

REGULATIONS ON ADMISSION TO PhD DOCTORAL COURSE

GENERAL PROVISIONS

1.1 These Regulations determine the procedure for admission to the PhD doctoral program of JSC “SKMA”.

NORMATIVE REFERENCES

2.1 This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan “On Education”;
- Order No. 600 dated October 31, 2018 “On approval of the Standard Rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education”;
- Order of the Minister of Health of the Republic of Kazakhstan dated July 4, 2022 No. KR DSM-63 “On approval of state mandatory standards for levels of education in the field of healthcare”.

TERMS, DEFINITIONS, NOTATIONS AND ABBREVIATIONS

JSC "SKMA" - Joint Stock Company “South Kazakhstan Medical Academy”;

DSCWDMS - Department of Scientific and Clinical Work, Doctoral and Master's Studies;

OHPE – organization of higher and postgraduate education.

ADMISSION REQUIREMENTS FOR DOCTORAL STUDIES

4.1 The requirements determine the procedure for admitting persons to doctoral studies at JSC “SKMA”.

4.2 Admission of persons entering doctoral studies at JSC “SKMA” is carried out by placing a state educational order for training in scientific and pedagogical areas, as well as payment for training at the expense of extra-budgetary and the student's own funds.

4.3. Admission to doctoral studies, including targeted training, is carried out on a competitive basis based on the results of entrance exams.

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

4.5 Admission of foreign citizens to study at “SKMA” JSC on a paid basis is carried out based on the results of an interview conducted by the admissions committee of “SKMA” JSC 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.

4.6 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 undergo the

procedure for recognition of educational documents in the manner established by the legislation of the Republic of Kazakhstan after enrollment of persons during the 1st (first) academic period of study.

4.7 An admissions committee is created to receive documents and organize entrance exams. The chairman of the selection committee is the Rector of JSC “SKMA” or the person performing his duties.

The composition and functions of the admissions committee are approved by order of the head of the university or the person performing his duties.

For applicants to doctoral studies, the admissions committee carries out:

- 1) consulting applicants on issues of a selected group of educational programs of postgraduate education, familiarization with the entrance exam procedure;
- 2) organizing the reception and verification of documents received;
- 3) organization of the entrance exam for groups of educational programs.

4.8 Acceptance of applications for doctoral studies is carried out by the admissions committee of JSC “SKMA” from July 3 to August 3 of the calendar year.

Entrance exams for groups of educational programs for doctoral studies are held from August 4 to August 20 of the calendar year.

When submitting documents, the applicant indicates one group of educational programs.

Persons entering doctoral studies submit the following package of documents:

- 1) application in any form;
- 2) document on education (original, when submitting documents to the admissions committee);
- 3) identity document (required for personal identification);
- 4) official certificate of passing the state language exam (KAZTEST), issued by the NTC, with the exception of foreign citizens;
- 5) certificate confirming knowledge of a foreign language:

in English language proficiency:

International English Language Tests System Academic (IELTS Academic), threshold score – no less than 5.0;

Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT) threshold score – at least 35 points;

Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP), threshold score – no less than 417;

TOEIC (Test of English for International Communication), threshold score – no less than 550;

Duolingo English Test, threshold score – no less than 80;

in German language skills:

Deutsche Sprachpruefung fuer den Hochschulzugang Niveau B1 (DSH, Niveau B1)) - not lower than level B1;

TestDaF-Pruefung Niveau B1 (TDF Niveau B1) - not lower than level B1;

in French language skills:

Test de Français International (TFI) – not lower than B1 level in reading and listening sections;

Diplome d’Etudes en Langue français (DELFL)- not lower than level B1;

Diplome Approfondi de Langue français (DALF) - not lower than level B1;

Test de connaissance du français (TCF) – not lower than level B1.

- 6) medical certificate in form 075/u in electronic format, approved by Order No.

KR DSM-175/2020.

In cases of restrictive measures, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted;

- 7) six photographs measuring 3x4 centimeters;
- 8) a document confirming labor activity, in accordance with the Labor Code of the Republic of Kazakhstan, with the exception of foreign citizens;
- 9) list of scientific publications for the last 3 calendar years (if available), research plan;
- 10) results of preliminary selection (in the field of education “Healthcare”);

The documents listed in subparagraphs 4), 5) and 8) are provided in originals and copies, after verification of which the originals are returned to the applicant.

