

«APPROVED»
The Board of Directors of
NJSC «West Kazakhstan Marat
Ospanov Medical University»
from «22» October 2021
minutes No 9.

Rules for admission to master's program
at the non-commercial joint-stock company
«West Kazakhstan Marat Ospanov Medical University»

Aktobe, 2021

1. GENERAL PROVISIONS

1.1. These rules for admission to the master's program (hereinafter – the Rules) describe the procedure for admission of persons to the master's program in the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University» (hereinafter – the University).

1.2. The rules are developed in accordance with:

- The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III «On Education» (with amendments and additions as of 08.01.2021 No. 410-VI).
- By order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 «Typical rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education» (with amendments and additions as of August 9, 2021 No. 388).
- By order of the Minister of Education and Science of the Republic of Kazakhstan dated May 8, 2019 No. 190 «On approval of the Rules for conducting comprehensive testing» (with amendments and additions as of 25.02.2021 No. 78).
- By order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 «On approval of state mandatory standards of education at all levels of education» (with amendments and additions as of May 05, 2020);
- Order of the acting Minister of Healthcare and social development of the Republic of Kazakhstan dated July 31, 2015 No. 647 «On approval of state mandatory standards and standard professional training programs in medical and pharmaceutical specialties» (with amendments and additions as of 21.02.2020).

1.3. The following basic concepts are used in these Rules:

- comprehensive testing – a form of examination conducted simultaneously in several academic disciplines using information and communication technologies;
- master's degree – the level of postgraduate education aimed at training personnel with the award of the master's degree in the corresponding educational program with the mandatory development of at least 60-120 academic credits;
- master – degree awarded to individuals who have completed master's degree programs;
- master's student – a person studying for a master's degree;
- applicant's portfolio - personal file of the applicant, which includes scientific achievements (copies of articles, certificates, certificates, conference programs, where the applicant spoke, etc.);
- threshold score – the minimum amount of points established by the Standard rules for testing blocks or disciplines that allows participation in the competition for awarding an educational grant at the expense of the national budget or the local budget, or for admission on a paid basis;
- certificate – a registered document of the established sample, which officially confirms the points scored during the comprehensive testing.

2. ADMISSION TO THE MASTER'S PROGRAM

2.1. Admission of undergraduates of organizations of higher and postgraduate education (hereinafter referred to as OHPE) is carried out by placing a state

educational order for training personnel in scientific, pedagogical and specialized areas, as well as paying for training at the expense of students' own funds and other sources. cases: 1) adoption of a decision by the authorized body on the suspension, revocation and revocation of the license and (or) annex to the license for engaging in educational activities; 2) suspension, revocation or expiration of the accreditation period, with the exception of educational organizations under the President of the Republic of Kazakhstan and military, special educational institutions; 3) upon revealing gross violations based on the results of state control and (or) during the trial according to its results; 4) the absence or exclusion of the educational program from the Register of educational programs of the authorized body in the field of education for the corresponding group of educational programs.

2.2. Admission to the master's program of the University is carried out on a competitive basis based on the results of Comprehensive testing.

2.3. Admission of foreigners is carried out on a paid basis. Obtaining free postgraduate education by foreigners on a competitive basis in accordance with the state educational order is determined by international agreements of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.

2.4. Admission of foreign citizens to study at the University on a paid basis is based on the results of an interview conducted by The University's Admissions Committee during the calendar year. Enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

2.5. Documents in a foreign language are provided with a notarized translation into Kazakh or Russian. Educational documents issued by foreign educational organizations go through the procedure for recognizing educational documents in the manner prescribed by the legislation of the Republic of Kazakhstan after enrolling persons within 1 (first) academic period of study.

2.6. To accept documents and organize entrance examinations, the university creates an admissions committee. The Chairman of the admissions Committee is the Chairman of the Board - the Rector of the University.

2.7. The composition and functions of the admissions committee are approved by the Order of the Chairman of the admissions Committee or the person acting as his / her duties.

