СӘТБАЕВ УНИВЕРСИТЕТІ	**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN** **NON-PROFIT JOINT-STOCK COMPANY «KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K. I. SATPAYEV»**	
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RULES AND REGULATIONS

Admission rules for Master's and Doctoral programs

in NPJSC "Kazakh National Research Technical University named after K. I. Satpayev"

Order 029-04-01.1.01-2021

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CONTENT

1 General provisions 4

2 Normative references 4

3 The order of submission of documents for graduate and doctoral programs at KazNRTU 4

4 Submission of documents and Comprehensive testing for graduate programs 6

5 Submission of documents and entrance exams for Doctoral programs 11

6 Appilation commission functioning 18

7 Enrollment in the Graduate and Doctoral programs of KazNRTU 20

Attachments 23

List of registered changes 35

1 General provisions

1.1 These Regulations for admission to master's and doctoral programs at the Kazakh National Research Technical University named after K.I. Satpayev (hereinafter referred to as the Rules) were developed in accordance with the Standard 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 of October 31, 2018 No. 600.

1.2 Admission of graduate and doctoral students to the Kazakh National Research Technical University (hereinafter referred to as KazNRTU or the University) is carried out by placing a state educational order for training personnel in scientific, pedagogical and specialized areas, as well as tuition fees at the expense of students' own funds and other sources.

2 Normative references

In these Rules, references to the following regulatory documents are used:

2.1 The Law of the Republic of Kazakhstan "On Education" of July 27, 2007, No. 319-III;

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

3 The order of submission of documents for graduate and doctoral programs at KazNRTU

3.1 Admission to the master's and doctoral programs of KazNRTU, including targeted training, is carried out on a competitive basis based on the results of comprehensive testing (hereinafter referred to as CT) or entrance exams.

3.2 Admission of foreign citizens to master's and doctoral programs is carried out on a paid basis. Free postgraduate education for foreigners is accomplished on a competitive basis in accordance with the state educational order limited by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program for master's degree programs.

3.3 Admission of foreign citizens to study at KazNRTU on a paid basis is carried out according to the results of an interview conducted by the admission

commissions of KazNRTU during the calendar year. Enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the start of the next academic period.

3.4 Education documents issued by foreign educational organizations are recognized in the manner prescribed by law.

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.

3.5 An admissions committee is being created to receive documents and organize entrance exams to KazNRTU. The Chairman of the admissions Committee is the Rector.

The composition and functions of the admissions committee are approved by the Rector's order.

3.6 For applicants for doctoral studies, the selection committee carries 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 master's program, the admissions committee advises applicants on the issues of the selected group of educational programs of postgraduate education, as well as familiarization with the CT procedure.

3.8 Application submission to graduate programs at KazNRTU is carried out by the admission commissions of KazNRTU and (or) through the information system in the following terms:

1) from July 3 to August 3 of the calendar year;

2) from 1 to 15 November of the calendar year.

CT for admission to the master's program is carried out in the following terms:

1) From July 20 to August 10 of the calendar year;

2) from November 18 to December 11 of the calendar year.

3.9 Submission of applications to the doctoral programs of KazNRTU is carried out by the admissions committees of KazNRTU and (or) through the NTC information system in the following terms:

1) from July 3 to August 3 of the calendar year;

2) from November 1 to November 15 of the calendar year.

Entrance exams for educational programs for doctoral studies are held from November 18 to December 11, 2021 on the basis of Regional Testing Centers (hereinafter referred to as RCTs) on computer format.

3.11 Upon admission to the master's and doctoral programs, in case of a discrepancy between the profile of the master's and PhD's educational program and the educational program of higher education, the prerequisites for mastering are set for the applicant. Applicants are allowed to master them on a paid basis according to the basic program of postgraduate education until the end of the first year of study, which is additionally included in the individual curriculum of the student.

As prerequisites, the graduate/doctoral student presents the results of 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 In applying for a PhD doctoral program, the educational program of the scientific and pedagogical magistracy is additionally set as prerequisites to a Master of a Specialized Programm.

4 Reception of application for magistracy and complex testing of entrants

4.1 Applicants who have mastered educational programs of higher education are admitted to the magistracy of KazNRTU.

4.2 Applicants, who enter the magistracy in the period from 25 to 28 August, from 26 December to 10 January of the calendar year submit a package of documents provided for in clause 8 of the State Service Standard "Acceptance of documents and enrollment in the organization of higher and (or) postgraduate education for training in educational programs of postgraduate education", in accordance with Appendix 1 to these Rules to the University (through the Admissions Committee of KazNRTU) (hereinafter referred to as the Admissions Committee) or through the web portal of "electronic government" www.egov.kz (hereinafter referred to as the Portal).

