


<p>СӘТБАЕВ УНИВЕРСИТЕТИ</p> 	<p>MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN</p> <p>NON-PROFIT JOINT STOCK COMPANY «KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K.I. SATBAYEV»</p>	
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**Rules for admission
to training in magistracy and doctoral studies
at Kazakh National Research Technical University
named after K.I. Satbayev
(Satbayev University)**

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FOREWORD

1 DEVELOPED by the Institute of Distance Education and Professional Development of the NPJSC "Kazakh National Research Technical University named after K.I. Satbayev"

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1 General provisions

1.1 These Rules for admission to training in magistracy and doctoral studies at Kazakh National Research Technical University named after K.I. Satbayev (hereinafter referred to as the Rules) have been developed in accordance with Model rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600.

1.2 Admission of undergraduates, doctoral students to Kazakh National Research Technical University named after K.I. Satbayev (hereinafter referred to as KazNRTU or the University) shall be 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.

2 Normative references

In these rules, references to the following normative documents are used:

2.1 Law of the Republic of Kazakhstan dated July 27, 2007 No. 319 "On education";

2.2 Model rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600.

3 The procedure for admission to training in magistracy and doctoral studies at KazNRTU

3.1 Admission of persons to magistracy and doctoral studies at KazNRTU, including targeted training, shall be carried out on a competitive basis, based on the results of comprehensive testing (hereinafter referred to as CT) or entrance examinations.

3.2 Admission of foreigners to magistracy and doctoral studies shall be carried out on a fee basis. The receipt by foreigners on a competitive basis in accordance with the state educational order of free postgraduate education shall be determined by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.

3.3 The admission of foreign citizens to study at KazNRTU on a fee basis shall be carried out according to the results of an interview conducted by the admissions committees of KazNRTU during the calendar year. Enrollment of foreign citizens shall be carried out in accordance with the academic calendar 5 (five) days before the start of the next academic period.

3.4 Educational documents issued by foreign educational organizations shall be recognized in accordance with the procedure established by Law.

Documents in a foreign language shall be provided with a notarized translation into Kazakh or Russian.

Educational documents issued by foreign educational institutions shall be nostrified in the manner prescribed by the legislation of the Republic of Kazakhstan after the enrollment of persons during their 1 (first) academic period of study.

3.5 An admission committee shall be created to receive documents and organize entrance examinations at KazNRTU. The Rector shall be the chairperson of the admission committee.

The composition and functions of the admission committee shall be approved by the order of the Rector.

3.6 For applicants for doctoral studies, the admission committee shall carry out:

1) advising applicants on the issues of the chosen group of educational programs of postgraduate education, familiarization with the procedure of the entrance examination;

2) organization of reception and verification of documents of applicants;

3) organization of the entrance examination by groups of educational programs.

3.7 For applicants to the magistracy, the admission committee shall carry out advising applicants on the issues of the chosen group of educational programs of postgraduate education, and familiarization with the CT procedure.

3.8 Applications for a master's degree at KazNRTU are accepted from applicants by KazNRTU admission committee and (or) through the information system from June 1 to July 15 of a calendar year.

CT for a master's degree shall be held from July 20 to August 10 of a calendar year.

3.9 Applications for doctoral studies at KazNRTU shall be accepted from July 3 to August 3 of a calendar year. Entrance examinations for groups of educational programs for doctoral studies are held from August 4 to 20 of a calendar year on the basis of Regional Testing Centers (hereinafter referred to as RTC).

3.10 Enrollment for a master's degree and doctoral studies is until August 28 of a calendar year.

3.11 Upon admission to a master's degree or a doctoral PhD studies, in case of a mismatch of the profile of the educational program of the Master's or PhD course with the educational program of higher education, the applicant shall be established prerequisites for development. Prerequisites shall be on a fee basis, on the main program of postgraduate education within the first year of study, which is additionally included in the individual work plan of a student.

As a prerequisite, the undergraduate/Phd student shall present the results of teaching non-formal education of the appropriate level, the recognition of which is carried out by the university in accordance with subparagraph 38-3) of Article 5 of the Law.

3.12 Upon admission of a holder of a specialized magistracy to a doctoral PhD, as pre-requisites, he/she shall be additionally established an educational

program for postgraduate education of a pedagogical profile of a scientific and pedagogical Master's course.

4 Admission and carrying out CT for magistracy

4.1 Persons who have mastered educational programs of higher education shall be admitted to the magistracy of KazNRTU.

4.2 Persons applying for a master's degree from August 25 to 28 of a calendar year shall submit a package of documents specified in paragraph 8 of the Public Service Standard "Acceptance of documents and enrollment in higher educational institutions for training in postgraduate educational programs" in accordance with Annex 1 to these Rules to the service provider (through the KazNRTU admission committee) (hereinafter referred to as the Admission committee) or through the "e-government" web portal www.egov.kz (hereinafter referred to as the Portal).

4.3 The list of basic requirements for the provision of public services, including the characteristics of the process, the form, content, and result of the provision of services, as well as other information, taking into account the specifics of the provision of public services, shall be given in the Standard of Public Services.

