law of the Republic of Kazakhstan "On Education" dated May 27, 2007 No. 319-III;
- Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 "On Approval of the Model Rules for Admission to Education in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education" (hereinafter referred to as the Model Rules);
- Instruction letter of the Ministry of Education and Science of the Republic of Kazakhstan No. 15-10-7-1-919 dated April 28, 2022 on the formation of a database of participants in the unified national testing, conducted from May 16 to July 5, 2022;
- Law of the Republic of Kazakhstan "On Migration of the Population" dated July 22, 2-11 No. 477-IV.

- Charter of University;

- Academic Policy of the University, Academic Code of Integrity.

1.3 Admission of foreign applicants to educational programs in English or Russian is carried out in accordance with direct agreements (contracts) concluded by the University with foreign citizens or intermediary organizations with payment of tuition fees and on the terms determined by the Rules;

1.4 Admission of foreign applicants to educational programs in English is carried out in accordance with the license of the University for the right to conduct educational activities in the relevant specialties and providing for the issuance of documents on education of the state standard.

1.5 The requirements of these rules are mandatory for members of the university admissions committee.

1.6 Enrollment of foreign applicants for undergraduate educational programs on a paid basis is established by the decision of the Admissions Committee, according to the planned enrollment for the upcoming academic year.

2 MAIN PART**2.1 Requirements for admission to training.**

2.1.1 Foreign persons (hereinafter referred to as the Applicant) who have a general secondary and vocational, higher education are accepted for undergraduate studies on a paid basis.

2.1.2 Admission of Applicants entering the University on a paid basis is carried out on the basis of their application, interview and enrollment on a competitive basis in accordance with the decision of the University Admissions Committee;

2.1.3 The interview is conducted by members of the commission for the admission of foreign applicants, in accordance with the Order of the Chairman of the Board - Rector for the corresponding academic year.

2.1.4 In case of disagreement with the results of the interview, the Applicant has the right to file an application for appeal.

2.1.5 The Admissions Committee of the University, taking into account the results of the interview on a competitive basis, makes a decision on the enrollment of Applicants.

2.1.6 After the issuance of the enrollment order, all the data of the enrolled applicant are registered in the Automated Information System (hereinafter referred to as AIS) of the University by the Technical Secretariat for Foreign Applicants.

2.1.7 The cost of education is determined in accordance with the tariff for paid educational services for the corresponding academic year, approved in the prescribed manner. Before enrolling an applicant, the



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financial and economic department of the University must provide the technical secretariat with a complete package of the above accompanying documents, including the payment of tuition fees in accordance with the terms of a standard contract for the provision of services;

2.1.8 Regulations for the admission of foreign students, according to Annex 1, contains the name of the stages, description of the stage, terms of admission of foreign applicants, documents, a list of responsible persons.

2.2 Deputy Executive Secretary of the Admissions Committee:

2.2.1 Organizes the preparation of documentation (orders and instructions) of the selection committee (hereinafter – SC) and its proper storage;

2.2.2 Controls the publication of protocols;

2.2.3 Oversees the issuance of letters of invitation;

2.2.4 Controls and is responsible for the correctness of the receipt and execution of documents;

2.2.5 Checks the authenticity of documents and the correctness of filling, the correspondence of the data in the original documents with the electronic database filled in by the technical secretary;

2.2.6 Receiving and providing consulting assistance to applicants and their parents on admission to the University;

2.2.7 Provides an organized interview;

2.2.8 Prepares orders for the enrollment of foreign applicants;

2.2.9 Prepares a SC report for the authorized body in the field of education, the Ministry of Health of the Republic of Kazakhstan..

2.3 Admissions Technical Secretary:

2.3.1 Works under the direction of the Deputy Executive Secretary of the Admissions Committee;

2.3.2 Prepares materials for the meeting of the selection committee. Keeps minutes of meetings of the selection committee;

2.3.3 Carries out the acceptance of documents, according to Appendix 2;

2.3.4 When accepting documents, the technical secretary is obliged to ensure the accuracy of the information received, to verify the submitted copies of documents with their originals. Responsible for the correctness of receipt and execution of documents;

2.3.5 In case of detection of inaccuracies, incomplete set of documents identified during the verification process, within one working day, informs the official representative of the applicant and informs the responsible persons (responsible secretary and deputy executive secretary of the SC of foreign applicants) about the timing of correction of comments;

2.3.6 Forms personal files of applicants, monitors the storage of personal files, carries out timely (within one working day) input of information received from applicants into the AIS electronic database;

2.3.7 Advises applicants and their parents on admission to the University;

2.3.8 Prepares examination sheets for interviews.

2.4 Interview procedure:

2.4.1 The interview is conducted in English or Russian with the inclusion of questions in biology and chemistry within the framework of the general education school program in these subjects and tasks to determine the level of proficiency in English or Russian. The oral interview also contains questions aimed at revealing the ability to learn, creative activity and critical thinking, personal qualities of the applicant.