2.8. For those entering the master's program, the admissions Committee advises applicants on the selected group of postgraduate educational programs, familiarizing them with the comprehensive testing procedure.

2.9. Acceptance of applications for the master's program is carried out by the admissions committee of the University and (or) through the information system from June 1 to July 15 of the calendar year.

2.10. Comprehensive testing for the magistracy is carried out from 1 to 15 August of the calendar year.

2.11. Persons entering the master's program in the period from August 25 to 28 of the calendar year provide the service provider (through The University's admission Committee) (hereinafter – the service provider) or through the e-government web portal www.egov.kz (hereinafter-the portal) a package of documents provided for in paragraph 8 of the state service Standard «acceptance of documents and enrollment in higher education institutions for training in postgraduate educational programs» (hereinafter-the state service Standard).

2.12. Information about identity documents, higher education documents, and medical certificates is provided to the service provider from the relevant state information systems via the e-government gateway.

2.13. The admissions Committee accepts a package of documents, registers them and issues a receipt for services to the recipient on the day of receipt of the application, or if the recipient provides services with an incomplete package of documents, refuses to accept documents.

2.14. If you contact the recipient via the service portal, the status of acceptance of the request for a public service is sent to the «personal account», as well as a notification indicating the date and time of receipt of the result of the public service.

2.15. The service provider checks the completeness of the submitted documents from the moment they are received, and in case of incompleteness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant's «personal account» on the portal.

2.16. In case of provision of services by the recipient of a full package of documents, the service provider is notified of the acceptance of documents for admission to the University after receiving the notification of services; the recipient submits the original documents to the service provider within the period up to August 28 of the calendar year.

2.17. After receiving the documents, the head of the University issues an order to enroll the recipient's services in the number of undergraduates.

3. REQUIREMENTS FOR ENTERING THE MASTER'S PROGRAM

3.1. Graduate programs accept people who have mastered educational programs of higher education.

3.2. Requirements for the previous level of education of people who want to complete master's degree programs in the following specialties:

- **M144- «Medicine»:** Higher professional education in the specialty 5B130100 – «General medicine», 040100 – «Medicine», 040200 – «Pediatrics», 040600 – «Eastern medicine», 5B130200 – «Dentistry», 5B110400 – «Medical and preventive care»;

- **M140 – «Public health»:** Higher professional education in the specialty 5B110200 – «Public health», 5B130100 – «General medicine», 040100 – «Medicine», 040200 – «Pediatrics», 040600 – «Eastern medicine», 5B130200 – «Dentistry», 5B110100 – «Nursing», 5B110300 – «Pharmacy», 5B030100 – «Jurisprudence», 5B050600 – «Economics» 5B050700 – «Management», 5B051000 – «State and local government », 5B051300 – «World economics»;

- **M141 – «Nursing»:** Higher professional education in the specialty 5B110100 – «Nursing», 5B130100 – «General medicine», 040100 – «Medicine », 040200 – «Pediatrics», 040600 – «Eastern medicine», 5B130200 – «Dentistry», 5B110400 – «Medical and preventive care»;

- **M145 – «Medical and preventive care»:** Higher professional education in the specialty 5B110400 – «Medical and preventive care», 5B130100 – «General medicine», 5B110200 – «Public health».

- **M143 – «Biomedicine»:** Higher professional education in medical, natural science, and technical specialties.