Information on identity documents, higher education document, medical certificate, internship completion certificate shall be submitted to the University from the relevant state information systems through the "electronic government" gateway.

An employee of the Admission committee shall accept a set of documents, carry out their registration and issuance of a receipt to the applicant for the receipt of the set of documents, according to the form approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated January 28, 2015 No. 39 "On approval of the types and forms of education documents of the state standard and the Rules for their issuance" (registered in the Register of State Registration of Normative Legal Acts under No. 10348) on the day of receipt of the application, or, if the applicant provides an incomplete set of documents, shall refuse to accept documents.

In case of contacting the applicant through the portal, the status of acceptance of the request for 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.

The University, from the moment of their receipt, shall check the completeness of the documents submitted, in case of incompleteness, prepares a reasoned refusal to consider the application, which shall be sent in the form of an electronic document to the applicant in the "personal account" on the portal.

If the applicant provides a full package of documents, the University is notified of the acceptance of documents for enrollment to the magistracy. After

receiving the notification, the applicant submits the original documents to the University by August 28 of a calendar year.

After the documents are accepted, the Rector of KazNRTU shall issue an order to enroll the applicant in the number of master's students.

The University shall refuse to provide a public service on the grounds provided for in paragraph 9 of the Public Service Standard.

The Service Provider shall ensure that information about the stage of rendering a public service is entered into the information system for monitoring the provision of public services in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services".

A complaint about the decision, actions (inaction) of the service provider on the provision of public services may be submitted to the name of the head of the service provider, to the authorized body for assessing and monitoring the quality of the provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

The service recipient's complaint sent to the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) working days from the date of its registration.

The service recipient's complaint received by the authorized body for the assessment and control over the quality of the provision of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of the provision of public services, the service recipient shall apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

4.4 Persons entering the specialized magistracy take CT, which includes a test on the profile of groups of educational programs, a test to determine the readiness to study optional in Kazakh or Russian.

Persons entering the scientific and pedagogical magistracy take CT, which includes a test in a foreign language (English), a test on the profile of groups of educational programs, a test to determine the readiness to study optional in Kazakh or Russian.

4.5 CT shall be carried out in accordance with the Rules for Comprehensive Testing, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 8, 2019 No. 190 (registered in the Register of State Registration of Normative Legal Acts under No. 18657).

CT shall be carried out by the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the NTC) at the points for CT, determined by the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the MES of RK).

Based on the results of CT, an electronic certificate shall be issued, which is confirmed on the website of the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan.

Retaking CT in the year of its passing shall be prohibited.

4.6 Persons holding one of the international certificates confirming proficiency in English language in accordance with the common European competences (standards) of proficiency in English language shall be exempted from the CT English language test for a master's degree:

- IELTS/International English Language Tests System (International English Language Tests System), threshold score - not less than 6.0;
- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP), threshold score - not less than 543 points;
- Test of English as a Foreign Language Institutional Testing Program Internet-based Test (TOEFL IBT, threshold score - not less than 60;
- TOEFL PBT, threshold score - not less than 498.

Persons entering the magistracy for the groups of educational programs in the areas of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, processing and construction industries", as well as area of training "Business and Management" shall be exempt from CT for master's programs with Kazakh or Russian languages of instruction in the presence of an international certificate of passing the standardized test Graduate Record Examinations GRE with scores in accordance with Annex 2 to these Rules.

Persons entering the magistracy for the groups of educational programs of the direction of training "Business and Management" are exempt from CT in the magistracy with the Kazakh, Russian or English languages of instruction in the presence of an international certificate of passing the standardized test Graduate Management Admission Test GMAT with points in accordance with Annex 3 to these Rules.

When submitting documents for participation in the competition for the award of an educational grant, as well as when enrolling to the University, the authenticity and validity of the submitted certificates shall be checked by the Admission committee.

Persons who have one of the certificates of passing the test in English language specified in this paragraph, when applying for participation in the competition for the award of an educational grant at the expense of the republican budget or local budget, as well as when enrolling to KazNRTU on a fee basis, shall be awarded 50 points.

Persons who have completed foreign OHPE in countries whose state or official language is English and with specialized accreditation of foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of member states of the Organization for Economic Cooperation and Development (OECD) shall be exempt from block of testing "Foreign language" (English) CT for a magistracy with Kazakh or Russian language of training.

4.7 To participate in the competition for the state educational order of postgraduate education, an applicant, before August 20 of a calendar year, submits

an application of a standard form to the Admission committee of the OHPE or through the information system.

Applicants to the magistracy in the application shall indicate one group of educational programs and up to 3 (three) OHPE.

The results of CT shall be announced on the day they are held.

5 Admission and conduct of entrance examinations for doctoral studies

5.1 Persons with a Master's degree and work experience of not less than 9 (nine) months may be admitted to doctoral studies.