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

Information about identity documents, higher education document, medical certificate is provided to the University from the relevant state information systems through the "electronic government" gateway.

An employee of the Admissions Committee accepts a package of documents, their registration and issuance of a receipt to an applicant for the acceptance of a package of documents, in 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 types and forms of education documents of the state standard and Rules 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 package of documents, refuses to accept the documents.

In the case of an application through the portal, the status of acceptance of the request for a public service, as well as a notification indicating the date and time of receipt of the result of the public service is sent to the "personal account" of the applicant.

The University, from the moment of their receipt, checks the completeness of

the submitted documents, in case of incompleteness, prepares a reasoned refusal to further consideration of the application and sends it in the form of an electronic document to the "personal account" on the portal to the applicant.

In the event that an applicant provides a full package of documents, a notification is sent to the University about the acceptance of documents for enrollment of a master's student. After receiving the notification, the applicant submits the original documents to the University by August 28 of the calendar year.

After receiving the original documents, an order on the admission of the applicant to the number of undergraduates is ussued by the Rector of KazNRTU.

The University refuses to provide public services on the basis of paragraph 9 of the Public Service Standard.

The Service Provider provides information about the stage of rendering a public service into the information system for monitoring public service provisions 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 can be filed in 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 received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business 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) business 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.

4.4. Applicants, entering the profile magistracy with the Kazakh or Russian language of instruction at KazNRTU pass CT (complex testing), which includes a test on the profile of groups of educational programs, a test to determine readiness to study in Kazakh or Russian by choice.

Applicants, entering the scientific and pedagogical magistracy with the Kazakh or Russian language of instruction at KazNRTU, pass CT (complex testing), including a foreign language test, a profile of groups of educational programs test and a test to determine readiness to study in Kazakh or Russian by choice.

4.5 CT (Complex testing) is carried out in accordance with the Rules for Complex 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 (Complex testing) is carried out by the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - NTC) at the places for CT (complex testing), determined by the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - MES RK).

Based on the results of CT, 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.

To retake the CT (complex testing) in the year of delivery is not allowed.

4.6 Applicants who have one of the international certificates confirming their proficiency in English in accordance with the common European competences (standards) of proficiency in English are exempted from the CT (Complex testing) English test for magistracy:

- International English Language Tests System (IELTS- Academic, threshold score - at least 6.0),
- Test of English as a Foreign Language Institutional Testing Programm (TOEFL IBT, threshold - at least 60),
- Test of English as a Foreign Language paper-based testing, (TOEFL PBT, threshold - not less than 498;

Applicants entering the magistracy for the groups of educational programs in the areas of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction Industries", as well as the areas of training "Business and Management" are exempt from CT in master's degree with Kazakh or Russian languages of studying in the presence of an international certificate of passing the standardized test Graduate Record Examinations (graduate record examination) GRE with scores in accordance with Appendix 2 to these Rules.

Applicants entering the magistracy "Business and Management" are exempt from CT (complex testing) with Kazakh, Russian or English languages of studying magistracy in the presence of an international certificate of passing the standardized test Graduate Management Admission Test (Graduate management administration test) GMAT with scores in accordance with Appendix 3 to these Rules.

When submitting documents for participation in the competition for the award of an educational grant, as well as when enrolling in the University, the authenticity and validity of the submitted certificates are checked by the Admissions Committee.

Applicants who have one of the certificates of passing the English language test specified in this paragraph, when submitting an application 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 in KazNRTU on a paid basis, 50 points are counted.

Applicants who have completed foreign EPHPE (Educational Programs of Higher and (or) Postgraduate Education) in countries whose state or official language is English and which have specialized accreditation of foreign Accreditation Bodies included in the registers and (or) Associations of Accreditation Bodiess of member states of the Organization for Economic Cooperation and Development (OECD) are exempt from block of testing "Foreign language" (English) CT for magistracy with Kazakh or Russian language of instruction.

4.7 To participate in the competition for the award of an educational grant of postgraduate education, an applicant, before August 20, submits an application to the admissions office of the EPHPE (educational programs of higher and (or) postgraduate education) or through the information system on a standard form.

Applicants to the master's degree in the application indicate one group of educational programs and up to 3 (three) EPHPE (educational programs of higher and (or) postgraduate education)

CT (complex testing) results are announced on the day they are performed.