Persons who have a certificate of Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) pass additional testing for knowledge of the English language before the start of the entrance exam doctoral exam.

The number of test tasks for additional testing is 100 questions. The maximum number of points is 100 points.

Additional testing is assessed in the form of “admission” or “non-admission”. To receive an “admission” grade, you must score at least 75 points.

Additional testing is carried out by the NTC in organizations determined by the authorized body in the field of education.

The date, time and place of additional testing are brought to the attention of applicants through their personal account.

Additional testing results are displayed on the computer screen after additional testing is completed.

Based on the results of additional testing, an electronic certificate is issued, which is published and confirmed on the N website and sent to the applicant’s personal account.

The certificate of additional testing carried out during the period from August 4 to August 20 is valid until December 1 of the current calendar year.

If an incomplete list of documents specified in this paragraph is provided, the admissions committee does not accept documents from applicants.

4.9 Enrollment in doctoral studies is carried out on the following dates from August 15 to August 28 of the calendar year.

4.10 Doctoral studies accept persons who have a master's degree and work experience of at least 9 (nine) months or who have completed residency training in medical specialties.

4.11 Persons entering doctoral studies, during the period from August 22 to August 28 of the calendar year, provide the service provider (through the university admissions committee) and (or) through the portal with a package of documents provided for in paragraph 8 of the List of basic requirements, in accordance with Appendix 1-1 to these Rules.

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

Information about identity documents, a document of higher education or a document indicating the qualification of a “doctor” in medical education programs, a medical

certificate is provided to the service provider from the relevant state information systems through the “electronic government” gateway.

An employee of the service provider receives a package of documents, registers them and issues a receipt to the service recipient about acceptance of the package of documents on the day the application is received, or if the service recipient provides an incomplete package of documents, refuses to accept the documents.

In the case of an application through the portal, the service recipient is sent to the “personal account” 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.

From the moment they are received, the service provider checks the completeness of the submitted documents; in case of incompleteness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant in the “personal account” on the portal.

If the service recipient provides a full package of documents, the service provider is notified of the acceptance of documents for enrollment in the university. After receiving the notification, the service recipient submits the original documents to the service provider by August 28 of the calendar year..

After receiving the documents, the head of the OVPO issues an order to enroll the service recipient among the doctoral students of the OVPO.

The service provider refuses to provide a public service on the grounds provided for in paragraph 9 of the List of Basic Requirements.

4.12 The service provider ensures that information about the stage of provision of public services 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 “On Public Services”.

4.13 A complaint against the decision, actions (inaction) of the service provider regarding the provision of public services can be filed addressed to the head of the service provider, to the authorized body for assessing and monitoring the quality of 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) working days from the date of its registration.

The service recipient's complaint received by the authorized body for assessing and monitoring the quality 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 a public service, the service recipient goes to court in the manner established by the legislation of the Republic of Kazakhstan.

4.14 Acceptance of applications (in any form) for persons applying for training under the state educational order within the framework of targeted training for groups of doctoral educational programs is carried out at JSC “SKMA”.

4.15 Applicants to doctoral studies provide international certificates confirming their knowledge of a foreign language in accordance with the Common European Competences (standards) of foreign language proficiency:

English language: IELTS Academic (International English Language Testing System Academic) threshold score – at least 5.0;

TOEFL IBT (Test of English as a Foreign Language Internet-based test) threshold

score – at least 35;

TOEFL ITP (Test of English as a Foreign Language Institutional Testing Programm), threshold score – at least 417;

TOEIC (Test of English for International Communication threshold score – at least 550;

Duolingo English Test threshold score – at least 80;

German language: Deutsche Sprachprüfung fuer den Hochschulzugang (DSH, Niveau B1/ not lower than level B1), TestDaF-Prüfung (Niveau B1/ not lower than level B1);

French language: TFI (Test de Français International™) – not lower than B1 level in reading and listening sections), DELF (Diplôme d'Études en Langue française) – not lower than level B1, DALF (Diplôme Approfondi de Langue française) – not lower than level B1, TCF (Test de connaissance du français) – not lower than level B1.