5.2 Persons entering doctoral studies, in the period from August 22 to 28 of the calendar year, shall submit to the Admission committee and (or) through the portal a set of documents provided for in paragraph 8 of the Public Service Standard, in accordance with Annex 1 to these Rules.

KazNRTU shall accept a set of documents, carry out their registration in the NTC information system and issuance of a receipt to the applicant for the receipt of the set of documents on the day of receipt of the application, or, if the applicant provides an incomplete set of documents, shall refuse to accept documents.

When submitting documents to the OHPE applicants shall choose 1 OHPE and 1 GEP for admission.

The list of basic requirements for the provision of public services, including the characteristics of the process, the form, content, and result of the provision of services, as well as other information, taking into account the specifics of the provision of public services, is given in the Standard of Public Services.

Information about identity documents, higher education document, medical certificate, internship completion certificate shall be submitted to the service provider from the relevant state information systems through the "electronic government" gateway.

In case of contacting the applicant through the portal, the status of acceptance of the request for 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.

The Admission committee, from the moment of their receipt, shall check the completeness of the documents submitted, in case of incompleteness, prepare a reasoned refusal of further consideration the application, which shall be sent in the form of an electronic document to the applicant in the "personal account" on the portal.

If the applicant provides a full set of documents, the University shall be notified of the acceptance of documents for enrollment. After receiving the notification, the applicant shall submit the original documents to the University by August 28 of the calendar year.

After receiving the documents, the Rector shall issue an order to enroll the applicant in the number of doctoral students of KazNRTU.

The University shall refuse to provide a public service on the grounds provided for in paragraph 9 of the Public Service Standard.

5.3 The service provider ensures that information about the stage of rendering a public service is entered into the information system for monitoring the provision of public services in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services".

5.4 A complaint about the decision, actions (inaction) of the service provider on the provision of public services may be submitted to the name of the head of the service provider, to the authorized body for assessing and monitoring the quality of the provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

The service recipient's complaint sent to the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) working days from the date of its registration.

The service recipient's complaint received by the authorized body for the assessment and control over the quality of the provision of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of the provision of public services, the service recipient applies to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

5.5 Reception of applications (in any form) for persons applying for training on a state educational order within the framework of targeted training in groups of doctoral educational programs shall be carried out at KazNRTU.

5.6 Applicants to doctoral studies provide international certificates confirming proficiency in English language in accordance with the common European competences (standards) of proficiency in English language :

- IELTS/International English Language Tests System, threshold score - not less than 5.5 ;
- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP (TOEFL ITP), threshold score - not less than 460 points ;
- Test of English as a Foreign Language Institutional Testing Program (Test of English as a Foreign Language Institutional Testing Program) Internet-based Test (TOEFL IBT (TOEFL IBT), threshold score - not less than 46 ;
- TOEFL PBT (Test of English as a Foreign Language Paper-based testing), threshold score - not less than 453.

The authenticity and validity of the submitted certificates shall be checked by the Admission committee.

Persons who have completed foreign OHPE in countries whose state or official language is English and with specialized accreditation of foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of member states of the Organization for Economic Cooperation and Development (OECD) shall not provide international certificates confirming proficiency in a foreign language in accordance with the common European competences (standards) of proficiency in a foreign language specified in this paragraph.

5.7 The entrance examination for the groups of doctoral study programs shall be conducted in computer format.

The entrance examination for the groups of doctoral study programs in computer format according to Annex 4 shall be held in organizations determined by the local authorized body in the field of education.

The entrance examination for doctoral studies in computer format consists of:

- 1) an essay;
- 2) a test to determine the readiness to doctoral studies;
- 3) answers to examination questions on the profile of the group of educational programs.

When passing the entrance exam, the applicant shall independently choose the sequence of blocks to answer.

The answers of applicants shall be coded and sent to the OHPE on the day of the entrance exam.

Administrators of entrance exams performing the functions of a person of duty in audiences and corridors shall be sent to RTC for monitoring compliance with the rules of the entrance exam.

Applicants shall be allowed to enter the audience of the entrance exam upon presentation of the original identity document (ID or passport), while applicants are identified through the scanner of a volumetric-spatial form of the person's face.

When entering the audience, hand-held and frame-type metal detectors shall be used. When allowing applicants to the entrance exams, metal detectors shall be used for ensuring the safety of applicants during the entrance exam, as well as for preventing them from trying and bringing prohibited items into the building, such as cheat sheets, educational and methodological literature, calculators, cameras, mobile devices equipped with information transfer (mobile phones, tablets, iPad, iPod, SmartPhone, laptops, players, (mobile routers), use any kind of radio-electronic communication (Wi-Fi, Bluetooth, Dect, 3G, 4G, 5G, smart watches, wired and wireless headphones, etc).

If prohibited items are found during the check with a metal detector, the administrator of the entrance exam together with the observers shall draw up an Act and the applicant shall not be allowed to the entrance exam.

If a "figurehead" is identified when allowing applicants to the entrance exam in computer format, the administrator of the entrance exam, in the presence of the figurehead, shall draw up an "Act of identifying a figurehead when allowing applicants to the entrance exam."