5 Admission and entrance examinations for doctoral studies

5.1 Apllicants with a Master's degree and work experience of at least 9 (nine) months are admitted to doctoral studies.

5.2 Applicants entering doctoral studies, in the period from 22 to 28 August of the calendar year, submit to the Admissions Committee and (or) through the portal a package of documents provided for in clause 8 of the Public Service Standard, in accordance with Appendix 1 to these Rules.

KazNRTU accepts a package of documents, their registration in the information system of the National Testing Center (hereinafter referred to as NTC) and issues a receipt to the applicant for receiving the package of documents on the day of receipt of application, or, if the applicant provides an incomplete package of documents, refuses to accept the documents.

The service provider's employee accepts a package of documents, their registration and issuance of a receipt to the service recipient for receiving the package of documents on the day of receipt of the application, or, if the service recipient provides an incomplete package of documents, refuses to accept the documents.

When submitting documents to the EPHPE (educational programs of higher and (or) postgraduate education), the applicant chooses 1 EPHPE and 1 GEP (Group of educational Program) for admission.

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

Information about identity documents, higher education document, medical certificate is provided to the University from the relevant state information systems through the "electronic government" gateway.

An employee of the Admissions Committee accepts a package of documents, their registration and issuance of a receipt to an applicant for the acceptance of a package of documents on the day of receipt of the application or, if the applicant provides an incomplete package of documents, refuses to accept the documents.

In the case of an application through the portal, the status of acceptance of the request for a public service, as well as a notification indicating the date and time of receipt of the result of the public service is sent to the "personal account" of the applicant.

Admissions committee from the moment of their receipt, checks the completeness of the submitted documents, in case of incompleteness, prepares a reasoned refusal to further consideration of the application and sends it in the form of an electronic document to the "personal account" on the portal to the applicant.

In the event that an applicant provides a full package of documents, a notification is sent to the University about the acceptance of documents for enrollment of a doctorial student. After receiving the notification, the applicant submits the original documents to the University by August 28 of the calendar year.

After receiving the original documents, an order on the admission of the applicant to the number of doctorial students is ussued by the Rector of KazNRTU.

The University refuses to provide public services on the basis of paragraph 9 of the Public Service Standard.

5.3 The Service Provider provides information about the stage of rendering a public service into the information system for monitoring public service provisions 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 can be filed in 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 received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) business 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) business 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 arbitrary form) or persons applying for training under a state educational order as part of targeted training in groups of doctoral studies is carried out at Satbayev University.

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

- IELTS Academic / International English Language Tests System, Academic, passing score - minimum 5.5;
- Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT), passing score- minimum 46;
- Test of English as a Foreign Language Paper-based testing (TOEFL PBT) passing score - minimum 453.

The authenticity and validity of the certificates provided are checked by the Admissions Committee.

Persons who have completed a foreign Organization of Higher and Postgraduate Education in countries whose official language is English and have specialized accreditation of foreign accreditation bodies

Those included in the registers and (or) associations of accreditation bodies of the member States of the Organization for Economic Cooperation and Development (OECD) do not provide international certificates confirming foreign language proficiency in accordance with the pan-European competencies (standards) of foreign language proficiency specified in this paragraph for 5 years.

5.7 The entrance examination to the doctoral studies is conducted in a computer format.

The entrance examination in computer format for groups of doctoral studies according to Appendix 4 is conducted in organizations designated by the authorized body in the field of education.

The entrance examination to the doctoral studies in a computer format consists of:

1) writing an essay;

2) the test of ready for training for doctoral studies;

3) answers to examination questions on the profile of the group of the educational program.

When passing the entrance examination, the entrant independently chooses the order of the answer according to the blocks.

Entrants' answers are encoded and sent to the Organization of Higher and Postgraduate Education on the day of the entrance examination.

To monitor compliance with the rules of the entrance exam, the administrators of the entrance exams are sent to the Regional Testing Center, who perform the functions of a duty officer in the audience and along the corridor.

Applicants are started for the entrance exam upon presentation of the original identity document (identity card or passport), while the identity of the incoming person is identified through a Face ID.

At the launch to the exam used metal detectors manual and frame type. The use of metal detectors at the entrance exam is carried out within the security of entering the entrance exam, as well as preventing them from attempting and sneaking into the building of prohibited items cheat sheets, educational and methodological literature, calculator, camera, mobile communications, equipped with the functions of the information transfer: cell phones, tablets, iPad, iPod, SmartPhone, laptops, players, modems, use any kind of radio electronic communications: Wi-Fi, Bluetooth, Dect, 3G, 4G, 5G, smart watches, wire and wireless headphones and other.