The authenticity and validity period of the submitted certificates are checked by the admissions committee of JSC “SKMA”.

Persons with a certificate (TOEFL ITP (Test of English as a Foreign Language Institutional Testing Programm) take additional testing before the entrance exam to doctoral studies.

The number of test tasks for additional testing is 100 questions. The maximum number of points is 100 points.

Additional testing is assessed in the form of “admission” or “non-admission”. To receive an admission grade, you must score at least 75 points.

Additional testing is carried out by the NTC in organizations determined by the authorized body in the field of education.

The date, time and place of additional testing are brought to the attention of applicants through their personal account.

Persons who have completed foreign OVPOs in countries whose state or official language is English and who have specialized accreditation from foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of member states of the Organization for Economic Co-operation and Development (OECD) do not provide international certificates confirming knowledge of a foreign language in accordance with the pan-European competencies (standards) of foreign language proficiency specified in this paragraph.

4.16 Admission to doctoral studies is carried out in two stages: preliminary selection, entrance exams.

4.17 To receive documents and organize preliminary selection and entrance exams, JSC SKMA creates a selection committee, a pre-selection examination committee, an entrance exam examination committee and an appeal committee. The chairman of the admissions committee is the Rector of JSC SKMA. The composition of the admissions committee, examination committees and appeal committee is approved by order of the Rector of JSC SKMA.

4.18 Personnel training in PhD doctoral studies is carried out on the basis of master's and residency educational programs. At the same time, at the “entrance”, if the profile of the doctoral educational program coincides with the master's program, the learning results of the previous level of education are recognized automatically; in case of a discrepancy between the profile of the doctoral educational program and the master's program, prerequisites for mastering are established for the doctoral student. The list of necessary prerequisites and the timing of their development are determined by SKMA JSC

independently. Prerequisites are acquired on a paid basis.

4.19 When a master of a specialized field enrolls in a PhD doctoral program, he is additionally assigned as prerequisites an educational program of postgraduate education in a pedagogical profile of a scientific and pedagogical master's program.

II PRELIMINARY SELECTION PROCEDURE

5.1 Preliminary selection of applicants for doctoral studies (hereinafter referred to as Preliminary Selection) is carried out to determine the readiness of applicants for training and is the first stage of admission to doctoral studies.

5.2 To conduct preliminary selection, an examination commission is created for groups of educational programs. It is allowed to create one examination commission in related areas of training.

5.3 The examination commission for groups of educational programs is formed from among the academy's employees, teaching staff who have an academic degree of doctor or candidate of science or a doctor of philosophy (PhD) degree in the relevant profile.

5.4 The composition of examination commissions, indicating their chairmen, is approved by order of the rector of the university.

5.5 Preliminary selection is carried out before the start of entrance exams from February 1 to April 15 of the calendar year. During the Preliminary Selection period, documents of persons applying for doctoral education programs are accepted and studied..

5.6 To carry out preliminary selection, graduating departments develop an entrance exam program for the educational program and approve it by the First Vice-Rector (form 044/267-03-2023).

5.7 Based on the results of the preliminary selection, the minutes of the meeting of the examination committee are filled out for each examinee (form 044/267-01-2023).

5.8 The decision on admission to the second stage of admission to doctoral studies is made based on the results of reviewing the applicant's documents and conducting an interview.

5.9 The results of the Preliminary Selection constitute "admission" or "non-admission" to the entrance exams.

5.10 The results of the Preliminary Selection are entered into the decision protocol, and are also drawn up in the form of an extract from the protocol for delivery to the applicant.

5.11 On the website of JSC "SKMA" (<https://skma.edu.kz/>) applicants are provided with information about the rules for admission to training and the procedure for preselection.

PROCEDURE FOR ENTRANCE EXAMINATIONS

6.1 The entrance examination to doctoral studies is conducted orally.

6.2 The date, time and place of the entrance exams are brought to the attention of applicants through the official website of the university.