Applicants who have involved "figureheads" shall not be allowed to the entrance exam.

When passing the entrance examination, the applicant is not allowed:

- to leave an audience (a computer classroom) without permission and accompaniment of the administrator of the entrance exam performing the functions of a person of duty in corridors;
- to leave an audience (a computer classroom) within the first and the last hours of the entrance exam. Meanwhile, it is prohibited to leave the audience for more than 10 minutes, more than 2 times;
- to talk to one another and switch places;
- to pass to one another the documents and A4 papers issued to the applicant for the exam;
- to take the documents and A4 papers issued to the applicant for the exam out of the audience (computer classroom);
- to bring into the audience (computer classroom) and use cheat sheets, educational and methodological literature, calculators, cameras, mobile devices equipped with information transfer (mobile phones, tablets, iPad, iPod, SmartPhone, laptops, players, (mobile routers), use any kind of radio-electronic communication (Wi-Fi, Bluetooth, Dect, 3G, 4G, 5G, smart watches, wired and wireless headphones, etc.);
- to make noise before or during the entrance exam;
- to take away the A4 papers issued before the start of the entrance exam;
- to discuss and reveal the content of tests and exam questions;
- to intentionally spoil the testing equipment and security systems.

Meanwhile, it is allowed to use a calculator, periodic tables and solubility charts, which are in the interface of a testing computer.

If an applicant bends the above points, the administrator of the entrance exam, together with the observers, shall draw up an Act of detecting prohibited items and expelling the applicant from the audience due to bending the rules of conduct in the audience.

In case of identifying a figurehead during the examination in a computer format, the administrator of the entrance exam in the presence of the figurehead shall draw up an "Act of identifying a figurehead during the entrance exam." The figurehead shall be expelled from the audience. The results of the entrance exam shall not be processed and are subject to cancellation.

Persons who have involved "figureheads" in the entrance examination shall not be allowed to the entrance examination.

The final grade is a set of points that sums up the results of the essay assessment, the test for readiness for doctoral studies, the answer to exam questions on the profile of the group of the educational program according to Annex 5.

Types of essays and criteria for their evaluating, as well as structure and content of the test for the profile of GEP, and criteria for its evaluating shall be attached in accordance with Annex 6 to these Rules.

The entrance examination for doctoral studies shall take 4 hours.

5.8 The University approves essay topics and questions on the profile of the group of educational programs two months before the start of entrance exams, and places the essay topics approved by the collegial governing body and questions on the profile of the group of educational programs on the official website of the University.

5.9 For the period of the entrance examinations for doctoral studies - examination committees for groups of educational programs shall be created in KazNRTU. It is allowed to create one examination committee in related areas of personnel training.

5.10 Examination committees for groups of educational programs shall be formed from among the faculty of KazNRTU, employees of KazNRTU with a doctorate or candidate of sciences, or a PhD in the relevant profile.

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

The composition of the examination committees with an indication of their chairpersons shall be approved by the order of the Rector and sent to the authorized body in the field of education.

An applicant shall fill out a form with his/her last name, first name and patronymic (if any), OHPE (KazNRTU) and GEP, and then shall write an essay, take the test to determine readiness for training in doctoral studies, answer exam questions on the profile of the group of educational programs, which shall be selected at random in writing, and send the results of work to KazNRTU. Results of the test to determine readiness for training are processed by NTC.

The examination committees of KazNRTU shall check the works according to applicant's individual code and send the exam results via information system to the NTC for further publication.

The authorized body in the field of education shall announce the results the next day after the entrance examinations via NTC information system. Applicants can see the results of the entrance exam in their personal accounts the next day after the exam.

Based on the results of the entrance exam, an electronic certificate is issued to an applicant, which shall be confirmed on the NTC website.

After the ending of the entrance exams, the NTC until August 25 of the calendar year shall review the video surveillance recordings of the entrance exams.

If an applicant shall be found to have used one of the prohibited items during the entrance exam, his/her exam results shall be canceled. Cancellation of the results of the competition for the award of state educational grant at the expense of the republican budget shall be carried within a calendar year by order of the authorized body in the field of education.

In case of detecting the applicants using prohibited items during the entrance examination, the NTC shall draw up an Act on the detection of the use of prohibited items during the entrance examination and sends it to the authorized body in the field of education with supporting materials. Further, the results of the entrance exam shall be canceled by order of the authorized body in the field of education.

After the cancellation of the results of the entrance exam, the applicant gets a notification from the University.

Persons entering the groups of educational programs in the areas of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, processing and construction industries", as well as the area of training "Business and Management" shall be exempt from the entrance examinations for doctoral studies with an international certificate of passing the standardized test Graduate Record Examinations GRE with scores in accordance with Annex 7 to these Rules.

The authenticity and validity of the submitted certificates shall be checked by the Admission committee.

6 The work of the appeal committees

6.1 For consideration of applications of persons applying to the magistracy or doctoral studies, who do not agree with the results of entrance examinations, in the University appeal committees shall be created.