If prohibited items are detected when checking with a metal detector during the launch of the entrance exam, the administrator of the entrance exam, together with observers, draws up an Act and the applicant is not allowed to take the entrance exam.

If a "front person" is identified during the launch of the entrance computer based exam, the administrator of the entrance exam in the presence of a front person draws up an "Act of identifying a front person during the launch of the entrance exam".

Applicants who have involved "front person" are not allowed to take the entrance exam.

During the entrance exam, the applicant is not allowed to:

leave the classroom (computer class) without the permission and accompaniment of the entrance exam administrator, who performs the functions of a corridor attendant;

- leave the classroom (computer class) during the first and last hours of the entrance exam. At the same time, you can leave the audience for no more than 10 minutes, no more than 2 times;
- to talk, to move from place to place;
- exchange A4 documents and papers issued to the applicant;
- take out A4 documents and papers of the classroom (computer class) issued to the applicant for work;
- bring into the classroom (computer class) and use cribs, educational and methodological literature, calculator, camera, mobile communications (pager, cell phones, tablets, iPads, iPods, SmartPhone, laptops, music players, modems (mobile routers), use any type of radio electronic communications (Wi-Fi, Bluetooth, Dect, 3G, 4G, 5G, smart watches, headphones wired and wireless, and so on);
- make noise before or during the entrance examination;
- to take with you the A4 paper issued before the beginning of the entrance examination;
- discuss and disclose the content of test assignments and exam questions;
- Intentionally damaging the equipment for the use of testing and security system.

At the same time, it is allowed to use a calculator, periodic tables and solubility of salts which is available in the computer interface for testing.

If the entrant violates the above points, the administrator of the entrance examination together with the observers shall prepare an "Act of detection of prohibited items" and removal from the audience of the entrant who violated the rules of conduct in the auditorium.

In the case of detection of an unauthorized person in the exam conducted in computer format, the administrator of the entrance examination in the presence of an unauthorized person shall prepare an "Act of detection of an unauthorized person in the process of the entrance examination". The unauthorized person will be removed from the auditorium. The results of the entrance examination will not be processed and will be subjected to cancellation.

Persons, who involved in the entrance examination "unauthorized persons" are not allowed to the entrance exam.

The final score is a set of points obtained by summing the results of the evaluation of the essay, the test of readiness for PhD studies, the answer to the examination questions on the profile of the educational program group in accordance with Appendix 5.

Types and evaluation criteria of the essay, as well as the structure and content and evaluation criteria of the exam on the profile of the Group of Educational Programs are attached in accordance with Appendix 6.

The entrance examination to the PhD program takes 4 hours.

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

5.9 For the period of the entrance examinations for doctoral studies, examination commissions for groups of educational programs are created at Satbayev University. It is allowed to create one examination commission in related areas of training.

5.10 Examination Commissions for groups of educational programmes are formed from the teaching staff and employees of Satbayev University who have a degree of doctor or candidate of sciences, or doctor of philosophy (PhD) in the relevant profile.

The examination commission does not include members of the appeals commission.

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

The applicant fills out a questionnaire indicating his/her surname, first name and patronymic (if any), Organization of Higher and Postgraduate Education (Satbayev University) and Group of Educational Programs and proceeds to write an essay, take the Doctoral Readiness Test, answer the examination questions on the profile of the educational programme group selected at random in writing and send the results to Satbayev University). The results of the readiness test are processed by National Testing Center.

Examination commissions of Satbayev University check the work by the individual code of the entrant and send the results of the examination through the information system of National Testing Center for further publication of the results.

Authorized body in the field of education announces the results the day after the entrance exams through information system National Testing Center. The applicants can view the results of the entrance examination in the personal office on the day after the examination.

Based on the results of the entrance examination, an electronic certificate is issued and confirmed on the National Testing Center website.

After the completion of the entrance exams, National Testing Center performs an analysis of the CCTV recordings of the entrance exam.

In case the applicant is found to have used one of the prohibited subjects during the entrance examination, the results of the entrance examination shall be cancelled. Cancellation of results of competition on the award of the educational grant at the expense of the republican budget is carried out by the order of the authorized body in the field of education, during calendar year.

National Testing Center after completion of the entrance exam until August 25 of the calendar year shall review the video surveillance of the entrance exam.