6.3 For the period of entrance examinations to doctoral studies, examination commissions are created for groups of educational programs. It is allowed to create one examination commission in related areas of personnel training. The composition of the examination commission, indicating their chairmen, is approved by order of the Rector of

JSC "SKMA".

6.4 Examination commissions are formed from among the employees of JSC "SKMA" and teaching staff who have an academic degree of Doctor or Candidate of Sciences, or a Doctor of Philosophy (PhD) degree in the relevant profile.

6.5 The examination committee does not include members of the appeal committee.

6.6 The composition of the examination commissions, indicating their chairmen, is approved by order of the head of the university and sent to the authorized body in the field of education and health care.

6.7 Entrance exams for doctoral studies are held from August 4 to August 20.

6.8 Applicants are given time to prepare, during which they can write down their answers on paper. Applicants' responses are stamped.

6.9 To conduct exams, the graduating department develops an entrance exam program for the discipline/educational program and approves it by the First Vice-Rector (form 044/267-03-2023).

6.10 When conducting an oral examination, exam papers are composed of at least four questions. Based on the results of the entrance exams, a protocol (form 044/267-01-2023) of the meeting of the examination committee and an evaluation sheet of the examinee (044/267-02-2023) are filled out for each examinee. A score is given for each question. The final grade is determined by calculating the average score for all grades for all questions with a mark on the evaluation sheet.

6.11 Grading is carried out using a point-rating system for assessing knowledge in accordance with Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018 "On approval of the Model Rules for the activities of educational organizations of relevant types".

6.12 An appeal commission is being created to consider applications from persons who do not agree with the results of entrance exams at JSC SKMA. The chairmen and composition of the appeal commissions of SKMA JSC are approved by order of the chairman of the selection committee. The Appeals Commission accepts and considers applications from persons applying for doctoral studies based on the content of examination materials and technical reasons. The appeal commission makes a decision on the application of the person appealing the results of the entrance exam for the group of the doctoral educational program.

6.13 An application for appeal from persons entering doctoral studies is submitted to the chairman of the appeal commission by the applicant in person. Applications are accepted until 13.00 the next day after the announcement of the results of the entrance examination to doctoral studies and are considered by the appeal commission of JSC "SKMA" within one day from the date of submission of the application. The appeal commission works with each person individually. If a person fails to appear at a meeting of the appeal commission, his application for appeal will not be considered. When considering the application by the appeal commission, the person filing the appeal provides an identification document.

6.14 The decision of the appeal commission is made by a majority vote of the total number of commission members. In case of equality of votes, the vote of the chairman of the commission is decisive. The work of the appeal commission is documented in a protocol signed by the chairman and all members of the commission.

ADMISSION TO DOCTORAL STUDIES

7.1 Enrollment in doctoral studies is carried out by order of the Rector of SKMA JSC.

7.2 Enrollment of persons into doctoral studies on a paid basis is carried out on the basis of an international certificate confirming knowledge of a foreign language in accordance with the pan-European competencies (standards) of foreign language proficiency and based on the results of an entrance exam in the profile of a group of doctoral educational programs and having scored at least 75 points out of a possible 100 points.

Persons who have scored at least 75 points in the entrance exam are enrolled in doctoral studies under the state educational order on a competitive basis..

7.3 In the case of identical competitive scores, priority for admission to doctoral studies is given to those with the highest score in the entrance exam for the profile of the educational program group. Then, scientific achievements corresponding to the profile of the educational program are taken into account: scientific publications, including in rating scientific publications included in the 1st and 2nd quartiles according to the Journal Citation Reports of the Web of science database of Clarivate Analytics for the last 3 calendar years; certificates of scientific developments; certificates of awarding scientific scholarships and grants; certificates/diplomas for participation in scientific conferences and competitions.

7.4 Unfilled places under the state educational order for doctoral studies, including targeted ones, are returned to the authorized bodies in the field of science and higher education, health care, culture and sports in the form of an application for further redistribution between higher education institutions in the context of groups of educational programs of postgraduate education until October 15 of the calendar year.