3.3. Persons entering the magistracy, when applying to the University, submit to the following documents in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 «Standard rules for admission to training in educational organizations that implement educational programs of higher and postgraduate education» (p. changes and additions as of August 9, 2021 No. 388):

- 1) application addressed to the head of the University;
- 2) a document of higher education (original) and a notarized copy of the diploma of higher education with the Appendix);
- 3) identity document (required for identification);
- 4) 6 photographs 3x4 centimeters;
- 5) medical certificate in the form 075 /u in electronic format, approved by order No. ҚР DSM-175/2020:

6) certificate of passing a test in a foreign language (English, German, French) according to the programs International English Language Tests System (IELTS, threshold score - at least 6.0), IELTS INDICATOR (AYTLS Indicator), threshold score - at least 6.0, Test of English as a Foreign Language Institutional Testing TOEFL ITP threshold score - not less than 543 points, Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold score - not less than 60, Test of English as a Foreign Language Paper-based test not less than 49 , Niveau C1 / level C1), Test DaF-Prufung (NiveauC1 / level C1), Test de Français International TM (TFI - at least level B1 in reading and listening sections), Diplomed 'Etudesen Languefrançaise (DELF, level B2), DiplomeApprofondideLangue française (level C1), Test deconnaissancedufrançais (TCF - at least 50 points) (if available).

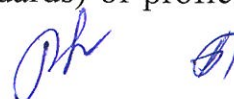
- 7) document confirming employment (for persons with work experience);
- 8) List of scientific and methodological works (if any).
- 9) a letter guaranteeing the conclusion of a contract and payment of tuition fees (for applicants to the master's program on a paid basis, provided that the tuition is paid by an institution or organization);

3.4. Documents, listed in sub-paragraphs 6) and 7) of paragraph 3.3. are provided in originals and copies, after verification of which the originals are returned to the recipient.

3.5. When providing an incomplete list of documents specified in this paragraph, the admission Committee of the University does not accept documents from applicants.

3.6. Applicants acting in the master's program, when applying through the portal:

- 1) request in the form of an electronic document signed with the recipient's digital signature;
- 2) electronic document on higher education;
- 3) an electronic certificate confirming proficiency in a foreign language in accordance with the common European competences (standards) of proficiency in a



foreign language according to the International English Language Tests System programs (IELTS, threshold score - at least 6.0), IELTS INDICATOR (AYTLS Indicator), threshold score - at least 6.0, Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP (TOEFL ITP) threshold score - not less than 543 points, Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold score – English Language threshold - not less than 60, Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) , Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, Niveau C1 / level C1), Test DaF-Pruefung (Niveau C1 / level C1), Test de Franzais International TM (TFI - not lower than level B1 in reading and listening sections), (DALF, level C1), Test de connaissance du français (TCF - at least 50 points) (if available);

4) electronic document confirming employment (for applicants with work experience);

5) digital photo size of 3x4 centimeters;

6) Medical certificate in the form 075 / u in electronic format, approved by order No. KP DSM-175/2020

7) list of scientific and methodological works (if any).

3.7. Information about identity documents, higher education documents, medical certificates, and certificates of completion of internships are provided to the service providers of the relevant state information systems through the e-government gateway.

3.8. When contacting the service recipient via the portal, a notification is sent to the «personal account» about the acceptance of the request for the provision of public services in the form of an electronic document certified by an EDS.

3.9. The applicant is given a receipt on documents acceptance.

3.10. All documents are filed in a folder; the sheets are numbered and entered in the list of documents.

3.11. Together with the original documents specified in sub-paragraphs 2), 3) of paragraph 3.3, notarized copies of them are provided. Original documents will be returned.

3.12. Information about admission to the master's program at the University and regulatory documentation are available on the University's website (<http://www.zkgmu.kz>) and through the automated information system (AIS) «Platonus» (<https://platonus.zkmu.kz>).

3.13. Applicants to the master's program in the application indicate one group of educational programs and up to 3 (three) OHPE

3.14. To participate in the competition under the state educational order at the expense of the local budget, applicants submit to the OHPE until August 25 of the calendar year:

1) application (in any form);

2) document on higher education (original);

3) certificate of comprehensive testing and a copy of the international certificate confirming foreign language proficiency in accordance with the common European competences (standards) of foreign language proficiency (if any) (for master's degree programs);

- 4) a copy of the employment record (if available);
- 5) a copy of the identity document.

3.15. The competition for the state educational order is held in accordance with the scores of comprehensive testing and/or entrance exam for groups of educational programs.