In case of detection of the use of prohibited items by the applicant during the entrance exam, National Testing Center shall draw up the Act on detection of the use of prohibited items during the entrance exam and shall be sent to the authorized body in the field of education with the supporting materials. Then the results of the entrance exam, canceled by order of the authorized body in the field of education.

After the annulment of the results of the entrance examination, the Organization of Higher and Postgraduate Education shall send a notification to the applicants.

Persons entering the groups of educational programs of the fields of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction Industries", as well as the areas of training "Business and Management" are exempt from entrance examinations to doctoral studies in the presence of an international certificate of passing the standardized test Graduate Record Examinations (GRE) with scores according to Annex 7 to this Regulation.

The authenticity and validity of the submitted certificates are checked by the Admission Committee.

6 Work of appeal commissions

6.1 Appeal commissions are established at the University to consider applications of persons entering the magistracy and doctoral studies who do not agree with the results of the entrance examinations.

The chairmen and composition of the appeal commissions shall be approved by the order of the Rector.

6.2 To consider the applications of persons who do not agree with the results of the Complex testing, the Republican Commission for The Consideration of Appeals under the Ministry of Education and Science of the Republic of Kazakhstan is created. 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.

6.3 The Appeal Commission accepts and considers applications from persons entering doctoral studies on the content of examination materials and technical reasons.

The Republican Appeal Commission considers applications from persons entering the magistracy on the content of test tasks and technical reasons.

6.4 The Appeal Commission and (or) the Republican Appeal Commission shall decide on the application of the person appealing the results of the entrance exam or Complex testing for groups of educational programs of postgraduate education.

6.5 An application for appeal from persons entering the doctoral program, master's degree is submitted to the chairman of the appeal commission by applicants personally or through the information system of the National Testing Center.

Applications are accepted until 13.00 hours the next day after the announcement of the results of the Complex testing and are considered by the appeal commission within one day from the date of submission of the application.

7 Admission rules for Master`s and PhD at KazNRTU

7.1 Individuals are admitted at scientific and pedagogical master's with Kazakh or Russian language of instruction on a paid basis, this is based on results of CT in accordance with the 150-point grading system. See Appendix 8 to the given Rules: at least 50 points, English - at least 25 points, according to the profile educational programs: choice of one correct answer - at least 7 points, choice of one or more correct answers - at least 7 points, according to the test to determine learning readiness.

7.2 Admission of individuals for PhD on a paid basis is carried out on the basis of an international certificate confirming proficiency in a foreign language in accordance with the common European competences (standards) of proficiency in a foreign language , the results of the entrance exam for the profile of the group of doctoral studies and who gained at least 50 points of possible 100.

7.3 The competition for training in scientific and pedagogical master's with the Kazakh or Russian language of instruction on the state educational order is available for individuals who have scored the highest scores in CT - at least 75 points, English - at least 25 points, according to the profile of the group of educational programs : choice of one correct answer - at least 7 points, choice of one or several correct answers - at least 7 points, according to the test to determine learning readiness - at least 7 points.

The competition for training in a specialized master's with Kazakh or Russian language of instruction on a state educational order is available for individuals who have scored the highest scores in CT - at least 50 points, while in the profile of the group of educational programs: choice of one correct answer - at least 7 points, choice of one or more correct answers - at least 7 points, on the test to determine learning readiness - at least 7 points.

7.4 On a competitive basis, individuals who gained at least 75 points in the entrance exam are admitted for PhD on a state educational order.

Admission to master's and PhD is carried out in the following terms:

1) from 15 to 28 August of the calendar year;

2) from December 26 to January 10 of the calendar year.

In the case of the same exam results, the priority for admission to PhD is given to individuals who have the highest assessment of the entrance exam in the profile of the group of the educational program. Then, the points for the essay, the points for the test for learning readiness, scientific achievements corresponding to the profile of the educational program will be taken into account: scientific publications, including in rated scientific publications included in the 1, 2 quartile according to Journal Citation Reports of Web of science database Clarivate Analytics for the last 3 calendar years; certificates of scientific development; certificates of awarded scientific scholarships, grants; certificates / diplomas for participation in scientific conferences and competitions.

7.5 Untapped scholarships on the state educational order for PhD, including the target ones, are returned to the authorized bodies in the field of education in the form of an application for further redistribution between Organization of Higher and Postgraduate Education within groups of educational programs of postgraduate education until September 5 of the calendar year.

7.6 The University submits to the authorized bodies in the field of education within 10 calendar days a final report on the organization and conduct of admission, as well as copies of orders for admission to Master's and PhD on a state educational order.