7.5 Citizens of the Republic of Kazakhstan entering on the basis of a state grant enter into an agreement to work for at least 3 (three) years in the manner established by the order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023 No. 403 "On approval of the Rules for sending a specialist to work , reimbursement of expenses incurred at the expense of budgetary funds, granting the right to independent employment, exemption from the obligation to work for citizens of the Republic of Kazakhstan who studied on the basis of a state educational order" (registered in the Register of State Registration of Normative Legal Acts under No. 33291) and by order of the Acting Minister of Science and higher education of the Republic of Kazakhstan dated August 25, 2023 No. 443 "On approval of the Rules for awarding an educational grant to pay for higher or postgraduate education awarding a bachelor's or master's degree (registered in the Register of State Registration of Normative Legal Acts under No. 33345).

7.6 JSC "SKMA" submits to the authorized bodies in the field of education, health 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 master's, residency and doctoral programs under the state educational order.

Appendix 1-1 to the Model Rules for
Admission to Study in Educational
Organizations Implementing Postgraduate
Education Programs

The list of basic requirements for the provision of public service "Acceptance of documents and enrollment in organizations of higher and (or) postgraduate education for training in educational programs of postgraduate education"

1.	Name of the service provider	The public service is provided by organizations of higher and (or) postgraduate education (OVPO) (hereinafter referred to as the service provider).
2.	Methods of providing public service	The acceptance of the application and the issuance of the result of the provision of public service are carried out through: 1) the service provider; 2) e-government web portal www.egov.kz (hereinafter referred to as the portal).
3.	The term of the provision of public service	From the moment of delivery of the package of documents to the service provider for service recipients enrolled in educational programs of postgraduate education: 1) for the master's degree – from August 15 to August 28 of the calendar year; 2) for doctoral studies – from December 26 to January 10 of the calendar year.
4.	The form of public service provision	Electronic (partially automated) and (or) paper.
5.	The result of the provision of public service	The result of the provision of public service is the issuance of a receipt for the acceptance of documents in the form approved by the order № 39 and the order for enrollment in the OVPO, who passed the competitive selection based on the results of entrance exams before August 28 and January 10 of the calendar year. The form of providing the result of the provision of public service: electronic or paper. When contacting the service provider for the result of the provision of public service on paper, the result is drawn up on paper. When contacting 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 – EDS) of an authorized person of the service provider.
6.	The amount of payment charged to the service recipient for the provision of public service, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided free of charge.
7.	The work schedule of the service provider, the State Corporation and information facilities	Service provider: from Monday to Saturday inclusive, except weekends and holidays, according to 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 interruptions due to repair work. When the service recipient applies after the end of working hours, on weekends and holidays, according to the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of the provision of public service are issued on the next working day. The addresses of places where public service are provided are posted on: 1) the Ministry's Internet resource: www.edu.gov.kz ; 2) the portal: www.egov.kz .
8.	The list of documents and information required from the service recipient for the provision of public service	1. Persons applying for a master's degree or residency: when applying to the OVPO: 1) an application addressed to the head of the OVPO in any form; 2) document on higher education (original) (for admission to the master's degree); 3) a document indicating the qualification of a "doctor" in medical education programs (for admission to residency); 4) an identity document or an electronic document from the digital documents service (required for identification); 5) six photos measuring 3x4 centimeters; 6) a medical certificate in the form 075/y in electronic format, approved by the order № KR DSM-175/2020; In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational

organization as these measures are lifted.

7) certificate confirming proficiency in a foreign language:
English proficiency:
International English Language Tests System Academic (IELTS Academic), threshold score – at least 6.0;
Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT), the threshold score is at least 60 points;
German language proficiency:
Deutsche Sprachprüfung für den Hochschulzugang Niveau C1 (DSH, Niveau C1) - level C1;
Test DaF-Prüfung Niveau C1 (TDF Niveau C1) - level C1;
French language proficiency:
Test de Français International (TFI)– at least level B1 in the reading and listening sections;
Diplôme d'Études en Langue française (DELF) - not below the level B2;
Diplôme Approfondi de Langue française (DALF) - level C1;
Test de connaissance du français (TCF)– not below the level B2;

8) a document confirming employment (for persons with work experience);
9) a list of scientific and methodological works (if any).

The documents listed in subparagraphs 3), 7) and 8) are provided in originals and copies, after verification of which the originals are returned to the service recipient.