The chairpersons and composition of the appeal committees shall be approved by the order of the Rector.

6.2 To consider applications of persons who do not agree with the results of CT, a Republican appeal committee shall be created under the MES of the Republic of Kazakhstan. The chairperson and composition of the Republican Appeal Committee shall be approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan.

6.3 The appeal committee shall accept and consider the applications from persons entering doctoral studies on the content of examination materials and technical reasons.

The Republican Appeal Committee shall consider applications from persons entering the magistracy on the content of test tasks and technical reasons.

6.4 The appeal committee and (or) the Republican Appeal Committee make a decision on the application of the person appealing the results of the entrance examination or CT for groups of educational programs of postgraduate education.

6.5 An application for appeal from persons entering doctoral studies and magistracy shall be submitted to the chairperson of the appeal committee by the applicant personally or through the NTC information system.

Applications shall be accepted until 13:00 the next day after the announcement of the results of CT, and shall be considered by the appeal committee within one day from the date of application.

Applications shall be accepted from 13:00 until 13:30 the next day after the announcement of the results of the entrance examinations on the basis of RTC.

Applications shall be accepted by the University's appeal committee within one day from the date of application.

Persons entering doctoral studies may write an appeal on the content of test tasks and technical reasons of the TRS block, which shall be considered by the Republican Appeals Commission of the NTC.

An appeal for technical reasons shall be submitted by applicants during the entrance exam.

An appeal for technical reasons shall be considered in the absence of a fragment or text in the test tasks.

The specific facts set out in the appeal shall be subject to consideration.

If a missing fragment (text, diagrams, figures, tables) of the conditions of the test task is found, as a result of which it is impossible to determine the correct answer, the applicant shall make a note on the screen in the "technical appeal" tab.

An appeal on the content of test items shall be considered in the following cases:

- 1) the correct answer does not match the code of the correct answers (the correct answer shall be indicated);
- 2) there is no correct answer;
- 3) there is more than one correct answer in the test tasks with the choice of one correct answer from all the proposed ones (all variants of correct answers shall be indicated);
- 4) incorrectly composed test task;

When submitting an application for the content for revising test items, the applicant indicates a reasoned basis (full explanation).

Applications for an appeal on the revision of all test items without indicating a reasoned basis (full explanation, step-by-step solution of tasks) shall not be subject to consideration.

The appeal on the results of essay and profile exam shall be carried out by the appeal commissions of OHPE.

Based on the results of an online appeal, the applicant's shall get the results of the entrance exam on his personal account, taking into account the appeal.

7 Enrollment in magistracy and doctoral studies at KazNRTU

7.1 Enrollment of persons in the scientific and pedagogical magistracy on a fee basis shall be carried out based on the results of CT in accordance with the

Scale of 150-point grading system for CT in the magistracy with Kazakh or Russian language of training in accordance with Annex 8 to these Rules: not less than 50 points, while in English language - not less than 25 points, according to the profile of the group of educational programs: with the choice of one correct answer - not less than 7 points, with the choice of one or several correct answers - not less than 7 points, according to the test for determining readiness to learn - not less than 7 points.

Enrollment of persons in the specialized magistracy with Kazakh or Russian language of training on a fee basis shall be carried out based on the results of CT in accordance with the 100-point grading system for CT in the magistracy with Kazakh or Russian language of training in accordance with Annex 9 to these Model rules (hereinafter referred to as the Annex 8): not less than 25 points, thus, according to the test for determining readiness to learn - not less than 7 points, according to the profile of the group of educational programs: with the choice of one correct answer - not less than 7 points, with the choice of one or more correct answers - not less than 7 points.

7.2 Persons shall be enrolled in doctoral studies based on an international certificate confirming proficiency in a foreign language in accordance with the common European competences (standards) of proficiency in a foreign language and based on the results of the entrance examination for the profile of the group of doctoral programs and who scored not less than 50 points out of a possible 100 points.

7.3 Persons who have scored the highest scores on CT and shall be enrolled in scientific and pedagogical magistracy on a state educational order on a competitive basis – not less than 75 points, while in English language - not less than 25 points, according to the profile of the group of educational programs: with the choice of one correct answer - not less than 7 points, with the choice of one or several correct answers - not less than 7 points, according to the test for determining readiness to learn - not less than 7 points.

Persons who have scored the highest scores on CT and shall be enrolled in specialized magistracy on a state educational order on a competitive basis – not less than 50 points, while in English language - not less than 25 points, according to the profile of the group of educational programs: with the choice of one correct answer - not less than 7 points, with the choice of one or several correct answers - not less than 7 points, according to the test for determining readiness to learn - not less than 7 points.

7.4 On a competitive basis, persons who have scored not less than 75 points in the entrance examination shall be enrolled in doctoral studies on a state educational order.

The list of persons enrolled in doctoral studies at KazNRTU on the state educational order shall be published on the University's website until August 25 of the calendar year.