Appendix 1

State service standard "Acceptance of documents and admission to organizations of higher and (or) postgraduate education for training in postgraduate education educational programs"		
1.	Service Provider	The public service is provided by organizations of higher and postgraduate education (HEOE) (hereinafter referred to as the service provider).
2.	Approaches for providing public services	The application and the result of the provision of public services is issued through:
		1) service provider;
		2) "electronic government" www.egov.kz a web portal (hereinafter referred to as the portal).
3.	The term for public services provision	From passing the package of documents to the service provider for service recipients applying for educational programs of postgraduate education:
		on master's – from 20 till 28 august of academic calendar;
		On PhD – from 20 till 28 august of academic calendar;
		Admission to HEOE till 28 august of academic calendar;
4.	Service provision options	Electronic (partially automated), (or) paper
5.	The result of public services provision	The result of the public services provision is a receipt for the acceptance of documents in the form approved by Order No. 39 and an order for enrollment in (HEOE), who have passed competitive selection based on the results of entrance exams 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 resultwill be given in a paper form.
		When applying via 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 - EDS) of the authorized person of the service provider.
6.	The amount of payment charged from the service recipient when rendering a public service, and methods of charging it in the cases provided for by the legislation of the Republic of Kazakhstan	The state service is 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 due to 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, the acceptance of applications and the issuance of the results of the provision of public services is carried out on the next working day.
		The addresses of the places of rendering public services are posted on:
		1) 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. Individuals entering master's:
		when contacting (HEOE)
		1) an application addressed to the head of the (HEOE) in any form;
		2) higher education document (original);
		3) identity document (required for personal identification);
		4) six photographs measuring 3x4 centimeters;
		5) medical certificate in the form 075 / y in electronic format, approved by order № ҚР ДСМ-175/2020.
		In cases of the restrictive measures, a state of emergency, the occurrence of emergencies of a social, natural and man-made character in a certain territory, a medical certificate is provided directly to the educational organization as these measures are removed;

		– 6) certificate of passing the test in a foreign language (English) according to the programs (if available): – International English Language Tests System (IELTS, passing score – not less than 6,0), – IELTS INDICATOR, passing score – not less than 6,0, – Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP) passing score – not less than 543, – Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) passing score – not less than 60, – Test of English as a Foreign Language Paper-based testing (TOEFL PBT) passing score – not less than 498;
		7) document confirming employment (for persons with work experience);
		8) list of scientific and scientific-methodical works (if any).
		The documents listed in subparagraphs 6) and 7) are provided in originals and copies, after verification of which the originals are returned to the service recipient.
		When providing an incomplete list of documents specified in this paragraph, the selection committee of the (HEOE) does not accept documents from applicants.
		when contacting via 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;
		3) electronic certificate of passing the English language test (if available): – International English Language Tests System (IELTS, passing score – not less than 6,0), – IELTS INDICATOR passing score – not less than 6,0, – Test of English as a Foreign Language Institutional Testing Programm passing score – not less than 543 , – Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) passing score – not less than 60, – Test of English as a Foreign Language Paper-based testing (TOEFL PBT) passing score – not less than 498
		4) an electronic document confirming work experience (for persons with work experience);
		5) digital photo measuring 3x4 centimeters;
		6) medical certificate in the form 075 / y in electronic format, approved by order № КР ДСМ-175/2020).

		In cases of the restrictive measures, a state of emergency, the occurrence of emergencies of a social, natural and man-made character in a certain territory, a medical certificate is provided directly to the educational organization as these measures are removed;
		7) list of scientific and scientific-methodical works (if any).
		Information about identity documents, higher education document, medical certificate are provided to the service provider from the relevant state information systems through the "electronic government"
		When contacting the service recipient via the portal, a notification is 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 is issued a receipt for the acceptance of documents.
		2. Persons entering doctoral studies submit the following package of documents:
		when contacting (HEOE):
		1) an application addressed to the head of the (HEOE: (in any form);
		2) educational document (original, when submitting documents to the selection committee);
		3) identity document (required for personal identification);
		If an incomplete list of documents specified in this paragraph is provided, the selection committee of the OVPO does not accept documents from applicants.
		when addressing through the portal:
		1) a request in the form of an electronic document signed by the EDS of the service recipient;
		2) an electronic document on higher education;