2.4.2. In the event that a foreign applicant who meets the above requirements is not able to come to the University for an entrance interview, he has the opportunity to pass it online.

2.4.3 The interview is conducted in compliance with the objectivity and mutual respect of the applicant, and the commission for the admission of foreign applicants. The interview is evaluated on a 100-point scale. The main principles of the response evaluation procedure are: professionalism, objectivity, independence, objectivity, impartiality, impartiality, goodwill. Points are assigned on the basis of an assessment of the compliance of the answer with the established criteria, according to Appendix 3.

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2.4.4 The final decision on admission is made by the University Admissions Committee and the Commission for the Admission of Foreign Applicants based on the results of the interview.

2.5 Appeal

2.5.1 An applicant who does not agree with the result of the entrance exams has the right to file an appeal (Appendix 4) to the chairman of the Appeal Commission of the University on the day the results are announced, indicating the discipline and describing the issue requiring commission consideration.

2.5.2 If the decision is positive, an appeal order signed by the Chairman and members of the appeal commission is issued.

2.5.3 The decision of the Appeals Commission is documented in a protocol. The assessment received as a result of the appeal is recorded in the minutes of the interview.

2.5.4 The protocol of the appeal commission is kept by the technical secretary of the SC for foreign applicants.

2.6 Admission to the University

2.6.1 Enrollment of students entering the University is carried out by the admissions committee, in the traditional format 5 days before the start of the academic period in accordance with the Standard Admission Rules (if necessary, the date is subject to change by decision of the University Board) by order of the Chairman of the Board - the Rector of the University or the person acting his duties. The order for admission to the number of students is issued by the Chairman of the Board - Rector of the University after successfully passing the interview, concluding a training contract, paying for the 1st course at 100% payment.

2.6.2 From the moment the enrollment order is issued, taking into account the arrival of foreign applicants in the Republic of Kazakhstan or in an online format, the Deputy Executive Secretary of the SC for Foreign Applicants organizes work on concluding a contract for the provision of educational services with the University;

2.6.3 The Technical Secretariat for the Admission of Foreign Applicants carries out the act of transferring the personal files of applicants to the Center for Monitoring and Recording Students.

3. 3. REVIEW, AMENDMENT, STORAGE AND DISTRIBUTION

3.1. Revision, modification, storage and distribution of these University Rules are carried out in accordance with the requirements of the University standard "Document Management".

3.2. The original of this Rule of the University is registered and stored in the Accreditation and Rating Center.

3.3. A scanned version of these University Rules is posted on the University website in a public folder.

3.4. Recorded copies of this University Rule shall be sent to:

- members of the admissions committee.

**Rules for the admission of foreign applicants to study in
NCJSC "Astana Medical University"***Attachment 1***REGULATIONS FOR THE ADMISSION OF FOREIGN APPLICANTS**

№	Stage name	Stage description	Date		Documents	Responsible persons
			1 Stage	2 Stage		
1 stage	Admission of foreign applicants	1. NCJSC "Astana Medical University" accepts foreign citizens with general secondary and vocational, higher education; 2. Admission of foreign citizens to study at universities on a paid basis is carried out based on the results of an interview conducted by the commission for the admission of foreign applicants of NCJSC "Astana Medical University".	From 01 July	From October 01	Rules for the admission of foreign applicants to study at NCJSC "Astana Medical University"	1. Responsible secretary of the selection committee 2. Deputy secretary of the selection committee 3. Chairman of the examination committee
2 stage	Package of documents	<ul style="list-style-type: none">• Registration of candidates on the website;• Application for an interview (Appendix 3);• Copy of the passport;• A copy of the certificate or document on education with an appendix on the availability of the following information: final grades received;• NEET certificate (for students from India).	from July 01 to July 31	From October 01 to October 31	Application from foreign applicants, verification of an electronic package of documents	1. Responsible secretary of the selection committee – 2. Deputy Responsible Secretary of the Admissions Committee 3. Technical secretaries
3 stage	Online interview	1. The interview is conducted by members of the commission for the admission of foreign applicants, in accordance with the Order of the Rector for the corresponding academic year. 2. The selection of foreign citizens is carried out separately for educational programs and language departments.	from July 15 to July 31	From October 15 to October 31	1. Protocol decision of the commission for the admission of foreign applicants; 2. Help - confirmation of the interview (Admission letter Appendix 7)	1. Responsible secretary of the selection committee 2. Deputy Responsible Secretary of the Admissions Committee