4. PROCEDURE FOR CONDUCTING ENTRANCE EXAMS

4.1. Persons entering the scientific and pedagogical magistracy in the direction of health care, pass complex testing in the period from August 1 to August 15 of the calendar year.

- 1) test in one of the foreign languages of your choice (English, German, French);
 - 2) test for the profile of groups of educational programs, optionally in Kazakh or Russian;
 - 3) a test to determine readiness for training, optionally in Kazakh or Russian.
- Persons entering a specialized magistracy in the direction of health care, pass comprehensive testing:

- 1) test for the profile of groups of educational programs, optionally in Kazakh or Russian;
- 2) a test to determine readiness for training by choice, in Kazakh or Russian.

4.2. Applicants entering the master's program with English as their language of instruction pass a comprehensive test, which includes a test on the profile of groups of educational programs in English and a test to determine readiness for elective training in Kazakh, Russian or English.

4.3 . Comprehensive testing is carried out in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 8, 2019 No. 190 «on approval of the rules for conducting comprehensive testing» (with amendments and additions as of June 05, 2020 No. 185).

4.4 . Comprehensive testing is conducted by the National testing center of the Ministry of education and science of the Republic of Kazakhstan at the points of Comprehensive testing determined by the Ministry of education and science of the Republic of Kazakhstan.

4.5 . When conducting comprehensive testing for a master's degree, compliance with the procedure is ensured by authorized representatives of the Ministry of education and science of the Republic of Kazakhstan.

4.6 . The list of groups of educational programs of postgraduate education with the indication of specialized disciplines of complex testing is established in accordance with Appendix 2 to the rules for conducting complex testing.

4.7 . The number of test tasks for comprehensive testing for magistracy with Kazakh or Russian as the language of instruction for scientific and pedagogical magistracy is 130:

- 1) test in a foreign language - 50;
- 2) test to determine readiness for learning - 30;
- 3) test for the profile of the group of educational programs - 50, of which: in the first profile discipline - 30, in the second profile discipline - 20.

The maximum number of points is 150 points in complex testing for magistracy with Kazakh or Russian language of training.

4.8. The number of test tasks for comprehensive testing for magistracy with Kazakh or Russian as the language of instruction for profile magistracy is 80:

1) test to determine readiness for learning - 30, of which: critical thinking - 15, analytical thinking - 15;

2) test for the profile of the group of educational programs - 50, of which: in the first profile discipline - 30, in the second profile discipline - 20.

4.9. On complex testing for applicants to the scientific and pedagogical magistracy with Kazakh or Russian language of instruction, 3 hours 55 minutes are allocated, profile 2 hours 40 minutes.

4.10. Applicants who submitted an application but did not take part in the comprehensive testing on the day specified in the pass are given the opportunity to participate on one of the following days during the comprehensive testing period, if there is a place in the classroom with the appropriate testing language and the profile of the educational program group for the following valid reasons:

1) if there is a conclusion of the medical consultation Commission, according to form No. 035-1 / u, approved by the Order of the acting Minister of health of the Republic of Kazakhstan dated November 23, 2010 No. 907 «on approval of forms of primary medical documentation of health organizations», for health reasons;

2) if there are documents confirming the death of close relatives, the list of which is defined by the Code of the Republic of Kazakhstan «On marriage (matrimony) and family»;

3) in emergency situations.