3) an electronic certificate of passing the English language test by programs (if available): – International English Language Tests System (IELTS, threshold point - not less than 6.0), – IELTS INDICATOR (threshold point - not less than 6.0), – Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP, threshold point - not less than 543), – Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold point - not less than 60), – Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold point - not less than 498),
4) an electronic document confirming the work activity (for persons who have a working experience); (для лиц, имеющих трудовой стаж);
5) a digital photo of 3x4 centimeters in size;
6) a medical certificate in the form 075 / u in an electronic format, approved by order (No. KP DSM-175/2020).
In cases of the implementation of restrictive measures, the introduction of a state of emergency, the occurrence of emergencies of a social, natural and man-made character in a certain territory, a medical certificate is provided directly to the educational organization as these measures are removed;
7) list of scientific and scientific-methodological works (if any).
The service provider receives information about identity documents, higher education document, medical certificate from the relevant state information systems through the gateway of the "electronic government".
In case of contacting the service recipient through the portal, a notification is 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 is issued a receipt for the acceptance of documents.
2. Persons entering doctoral studies submit the following set of documents:
When addressing to the OVPO:
1) an application addressed to the head of the OVPO (in any form);
2) a document on education (original, when submitting documents to the selection committee);
3) an identity document (required for personal identification);

		4) an electronic certificate confirming proficiency in English for the programs: – International English Language Tests System (IELTS, threshold point - not less than 5.5) – IELTS INDICATOR (threshold point - not less than 5.5), – Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP threshold point - not less than 460), – Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold point - not less than 46), – Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold point - not less than 453).
		5) a medical certificate in the form 075 / u in an electronic format, approved by order (No. KP DSM-175/2020).
		In cases of the implementation of restrictive measures, the introduction of a state of emergency, the occurrence of emergencies of a social, natural and man-made character in a certain territory, a medical certificate is provided directly to the educational organization as these measures are removed;
		6) six photos of 3x4 centimeters;
		7) a personal sheet or other document confirming the work activity certified by the human resources department at the place of work;
		8) list of scientific and scientific-methodological works (scientific publications, research plan, essays and other documents) for the last 3 calendar years. The documents listed in sub-paragraphs 4) and 7) are 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, the selection committee does not accept documents from applicants. when addressing 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) an electronic document on higher education;

		4) an electronic certificate of passing the English language test by program: – International English Language Tests System (IELTS, threshold point - not less than 5.5); – IELTS INDICATOR (threshold point - not less than 5.5); – Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP (threshold point - not less than 460), – Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold point - not less than 46), – Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold point - not less than 453.
		5) a digital photo of 3x4 centimeters in size;
		6) a medical certificate in the form 075 / u in an electronic format, approved by order (No. KP DSM-175/2020).
		In cases of the implementation of restrictive measures, the introduction of a state of emergency, the occurrence of emergencies of a social, natural and man-made character in a certain territory, a medical certificate is provided directly to the educational organization as these measures are removed;
		7) an electronic document confirming the work activity (for persons who have a working experience);
		8) list of scientific and scientific-methodological works (scientific publications, research plan, essays and other documents) for the last 3 calendar years.
		The service provider receives information about identity documents, higher education document, medical certificate, internship completion certificate from the relevant state information systems through the gateway of the "electronic government".
		In case of contacting the service recipient through the portal, a notification is 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 is 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	The grounds for refusal to provide public services are:
		1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining public services, and (or) the data (information) contained therein;
		2) the service recipient presented an incomplete package of documents for obtaining a public service;
		3) the service recipient presented the package of documents later than the established deadlines.
10.	Other requirements, taking into account the specifics of the provision of public services,	1) the maximum allowable waiting time for the delivery of the package of documents by the service recipient is 15 minutes;
		2) the maximum allowable time for servicing a service recipient is 15 minutes (taking into account practice).

	including those provided in electronic form	The recipient receives a public service in electronic form through the portal, subject to the availability of an EDS.
		The service recipient has the opportunity to receive information on the procedure and status of the provision of public services in the remote access mode through the service provider's help desk on the provision of public services, the Unified Contact Center.
		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 the Unified Contact Center: 8-800-080-7777, 1414.
		the Unified Contact Center "1414", 8-800-080-7777.