In the case of the same indicators of competitive points, the priority right when enrolling in doctoral studies shall be given to persons who have the highest

marks in the profile of the group of the educational program. Then the scores for essay and test for determining readiness to learn, and scientific achievements corresponding to the profile of the educational program shall be taken into account: scientific publications, including in the rating scientific publications included in the 1, 2 quartile according to the Journal Citation Reports data of the Web of science database by Clarivate Analytics for the last 3 calendar years; certificates of scientific development; certificates of awarding scientific scholarships, grants; certificates/diplomas for participation in scientific conferences and competitions.

7.5 Unoccupied places on the state educational order for doctoral studies, including target ones, shall be returned to the authorized bodies in the field of education, health and culture in the form of an application for further redistribution between OHPE in the context of groups of educational programs of postgraduate education until September 5 of the calendar year.

7.6 The University shall submit to the authorized bodies in the field of education, health care, and culture within 10 calendar days a final report on the organization and conduct of admission, as well as copies of orders for enrollment in magistracy, residency, and doctoral studies on the state educational order.

Annex 1

The standard of the public service "Acceptance of documents and enrollment in higher and postgraduate educational institutions for training in educational programs of postgraduate education"		
1.	Service provider name	The public service shall be provided by organizations of higher and postgraduate education (OHPE) (hereinafter referred to as the Service provider).
2.	Methods of providing public services	The application shall be accepted and the result of the provision of public services shall be issued through:
		1) the service provider; 2) the web portal of "electronic government" www.egov.kz (hereinafter referred to as the Portal).
3.	The term for the provision of public services	From the moment of delivery of the package of documents to the service provider for service recipients applying for postgraduate educational programs:
		for a master's degree - from August 20 to 28 of a calendar year;
		for doctoral studies - from August 22 to 28 of a calendar year. Enrollment in the OHPE is until August 28 of a calendar year.
4.	Form of rendering	Electronic (partially automated), (or) paper
5.	The result of the provision of public services	The result of the provision of public services shall be the issuance of a receipt for the acceptance of documents according to the form approved by order No. 39, and an order for admission to the OHPE, who have passed competitive selection based on the results of entrance examinations before August 28 of the calendar year.
		The form of providing the result of the provision of public services: electronic or paper. When contacting the service provider for the result of the provision of public services on paper, the result shall be drawn up on paper.
		When applying through the portal to the "personal account" of the service recipient, a notification of enrollment in the educational organization is received in the form of an electronic document signed with an electronic digital signature (hereinafter referred to as the EDS) of the authorized person of the service provider.
6.	The amount of payment collected from the service recipient when rendering a public service, and methods of collecting it in the cases provided for by the legislation of the Republic of Kazakhstan	The state service shall be provided free of charge.
7.	Schedule	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, with a lunch break from 13.00 to 14.30.
		Portal: around the clock, except for technical breaks in connection with the repair work.

		When the service recipient applies after the end of working hours, on weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan, applications shall be accepted and the results of the provision of public services are received on the next working day.
		The addresses of the places of rendering public services shall be posted on:
		1) the Internet resource of the Ministry: www.edu.gov.kz ;
		2) portal: www.egov.kz .
8.	List of documents required for the provision of public services	1. Persons entering the magistracy:
		When contacting OHPE:
		1) an application addressed to the head of the OHPE in any form;
		2) a document on higher education (original);
		3) an identity document (required for personal identification);
		4) six photographs of 3x4 cm;
		5) a health certificate in an electronic form approved by order No. ҚР ДСМ-175/2020
		In cases of restrictive measures, imposition of a state of emergency, social, natural and man-made emergency situations in a certain area, a health certificate is provided directly to the educational institution when these measures are lifted;
		6) a certificate of passing a test in a foreign language (English) for the programs of the: <ul style="list-style-type: none"> - International English Language Tests System (IELTS, threshold score - not less than 6.0), - Test of English as a Foreign Language Institutional Testing Programm (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 60, - Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold score - not less than 498;
		7) a document confirming labor activity (for persons with work experience);
		8) a list of scientific and scientific-methodical works (if any).
		The documents listed in subparagraphs 7) and 8) shall be provided in originals and copies, after verification of which the originals shall be returned to the service recipient.
		If an incomplete list of documents specified in this paragraph is provided, the OHPE admission committee shall not accept documents from applicants.
		When contacting through the portal:
		1) a request in the form of an electronic document signed by the EDS of the service recipient;
		2) electronic document on higher education;

	<p>3) an electronic certificate of passing a test in a foreign language (English) for the programs of the:</p> <ul style="list-style-type: none"> - International English Language Tests System (IELTS, threshold score - not less than 6.0), - Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP threshold - not less than 543 point, - Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold score - not less 60, - Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold score - not less than 498
	4) an electronic document confirming labor activity (for persons with work experience);
	5) digital photo of 3x4 cm;
	6) an electronic health certificate in 075/y form approved by order No. ҚР ДСМ-175/2020.
	In cases of restrictive measures, imposition of a state of emergency, social, natural and man-made emergency situations in a certain area, a health certificate is provided directly to the educational institution when these measures are lifted;
	7) a list of scientific and scientific-methodical works (if any).
	Information about identity documents, higher education document, medical certificate, internship completion certificate shall be provided to the service provider from the relevant state information systems through the "electronic government" gateway.
	When contacting the service recipient through the portal, a notification shall be sent to the "personal account" of the acceptance of the request for the provision of public services in the form of an electronic document certified by an EDS.
	The service recipient shall be issued a receipt for the acceptance of documents.
	2. Persons entering doctoral studies submit the following set of documents:
	When contacting OHPE:
	1) an application addressed to the head of the OHPE (in any form);
	2) document on education (original, when submitting documents to the admission committee);
	3) an ID (required for personal identification);