4.11. Persons holding international certificates confirming proficiency in a foreign language in accordance with the common European competences (standards) of proficiency in a foreign language are exempt from the entrance exam in a foreign language for magistracy in the following exams:

- *English* - according to the International English Language Tests System programs (IELTS, threshold score - not less than 6.0);

- IELTS INDICATOR, threshold score - not less than 6.0;

- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP (TOEFLayTiPi) threshold score - no less than 543 points;

- Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold score - at least 60;

- Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold score - not less than 498;

- *German*: Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, Niveau C1 / level C1);

- Test DaF-Pruefung (Niveau C1 / level C1);

- *French*: Test de Français International TM (TFI - not lower than B1 level in reading and auditing sections), Diplomed'Etudes en Langue française (DELFL, level B2), Diplome Approfondi de Langue française (DALF, level C1), Test de connaissance du français (TCF - 50 points) (if there is);

4.12. Applicants who have completed foreign OHPE in countries with a state or official language which is English and has specialized accreditation of foreign

accreditation bodies included in the register and (or) associations of accreditation bodies of the member States of the Organization for economic cooperation and development (OECD) for 5 years are exempt from testing unit «Foreign language» (English) comprehensive test in the master program in Kazakh or Russian language of instruction.

4.13. The results of complex testing are announced on the day of the test. According to the results of comprehensive testing, an electronic certificate is issued, which is confirmed on the website of the National testing center of the Ministry of education and science of the Republic of Kazakhstan (www.testcenter.kz.)

4.14. Retaking of complex testing in the year of their completion is not allowed.

4.15. The Republican Appeals Commission under the Ministry of education and science of the Republic of Kazakhstan is established to consider applications of persons who do not agree with the results of comprehensive testing. The Chairman and composition of the Republican Appeal Commission are approved by the order of the Ministry of education and science of the Republic of Kazakhstan.

4.16. When conducting complex testing in paper format, appeal commissions are established at each point of complex testing. The Chairmen of appeal commissions are approved by the order of the Ministry of education and science of the Republic of Kazakhstan.

4.17. The Republican Appeal Commission considers applications from persons entering the master's program on the content of test tasks and technical reasons.

4.18. The Appeal Commission and (or) the Republican appeal Commission make a decision on the application of the person appealing the results of the entrance (creative) exam or comprehensive testing for groups of educational programs of postgraduate education.

4.19. An application for an appeal from persons entering the magistracy is submitted to the Chairman of the appeal Commission personally. Applications are accepted until 13.00 hours of the next day after the announcement of the results of the entrance exam and comprehensive testing, and are considered by the appeal Commission within one day from the date of submission of the application.

4.20. The appeal Commission works with each person individually. If a person fails to appear at the meeting of the appeal Commission, his application for appeal is not considered.

4.21. When considering an application by the appeal Commission, the person who filed the appeal provides an identity document.

4.22. When conducting complex testing in paper format, the appeal Commission of the point of conducting complex testing decides to add points to the person appealing the results of complex testing. The results of the review of the point of complex testing by the appeal are transmitted by the appeal Commission to the Republican Appeal Commission.

4.23. The Republican Appeal Commission considers the validity of the appeal Commission's proposal and, within one day after receiving the appeal Commission's proposal, makes a decision on adding points to the person appealing the results of the entrance exam in a foreign language or the results of comprehensive testing for master's studies.

4.24. When conducting comprehensive testing in electronic format, the applicant's application for appeal is accepted within 30 minutes after the test is

Handwritten signature and a circular stamp or mark at the bottom right of the page.

completed. Validity of applications is considered by the Republican appeal Commission within 3 (three) to 5 (five) calendar days after the day of testing.

4.25. Decisions of the appeal commissions are made by a majority vote of the total number of members of the Commission. In the event of a tie, the vote of the Chairman of the Commission is decisive. The work of appeal commissions is formalized by a Protocol signed by the Chairman and all members of the Commission.

4.26. Representatives of the Ministry of education and science of the Republic of Kazakhstan are sent to the points of comprehensive testing and to the ohpe in order to comply with the procedure for conducting entrance exams and comprehensive testing.

5. ADMISSION TO THE MASTER'S PROGRAM

5.1. Enrollment in the magistracy is carried out following the results of comprehensive testing in a scientific and pedagogical magistracy with the Kazakh or Russian language of instruction, which scored the following points: Test in a foreign language - at least 25 points, Test to determine readiness to learn - at least 7 points, Test according to the profile of the group educational programs - at least 14 points (with the choice of one correct answer - at least 7, with the choice of one or more correct answers at least 7) in accordance with the Scale of the 150-point assessment system for comprehensive testing for magistracy with Kazakh or Russian as the language of instruction.