Appendix 2

International standardized test GRE		Complex testing	
Test sections	Points for the fields 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	at least 160 points	Test to determine readiness for education	30
		Test on the profile of a group of educational programs	70
Verbal Reasoning	at least 140 points		
Analytical Writing	at least 2 points	Foreign language test	50

Appendix 3

International standardized test GMAT		Complex testing	
Секции теста	Points for the training course "Business and Management"	Test types	Points
Quantitative Reasoning	at least 40 points	Test to determine readiness for education	30
Integrated Reasoning	at least 4 points	Test on the profile of a group of educational programs	70
Verbal Reasoning	at least 20 points		
Analytical	at least 3 points	Foreign language test	50

Writing			

Appendix 4

Educational program group code	Name of groups of doctoral programs
D072	Management and leadership
D087	Environmental protection technology
D088	Hydrogeology and Engineering Geology
D090	Physics
D094	Information technology
D095	Information Security
D096	Communications and Communication Technologies
D097	Chemical Engineering and Processes
D099	Power and electrical engineering
D100	Automation and control
D101	Materials science and technology of new materials
D102	Robotics and mechatronics
D103	Mechanics and metalworking
D109	Oil and ore geophysics
D113	Material processing technology by pressure
D115	Petroleum Engineering
D116	Mining Engineering
D117	Metallurgical Engineering
D118	Mineral processing
D121	Geology
D122	Architecture
D123	Geodesy
D124	Construction
D125	Production of building materials, products and structures
D127	Engineering systems and networks
D147	Transportation services

Appendix 5

Types of test	Scores
Essay	20
Doctoral readiness Test	30
Exam on the profile of the group of the educational program	50
Total	**of 100**

Appendix 6

Types and criteria of essay evaluation

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

Types of essays	Description	Volume of the essay
Motivational	Argumentation of the applicant about the motivating motives for research activities (research statement)	250-300 words
Scientific and analytical	justification of the relevance and methodology of the proposed research (research proposal) for applicants	
Problem-related content	Presentation of the author's position on topical aspects of subject knowledge	

Essay evaluation criteria

Criteria for Descriptor Scores	Descriptors	Scores
Depth of topic disclosure 6 points	the problem is solved at the theoretical level, with correct use of scientific terms and concepts	3
	own point of view (position, attitude) is presented when solving the problem	2
	information from various sources is used	1
Argumentation, evidence base 6 points	Points existence of arguments from scientific literature and sources corresponding to the topic of the essay3	3
	identification of causal relationships	2
	availability of facts and evidence from historical, social and personal experience	
Compositional integrity and logic of presentation 6 points	The presence of compositional integrity, structural components of the essay are logically connected	3
	the presence of internal logic, the ability to go from the particular to the general, from the general to the particular	2
	the 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
	The maximum number of points	**20**

Structure and content of the exam for the profile of a group of educational programs

The electronic exam card consists of 3 questions:

Blocks	the nature of the question	Points

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

Criteria for evaluating answers to questions on an electronic exam card:

Question	**Evaluation criteria**	**Number of points**
1st question	demonstrates knowledge of the main processes of the subject area under study; depth and completeness of the question disclosure	5
	logically and consistently expresses its own opinion on the problem under discussion	3
	has a conceptual and categorical apparatus, scientific terminology	2
	Total	**10**
2nd question	applies methods, techniques, technologies to solve problems in the subject area	7
	argues, compares, classifies phenomena, events, processes; draws conclusions and generalizations based on practical skills	5
	analyzes information from various sources	3
	Total	**15**
3rd question	critically analyzes and evaluates theoretical and practical developments, scientific concepts and current trends in the development of science	10
	synthesizes methodological approaches in the interpretation of the main problems of subject knowledge	8
	identifies cause-and-effect relationships in the analysis of processes, phenomena, events	7
	Total	**25**
	TOTAL	**50 points**

Appendix 7

International Standardized Test GRE		Entrance exams	
Sections of the test	Scores for the fields of education "Natural Sciences, mathematics and Statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", training areas "Business and Management"		Scores
Quantitative Reasoning	at least 164 points	Entrance exam for the profile group of educational programs	100
Verbal Reasoning	at least 145 points	An international certificate confirming English language proficiency in accordance with the Common European Framework of Reference (standards) of English language proficiency.	
Analytical Writing	at least 2 points		100

Appendix 8

Types of test	Task form	Delivery language	Number of tests	Points
Тест по Foreign language test*	Listening	English	50	50
	Lexico-Grammatical			
	Reading			
Test to determine readiness for learning	with the choice of one correct answer	Kazakh / Russian	30	30
Test based on the profile of a group of educational programs* *	with the 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

Appendix 9

Types of test	Task form	Delivery language	Number of tests	Points
Test to determine readiness for learning	with the choice of one correct answer	Kazakh / Russian	30	30
Test based on the profile of a group of educational programs* *	with the 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

AMENDMENT RECORD SHEET

Sequential number of amendment	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and date	Amendment made	
				Surname and initials, signature, position	Surname and initials, signature, position