If an incomplete list of documents specified in this paragraph is provided, the admissions committee of the OVPO does not accept documents from applicants.

When contacting through the portal:

- 1) a request in the form of an electronic document signed by the service recipient's EDS;
- 2) electronic document on higher education (for admission to the master's program);
- 3) an electronic document indicating the qualification of a "doctor" in medical education programs (for admission to residency);
- 4) electronic certificate confirming proficiency in a foreign language:
English proficiency:
International English Language Tests System Academic (IELTS Academic), the threshold score is at least 6.0;
Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT), the threshold score is at least 60 points;
German language proficiency:
Deutsche Sprachprüfung für den Hochschulzugang Niveau C1 (DSH, Niveau C1) - level C1;
Test DaF-Prüfung Niveau C1 (TDF Niveau C1) - level C1;
French language proficiency:
Test de Français International (TFI)– at least level B1 in the reading and listening sections;
Diplôme d'Études en Langue française (DELF) – not below the level B2;
Diplôme Approfondi de Langue française (DALF) - level C1;
Test de connaissance du français (TCF)– not below the level B2;
- 5) an electronic document confirming employment (for persons with work experience);
- 6) a digital photo measuring 3x4 centimeters;
- 7) medical certificate in the form 075/y in electronic format, approved by the order № KR DSM-175/2020);

In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted;

8) a list of scientific and methodological works (if any).

Information about identity documents, a document on higher education, a medical certificate, a document indicating the qualification of a "doctor" for medical education programs are provided to the service provider from the relevant state information systems through the gateway of the "electronic government".

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

The service recipient is issued a receipt for the receipt of documents.

2. Persons applying for doctoral studies submit the following set of documents: when applying to the OVPO:

- 1) an application addressed to the head of the OVPO (in any form);
- 2) a document of education (original, when submitting documents to the admissions committee);
- 3) an identity document or an electronic document from the digital documents service (required for identification);
- 4) the official certificate of passing the exam in the state language (KAZTEST), issued by the NTC, with the exception of foreign citizens;
- 5) certificate confirming proficiency in a foreign language:

English proficiency:

International English Language Tests System Academic (IELTS Academic), the threshold score is at least 5.5;

Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT), the threshold score is at least 46 points;

Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP), the threshold score is at least 460;

German language proficiency:

Deutsche Sprachprüfung für den Hochschulzugang Niveau B2 (DSH, Niveau B2) – not below the level B2;

Test DaF-Prüfung Niveau B2 (TDF Niveau B2) - not below the level B2;

French language proficiency:

Test de Français International (TFI) – at least level B2 in the reading and listening sections;

Diplôme d'Études en Langue française (DEL F) - not below the level B2;

Diplôme Approfondi de Langue française (DAL F) - not below the level B2;

Test de connaissance du français (TCF) – not below the level B2.

6) a medical certificate in the form 075/y in electronic format, approved by the order № KR DSM-175/2020).

In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted;

7) six photos measuring 3x4 centimeters;

8) a document confirming employment, in accordance with the Labor Code of the Republic of Kazakhstan, with the exception of foreign citizens;

9) a list of scientific publications for the last 3 calendar years (if available), a research plan and an essay;

10) the results of the preliminary selection (in the field of education "Healthcare").

The documents listed in sub-paragraphs 4), 5) and

8) 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 is provided, the admissions committee of the OVPO does not accept documents from applicants.

When contacting through the portal:

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

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

3) electronic document on education;

4) the official certificate of passing the exam in the state language (KAZTEST), issued by the NTC, with the exception of foreign citizens;

5) electronic certificate confirming proficiency in a foreign language:

English proficiency:

International English Language Tests System Academic (IELTS Academic), the threshold score is at least 5.5;