4) an electronic certificate confirming proficiency in a foreign language (English) according to the:

- International English Language Tests System (IELTS, threshold score - not less than 5.5),
- Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP threshold - not less than 460 points,
- Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold score - not less than 46,
- Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold score - not less than 453

5) an electronic health certificate in 075/y form approved by order No. ҚР ДСМ-175/2020.

In cases of restrictive measures, imposition of a state of emergency, social, natural and man-made emergency situations in a certain area, a health certificate is provided directly to the educational institution when these measures are lifted;

6) six photographs of 3x4 cm;

7) a personal personnel record sheet or other document confirming labor activity, certified by the personnel service at the place of work;

8) a list of scientific and scientific-methodical works (scientific publications, research plan, essays and other documents) for the last 3 calendar years;

The documents listed in subparagraphs 4) and 7) shall be 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 admission committee shall not accept documents from applicants.

When contacting through the portal:

1) a request in the form of an electronic document signed by the EDS of the service recipient;

2) an electronic justification of the planned dissertation research, agreed with the prospective domestic or foreign scientific consultant;

3) electronic document on education;

4) an electronic certificate of passing a test in a foreign language (English) according to the programs of the

- International English Language Tests System (IELTS, threshold score - not less than 5.5),
- Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP threshold - not less than 460 points,
- Test of English as a Foreign Language Institutional Testing Program Internet-based Test (TOEFL IBT) threshold score - not less 46),

		<p>– Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold score - not less than 453;</p>
		5) digital photo of 3x4 cm;
		6) an electronic health certificate in 075/y form approved by order No. ҚР ДСМ-175/2020.
		In cases of restrictive measures, imposition of a state of emergency, social, natural and man-made emergency situations in a certain area, a health certificate is provided directly to the educational institution when these measures are lifted;
		7) an electronic document confirming labor activity (for persons with work experience);
		8) a list of scientific and scientific-methodical works (scientific publications, research plan, essays and other documents) for the last 3 calendar years.
		Information about identity documents, higher education document, medical certificate, internship completion certificate shall be provided to the service provider from the relevant state information systems through the "electronic government" gateway.
		When contacting the service recipient through the portal, a notification shall be sent to the "personal account" of the acceptance of the request for the provision of public services in the form of an electronic document certified by an EDS.
		The service recipient shall be issued a receipt for the acceptance of documents.
9.	Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan	<p>The service provider shall refuse to provide public services on the following grounds:</p> <p>1) establishing the inaccuracy of the documents submitted by the service recipient for receiving public services, and (or) the data (information) contained therein;</p> <p>2) the service recipient has submitted an incomplete set of documents for obtaining public services;</p> <p>3) the set of documents is submitted by the service recipient later than the established deadlines.</p>
10.	Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form	<p>1) the maximum allowable waiting time for the delivery of the set of documents by the service recipient is 15 minutes;</p> <p>2) the maximum allowable service time for the service recipient is 15 minutes (taking into account practice).</p> <p>The recipient receives a public service in electronic form through the portal, subject to the availability of an EDS.</p> <p>The service recipient has the opportunity to receive information on the procedure and status of the provision of public services in remote access mode through the service provider's help desk on the provision of public services, the Unified Contact Center.</p> <p>The contact numbers of the service provider's information services on the provision of public services are posted on the Internet resource of the Ministry: www.edu.gov.kz and Unified contact center: 8-800-080 7777, 1414.</p>

Annex 2

International standardized test GRE		Comprehensive testing	
Test sections	Points for the areas of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction Industries", areas of training "Business and Management"	Test types	Points
Quantitative Reasoning	not less than 160 points	Test to determine readiness for training	30
		Test for the profile of a group of educational programs	70
Verbal Reasoning	not less than 140 points	Foreign language test	50
Analytical Writing	not less than 2 points		

Annex 3

International Standardized GMAT Test		Comprehensive testing	
Test sections	Points for the direction of training "Business and Management"	Test types	Points
Quantitative Reasoning	not less than 40 points	Test to determine readiness for training	30
Integrated Reasoning	not less than 4 points	Test for the profile of a group of educational programs	70
Verbal Reasoning	not less than 20 points		
Analytical Writing	not less than 3 points	Foreign language test	50