5.2. Persons who have received the highest scores in the comprehensive testing and (or) entrance exam are enrolled for training under the state educational order on a competitive basis:

- 1) for scientific-pedagogical and specialized master's programs– at least 75 points;
- 2) for a master's degree in English - at least 50 points;
- 3) for a specialized master's degree - at least 50 points.

5.3. Evaluation of responses to complex testing tasks for the incoming student is carried out as follows:

1) in tasks with the choice of one correct answer - when choosing the correct answer, one point is awarded, in other cases zero points;

2) in tasks with the choice of one or more correct answers: two points are awarded for choosing all the correct answers, one point is awarded for one mistake, and zero points are awarded for two mistakes.

5.4. Persons who have certificates of passing the test in a foreign language (English, German) are credited with the highest score according to the 100-point rating system.

5.5. Persons who have successfully passed the entrance exams to the master's program, but did not pass the competition for places allocated by the state educational order, can be enrolled in the master's program on a contractual (paid) basis. Enrollment is based on the decision of the admissions Committee after the parties conclude an agreement on the paid provision of educational services.

5.6. Individuals are enrolled in the magistracy on a paid basis based on the results of comprehensive testing in accordance with the Scale of a 150-point assessment system for comprehensive testing in magistracy with Kazakh or Russian

language of instruction: at least 50 points, while in a foreign language - at least 25 points, according to the profile of the group of educational programs: with the choice of one correct answer - at least 7 points, with the choice of one or more correct answers - at least 7 points, according to the test to determine the readiness to learn - at least 7 points.

5.7. Enrollment of persons in a specialized master's program on a paid basis is carried out based on the results of complex testing in accordance with the Scale of a 100-point assessment system for complex testing in a specialized master's program with Kazakh or Russian language of instruction: at least 25 points, while according to the profile of the group of educational programs: with a choice one correct answer - not less than 7 points, with the choice of one or more correct answers - not less than 7 points, according to the test to determine readiness to learn - not less than 7 points..

5.8. Persons than have one of the certificates of naturalization test in a foreign language (English, French, German) confirming knowledge of foreign language according to the common European competences (standards) of foreign language skills, when applying for participation in competition on award of educational grants at the expense of the Republican budget or local budget, as well as for admission to Oita on a paid basis shall count 50 points.


5.9. Undeveloped places under the state educational order are returned to the authorized bodies in the field of health care in the form of an application for further redistribution between higher educational institutions in the context of groups of educational programs of postgraduate education until September 5 of the calendar year.

5.10. First of all, the applications of OHPE that have applicants with the highest scores based on the results of entrance exams for the corresponding group of educational programs of postgraduate education are satisfied. If there are no applicants for this group of educational programs of postgraduate education, the redistribution is carried out within the corresponding field of postgraduate education. If there are no applicants in the areas of training, the redistribution is carried out within the field of education. The reallocation of undeveloped places is approved by the order of the authorized body until September 30 of the calendar year.



5.11. The University submits to the authorized body in the field of health care within 10 calendar days the final report on the organization and conduct of admission, as well as copies of orders for admission to the master's program under the state educational order.

Handwritten signature and a circular stamp or mark in blue ink at the bottom right of the page.

Developed by:

| No. | Full name | Position | Signature | Date |
|-----|----------------|---|---|----------|
| 1. | Ramazanova A.A | Executive Secretary of the admissions Committee |  | 13.10.21 |

Agreed:

| No. | Full name | Position | Signature | Date |
|-----|----------------------|--|---|----------|
| 1. | Koshmaganbetova G.K. | Head of Master program and PhD program Departments |  | 13.10.21 |
| 2. | Tuleuova G.A. | Head of the Legal Department |  | 13.10.21 |