		<p>Test of English as a Foreign Language Institutional Testing Programm Internet-based Test (TOEFL IBT), the threshold score is at least 46 points; Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP), the threshold score is at least 460; German language proficiency: Deutsche Sprachpruefung fuer den Hochschulzugang Niveau B2 (DSH, Niveau B2) – not below the level B2; Test DaF-Pruefung Niveau B2 (TDF Niveau B2) - not below the level B2; French language proficiency: Test de Français International (TFI)– at least level B2 in the reading and listening sections; Diplome d’Etudes en Langue française (DELF), not below the level B2; Diplome Approfondi de Langue française (DALF), not below the level B2; Test de connaissance du français (TCF) – not below the level B2. 6) a digital photo measuring 3x4 centimeters; 7) medical certificate in the form 075/y in electronic format, approved by the order № KR DSM-175/2020); In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are lifted. 8) an electronic document confirming employment in accordance with the Labor Code of the Republic of Kazakhstan, with the exception of foreign citizens; 9) a list of scientific publications for the last 3 calendar years (if available), a research plan and an essay; Information about identity documents, a document on higher education, a medical certificate, a document indicating the qualification of a "doctor" for medical education programs are provided to the service provider from the relevant state information systems through the gateway of the "electronic government". When contacting the service recipient through the portal, a notification is sent to the "personal account" about the acceptance of a request for the provision of a public service in the form of an electronic document certified by an EDS. The service recipient is issued a receipt for the receipt of documents.</p>
9.	<p>Grounds for refusal to provide public service established by the legislation of the Republic of Kazakhstan</p>	<p>The service provider refuses to provide public service on the following grounds: 1) establishing the unreliability of the documents submitted by the service recipient for receiving a public service, and (or) the data (information) contained therein; 2) non-compliance of the service recipient and (or) the submitted materials, objects, data and information necessary for the provision of public service with the requirements established by regulatory legal acts of the Republic of Kazakhstan.</p>
10.	<p>Other requirements, taking into account the specifics of the provision of public service, including those provided in electronic form and through the State Corporation</p>	<p>1) the maximum allowed waiting time for the delivery of a package of documents by the service recipient is 15 minutes; 2) the maximum allowable service time of the service recipient is 15 minutes (taking into account practice). The service recipient receives the public service in electronic form through the portal, subject to the availability of EDS. The service recipient has the opportunity to receive information about the procedure and status of the provision of public service in remote access mode through the help services of the service provider on the provision of public service, a single contact center. The contact numbers of the service provider's information services on the provision of public service are available on the Ministry's Internet resource: www.edu.gov.kz and the Unified Contact Center: 8-800-080-7777, 1414. Unified contact center "1414", 8-800-080-7777.</p>

implementing educational programs
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List of groups of doctoral degree programs

Code of the educational program group	Name of the groups of educational programs of the doctoral program
D001	Pedagogy and psychology
D002	Pre-school education and upbringing
D003	Training of teachers without subject specialization
D004	Training of teachers of primary military training
D005	Training of physical education teachers
D006	Training of music teachers
D007	Training of teachers of artistic work, graphics and design
D008	Training of teachers of professional education
D009	Fundamentals of Law and Economics
D010	Training of teachers of mathematics
D011	Training of physics teachers (Kazakh, Russian, English)
D012	Training of computer science teachers (Kazakh, Russian, English)
D013	Training of chemistry teachers (Kazakh, Russian, English)
D014	Training of biology teachers (Kazakh, Russian, English)
D015	Training of geography teachers
D016	Training of history teachers
D017	Training of teachers of the Kazakh language and literature
D018	Training of teachers of Russian language and literature
D019	Training of foreign language teachers
D020	Training of personnel in social pedagogy
D021	Special pedagogy
D022	Musicology
D023	Instrumental performance
D024	Vocal art
D025	Traditional musical art
D026	Composition
D027	Conducting
D028	Directing
D029	Theatrical art
D030	The art of pop music
D031	Choreography
D032	Audiovisual art and media production
D033	Visual art
D034	Art history
D035	Fashion, design
D036	Polygraphy
D037	Art management
D050	Philosophy and Ethics
D051	Religion and theology
D052	Islamic Studies
D053	History
D153	Archaeology and Ethnology
D054	Turkology
D055	Oriental studies
D056	Translation business, simultaneous translation
D057	Linguogeography
D058	Literature
D059	Foreign philology