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4 stage	University enrollment, visa process	<ul style="list-style-type: none">- An order is issued on enrollment on August 25 of the calendar year for the 1st stage, on November 25 of the calendar year for the 2nd stage;- 100% tuition fee (bank receipt)- a receipt for the guaranteed delivery of the original documents in accordance with Annex № 4 upon arrival,-electronic (scanned version) of a standard training Contract- The responsible structural unit sends a visa invitation (Visa Invitation) to obtain a visa.- Students go through the procedure for obtaining a visa at the Embassy of the Republic of Kazakhstan in their countries.	From August 1st to August 31st	From November 01 to November 30	<ol style="list-style-type: none">1. Enrollment order2. Visa invitation3. Visa	<ol style="list-style-type: none">1. Responsible secretary of the selection committee2. Deputy rep. secretary of the selection committee3. Responsible structural unit for obtaining a visa
5 stage	Original documents, Conclusion of contracts	<ol style="list-style-type: none">1. The deputy secretary of the admission committee is obliged to bring foreign students on the first day of their stay in the Republic of Kazakhstan to the responsible structural unit of the University to notify the migration service authorities of the arrival of foreign students with the relevant documents.2. Upon arrival, foreign students in the Republic of Kazakhstan undergo the procedure for translating the original documents (according to Annex № 2) on education issued by foreign educational organizations, a passport into Russian, undergo a mandatory nostrification procedure in accordance with the legislation of the Republic of Kazakhstan after enrollment of persons, as well as a medical commission (form 075). After the nostrification procedure, bring a receipt for the submission of documents for nostrification. Within 3-6 months, bring a certificate of validity of the original	From September 01 to September 30	From December 01 to December 31	<ol style="list-style-type: none">1. Contract on the provision of educational services for a fee;2. Personal files of students	<ol style="list-style-type: none">1. Responsible secretary of the selection committee2. Deputy secretary of the selection committee3. Center for monitoring and accounting of students4. Technical secretaries

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		<p>document of education and its notarized translation.</p> <p>3. From the moment of issuing the order on enrollment, taking into account the arrival of foreign applicants in the Republic of Kazakhstan or in an online format, the Deputy Executive Secretary of the Admission committee for Foreign Applicants organizes work on concluding a Contract for the provision of educational services with the University;</p> <p>4. The Technical Secretariat for the admission of foreign students enters the data of foreign applicants, the scanned version of all documents in the AIS and, according to the acceptance certificate, transfers the personal files of applicants to the Center for Monitoring and Recording Students.</p> <p>5. The applicant must submit the original documents, in accordance with Appendix № 4, to the selection committee;</p> <p>6. From September 01 of the calendar year, training begins at stage 1, from December 01 of the calendar year at stage 2</p>				
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*Rules for the admission of foreign applicants to study in
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Annex 2

1. Application for enrollment (Appendix 6);
2. A copy of the passport (with a translation into the state or Russian language, certified by a Kazakh notary);
3. The original of the certificate (with translation into the state or Russian language, certified by a Kazakhstan notary) or a document on education notarized;
4. Receipt of submission of documents for nostrification, certificate of validity of the original document of education and its notarized translation;
5. 4 photos 3x4;
6. NEET certificate (for students from India)
7. Medical certificate U-075 (+ x-ray).
8. Envelope A4 (paper, horizontal);
9. Binder

**Criteria and rules for assessing interview knowledge:****Current control: interview**

Score by letter system	Digital points equivalent	Percentage content	Score by traditional system
A	4,0	100	Excellent
A-	3,67	90	
B	3,0	80	Good
B-	2,67	70	
C	2,0	60	Satisfactorily
D	1,67	50	
F	0	0-49	Unsatisfactory

Points	recitation
100 points	During the conversation, he answered very actively and showed a complete understanding of the current material, the answer is complete, correct. The applicant demonstrates deep knowledge, easily and naturally expresses his point of view. Competently, freely and meaningfully operates with basic terms, specific terminology, analyzes and reasonably draws conclusions.
90 points	During the conversation, he answered very actively and showed a complete understanding of the current material, the answer is complete, correct. The applicant demonstrates a deep knowledge of basic and additional literature, easily and naturally expresses his point of view. Competently, freely and meaningfully operates with basic terms, specific terminology, analyzes and reasonably draws conclusions, but makes some general mistakes, showed the highest degree of mastering this material with average knowledge, sets out his point of view.
80 points	During the conversation, he answered very actively and showed a complete understanding of the current material, the answer is complete, correct. The applicant demonstrates deep knowledge, easily and naturally expresses his point of view. Competently, freely and meaningfully operates with basic terms, specific terminology, analyzes and reasonably draws conclusions, but cannot theoretically substantiate some conclusions and give a logical justification, showed a good degree of mastering this material with an average level of knowledge. The applicant uncertainly (but correctly) answers the questions. Makes minor mistakes, which he corrects himself. Owns the technique of performing practical skills, can interpret the results.