Annex 4

Code of the educational program group	Name of groups of educational programs of doctoral studies
D072	Management and administration
D087	Environmental technology
D088	Hydrogeology and engineering geology
D090	Physics
D094	Information technology
D095	Information security
D096	Communications and communication technology
D097	Chemical engineering and processes
D099	Energy and electrical engineering
D100	Automation and control
D101	Materials science and technology of new materials
D102	Robotics and mechatronics
D103	Mechanics and metalworking
D109	Petroleum and ore geophysics
D113	Material processing technology
D115	Petroleum engineering
D116	Mining engineering
D117	Metallurgical engineering
D118	Mineral processing
D121	Geology
D122	Architecture
D123	Geodesy
D124	Building
D125	Production of building materials, products and structures
D127	Engineering systems and networks
D147	Transport service

Annex 5

Test types	Points
Essay	20
Test to determine readiness for training in doctoral studies	30
Test for the profile of a group of educational programs	50
Total	100

Annex 6

Types of essays and criteria for their evaluating

To determine the level of analytical and creative skills, expressed in the ability to build their own argumentation based on theoretical knowledge, social and personal experience, the following types of essays are offered:

Types of essays	Description	The volume of the essay
Motivational	Argumentation of the applicant on the incentives for research activities (research statement)	250 – 300 words
Scientific and analytical	justification by applicants of the relevance and methodology of the proposed research (research proposal)	
Problematic and thematic	Statement of the author's position on current aspects of subject knowledge	

Criteria for evaluating essays

Criteria	Descriptors	Points
Depth of topic disclosure 6 points	the problem is disclosed at a theoretical level, with the correct use of scientific terms and concepts	3
	the author's own point of view is clearly presented (position, attitude) when disclosing the problem	2
	information from various sources was used	1
Argumentation, evidence base 6 points	the arguments from scientific literature and sources relevant to the topic of the essay are presented	3
	identification of causal relationships	2
	presence of facts and evidence from historical, social and personal experience	1
Compositional integrity and logic of presentation 6 points	presence of compositional integrity, the structural components of the essay are logically connected	3
	presence of internal logic, ability to go from particular to general, from general to particular	2
	presence of conclusions and generalizations	1
Speech culture 2 points	demonstration of a high level of academic writing (vocabulary, knowledge of scientific terminology, grammar, stylistics)	2
	Maximum number of points	20

**The structure and content of the exam according to the profile
of the group of educational programs**

The electronic exam paper consists of 3 questions:

Blocks	Nature of the question	Number of points
1 st question	theoretical - determines the level and consistency of theoretical knowledge	10
2 nd question	practical - reveals the degree of formation of functional competencies (ability to apply techniques, technologies and techniques in the subject area)	15
3 rd question	reveals a systemic understanding of the subject area, specialized knowledge in the field of research methodology (system competencies)	25
TOTAL		50

**Criteria for evaluating answers to questions
from an electronic examination paper:**

Question	Criteria for evaluating	Number of points
1 st question	demonstrates knowledge of basic processes in the subject area; depth and completeness of topic disclosure	5
	logically and consistently expresses his/her own opinion on the discussed matter	3
	has conceptual and categorical apparatus, and scientific terminology	2
	Total	10
2 nd question	applies methods, techniques, technologies to solve problems in the subject area	7
	argues, compares, classifies phenomena, events, processes; makes conclusions and generalizations based on practical skills	5
	analyzes information from various sources	3
	Total	15
3 rd question	critically analyzes and evaluates theoretical and practical developments, scientific concepts and modern trends in science development	10

	synthesizes methodological approaches in interpretation of main problems in the subject knowledge	8
	reveals causal relationships in the analysis of processes, phenomena, events	7
	Total	25
	OVERALL	50 points

Annex 7

International standardized test GRE		Entry examinations	
Test sections	Points for the areas of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction Industries", areas of training "Business and Management"		Points
Quantitative Reasoning	not less than 164 points	Entrance examination for the profile of the group of educational programs	100
Verbal Reasoning	not less than 145 points	International certificate confirming proficiency in a foreign language in accordance with the common European competences (standards) of proficiency in a foreign language.	100
Analytical Writing	not less than 2 points		

Annex 8

Test types	Form of tasks	Test language	Number of tests	Points
Foreign language test*	Listening	English	50	50
	Lexical and grammatical test			
	Reading			
Test to determine readiness for training	with a choice of one correct answer	Kazakh/Russian	30	30
Test for the profile of a group of educational programs**	with a choice of one correct answer	Kazakh/Russian	30	30
	with a choice of one or more correct answers	Kazakh/Russian	20	40
Total			130	150

Annex 9

Test types	Form of tasks	Test language	Number of tests	Points
Test to determine readiness for training	with a choice of one correct answer	Kazakh/Russian	30	30
Test for the profile of a group of educational programs**	with a choice of one correct answer	Kazakh/Russian	30	30
	with a choice of one or more correct answers	Kazakh/Russian	20	40
Total			80	100

Change registration sheet

Sequential number of changes	Section, paragraph of the document	Type of change (replace, cancel, add)	Number and date of notification	Change made	
				Date	Surname and initials, signature, position