D060	Philology
D061	Sociology
D062	Cultural studies
D063	Political science and conflictology
D064	International relations
D065	Regional studies
D066	Psychology
D067	Journalism and reporting
D068	Public relations
D069	Librarianship, information processing and archiving
D070	Economy
D071	State and local government
D072	Management and management
D073	Audit and taxation
D173	State audit
D074	Finance, banking and insurance
D075	Marketing and advertising
D076	Work skills
D077	Evaluations
D078	Law
D079	Forensic examination
D080	Biography
D081	Genetics
D082	Biotechnology
D083	Geobotany
D084	Geography
D085	Hydrology
D086	Meteorology
D087	Environmental protection technology
D088	Hydrogeology and engineering geology
D089	Chemistry
D090	Physical
D091	Seismology
D092	Mathematics and statistics
D093	Mechanics
D094	Information technology
D095	Information security
D096	Communications and communication technologies
D097	Chemical engineering and processes
D098	Thermal power engineering
D099	Energy and electrical engineering
D100	Automation and management
D101	Materials science and technology of new materials
D102	Robotics and mechatronics
D103	Mechanics and metalworking
D104	Transport, transport equipment and technologies
D105	Aviation equipment and technologies
D106	Flight operation of aircraft and engines
D107	Space engineering
D108	Nanomaterials and nanotechnology
D109	Petroleum and ore geophysics
D110	Marine engineering and technology

D210	Backbone networks and infrastructure
D310	Transport facilities
D111	Food production
D112	Woodworking technology (by application areas)
D113	Technology of material processing by pressure
D114	Textiles: clothing, shoes and leather goods
D115	Petroleum Engineering
D116	Mining Engineering
D117	Metallurgical engineering
D118	Mineral processing
D119	Pharmaceutical production technology
D120	Surveying business
D121	Geology
D122	Architecture
D123	Geodesy
D124	Construction
D125	Production of building materials, products and structures
D126	Transport construction
D127	Engineering systems and networks
D128	Land use planning
D129	Hydraulic engineering construction
D229	Hydromelioration
D329	Water supply and sanitation
D429	Hydraulic engineering and water resources management
D130	Standardization, certification and metrology (by industry)
D131	Crop production
D132	Animal husbandry
D133	Forestry
D134	Fisheries
D135	Energy supply for agriculture
D136	Motor vehicles
D137	Water resources and water use
D138	Veterinary medicine
D139	Public health
D140	Pharmacy
D141	Medicine
D142	Social work
D143	Tourism
D144	Leisure
D145	Restaurant and hotel business
D146	Sanitary and preventive measures
D147	Transportation services
D148	Logistics (by industry)
D149	Law enforcement activities
D150	Fire safety
D151	Nursing Science
D001	Pedagogy and psychology
D002	Pre-school education and upbringing

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Transmission score scale of GRE standardized test of international certificate to doctoral entrance exam scores

International standardized GRE test			Entrance exam blocks	Score
Test sections	Scores for the fields of education "Pedagogical Sciences," areas of training "Humanities," "Social Sciences"	Scores for the fields of education "Natural Sciences, Mathematics and Statistics," "Information and Communication Technologies," "Engineering, Processing and Construction Industries," areas of training "Business and Management"		
Quantitative reasoning	not less than 155 scores	at least 160 scores	Test for determination of readiness for training	10
Analytical writing	at least 3 scores	at least 3 scores		
Quantitative reasoning	at least 160 scores	at least 165 scores	Test for determination of readiness for training	20
Analytical writing	at least 4 scores	at least 4 scores		
Quantitative reasoning	at least 165 scores	at least 170 scores	Test for determination of readiness for training	30
Analytical writing	at least 5 scores	at least 5 scores		
Verbal reasoning	at least 149 scores	at least 145 scores	Essay writing	5
Verbal reasoning	at least 160 scores	at least 150 scores	Essay writing	7
Verbal reasoning	at least 165 scores	at least 160 scores	Essay writing	10

Annex 9
to the Model Rules for admission
to education in the organization of education,
implementing educational programs
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Scale of a 100-point rating system for doctoral admission

Test types	Score
Incoming interview conducted by the EIA Examination committee	20
Essay	10
Readiness for doctoral test	30
Educational program group Profile exam	40