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70 points	During the conversation, he answered with a minimum degree of activity, answers mostly correctly, while showing a good degree of mastering this material with an average level of knowledge of previously studied disciplines, uses basic and partly additional (another textbook) literature, sets out his point of view. The applicant makes mistakes, which he eliminates after leading questions from the members of the commission.
60 points	During the conversation, the applicant does not present the material in full, there is no understanding of the essence of the issues under discussion, he makes mistakes in reasoning, while showing a relatively good degree of mastering this material with an average level of knowledge. The applicant makes minor mistakes, which he eliminates with the help of the members of the commission. Owns the technique of performing practical skills, finds it difficult to interpret them.
50 points	During the conversation, the applicant has a general idea of the topic, there is no deep understanding of the material, he is not able to logically substantiate his thoughts, while showing a weak degree of mastering this material with a weak level of knowledge. The answer is incomplete, contains significant errors, some of which can be eliminated with the help of members of the commission.
0 points	When trying to answer a question, the applicant demonstrates a complete lack of knowledge on the topic. Refusal to answer.



Appendix 4

To Chairman of the Board -Rector
of NCJSC "Astana medical university"

Nadyrov K.T.

From: surname _____

Name _____

Address/living at the address:

Phone number:

APPLICATION FOR APPEAL

I ask you to reconsider the result of my exam in discipline _____ in question (s)

_____, since I do not agree with the points given to me.

Further, the applicant substantiates his application

«__» _____ 2022

Signature

*Rules for the admission of foreign applicants to study in
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To Chairman of the Board -Rector
of NCJSC "Astana medical university"

Nadyrov K.T.

From:

surname _____

Name _____

Address/living at the address:

Phone number:

Номер телефона/ contact no.:

APPLICATION ONLINE INTERVIEW

I _____, resident of the above mentioned address request you to allow me to participate
in the online interview for admission to study in the specialty _____

« ____ » _____ 2022

Signature

*Appendix 6*

To Chairman of the Board -Rector
of NCJSC "Astana medical university"

Nadyrov K.T.

From: surname _____

Name _____

Address/living at the address:

Phone number:

Номер телефона/ contact no.:

APPLICATION FOR ENROLLMENT

Ask you to enroll me in the foreign department in the specialty
_____ on the basis of an educational grant/on a contractual basis (underline).

Information about parents

Father's name _____

Place of work _____

Position _____

Residing at the address: _____

Contact no.: _____

Mother's name _____

Place of work _____

Position _____

Residing at the address: _____

Contact no.: _____

Student email address:

Agent contacts:

« __ » _____ 2022

Signature

**ADMISSION LETTER**

NCJSC «Astana Medical University» is certifies that he/she _____
(full name), passport No. _____, DOB _____ is admitted to the
University for «General medicine» specialty in _____ academic year. Duration of
training is _____ years.

Tuition fee for _____ academic year is _____.

The amount of tuition fees may be changed by the University due to changes in tuition costs no more than once a year, as well as based on the inflation rate determined by the authorized state body of the Republic of Kazakhstan. Changes in the cost of tuition fees are formalized by an additional agreement to this Contract.

Payment for the first year of study is made by the Student or the Guarantor at a time (100%) before the start of the first semester of the current year. Tuition fees can be directly transferred to the University account mentioned below:

NCJSC «Astana Medical University»
Nur-Sultan city, Saryarka avenue 33
«Halyk bank », Nur-Sultan, Kazakhstan
Account №: KZ986010111000160561 USD
BIN: 080940008218
SWIFT: HSBKKZKX

Tuition Fee at NCJSC «Astana Medical University» converts according to the official Exchange Rate of the National bank of Kazakhstan (USD/TENGE Currency) in EVERY DAY/YEAR payment.

Vice-rector for academic work

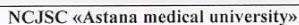
Performed by:
Tel:

*Rules for the admission of foreign applicants to study in
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№ n/n	Job title	Full name	Date of approval	Signature
1	Vice-Rector for Academic work	Bukeeva Zh.K.		
2	Vice-rector for financial, economic and administrative work	Maradzhapov B.I.		
3	Vice-Rector for Clinical work	Kosherova B.N.		
4	Vice-Rector for Research	Koikov V.V.		
4	Director of Financial Activities and Infrastructure Development Department	Belgibaeva M.K.	30.06.22	
5	Head of Department for Legal Support and Organization of Public Procurement	Mergembayeva M.E.	30.06.22	
6	Head of the Accreditation and Rating Center.	Zhil kibayeva K.T. <i>buliceum A.K.</i>		
7	Responsible Secretary of the Admissions Committee	Tleshova N.S.		
8	Head of the Center for International Cooperation	Bilan-Kotelnikova L.I.	30.06.22	

Change registration sheet

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Reference list

DATE OF BIRTH _____
PLACE OF BIRTH _____
CITY _____