

## **RULES OF ADMISSION TO THE BACHELOR'S DEGREE OF JSC "YUKMA"**

### **GENERAL PROVISIONS**

Admission of persons entering JSC "YUKMA" is carried out by placing an educational grant of higher education at the expense of the republican budget or the local budget, as well as tuition fees at the expense of the student's own funds and other sources.

JSC "YUKMA" accepts persons with general secondary, technical and vocational, post-secondary, higher education.

Persons who have secondary, technical and vocational or post-secondary education, with the exception of those entering related areas of higher education training, providing for shorter training periods, who have passed the UNT and wish to participate in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget and (or) enroll in paid training in JSC "YUKMA" it is necessary to score at least 70 points according to the results of the UNT in the field of education "Health and social security (medicine)" (Medicine, Stomatology, Pediatrics, Nursing, Public health, Medical and preventive business, Pharmacy); in the field of education "Manufacturing and processing industries" (Pharmaceutical production technology) – at least 50 points, including at least 5 points - in the history of Kazakhstan, mathematical literacy, reading literacy – the language of instruction, and at least 5-10 points for each profile subject.

Persons with technical and vocational, post-secondary education, entering related areas of higher education training, providing for shorter training periods, who have passed the UNT and who wish to participate in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget must score at least 25 points according to the results of the UNT, including at least 5 points in a general professional discipline and at least 5 points in a special discipline.

Admission to JSC "YUKMA" of persons with technical and vocational or post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of training of higher education personnel, providing for shortened training periods, entering paid training is carried out by the admission committee of the university according to the results of testing in the disciplines: for enrollment in the educational program "Pharmacy" - chemistry and fundamentals of pharmacology; for enrollment in the educational program "Nursing" - biology and fundamentals of nursing. The passing score is at least 25 of the total number of 50 tests, including at least 5 points in each discipline.

Admission of foreign citizens to study at JSC "YUKMA" on a paid basis is carried out based on the results of an interview / testing conducted by the admissions committee during the calendar year. At the same time, enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

Admission of citizens to a two-degree educational program is carried out on a competitive basis by conducting an interview. At the same time, knowledge of the language of instruction and the average score of academic performance at the previous level of education are taken into account.

Admission of persons entering JSC "YUKMA" is carried out according to their applications on a competitive basis in accordance with the points of the certificate of the established sample, in the form approved by the order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated October 23, 2007 No. 502 "On approval of the form of strict reporting documents used by educational organizations in educational activities" (registered in the Register of State Registration of Regulatory Legal Acts under No. 4991) and (or) an electronic certificate with the applicant's unique data, officially confirming the results of the unified National Testing (UNT) published on the website of the National Testing Center (hereinafter – the UNT certificate). In JSC "YUKMA" by the decision of the head of the university or the person performing his duties, an admissions committee is created. The admissions committee consists of the rector, vice-rectors, heads of structural divisions and representatives of the teaching staff of the university. The quantitative composition of the admissions committee consists of an odd number of members. The

chairman of the admissions committee is the head of the university. By order of the head of the university or the person performing his duties, the executive secretary of the admissions committee is appointed.

## **PROCESS DESCRIPTION**

### **The procedure for admission and conduct of a special exam**

Admission to training in the field of education "Health and social security (medicine)" ("Medicine", "Stomatology", "Pediatrics", "Nursing") is carried out taking into account the results of a special exam.

For the organization and conduct of a special exam, an examination commission is created by the decision of the rector of the university or the person performing his duties for the period of the exam.

The commission consists of representatives of the university from among the teaching staff, public organizations, and the media. The Commission consists of an odd number, and the chairman of the commission is elected by a majority of votes from among the members of the commission. The decision of the commission is considered competent if at least two thirds of its members are present at the meeting. The decision of the commission is made by a majority vote of the number of those present at the exam. In case of equality of votes, the vote of the chairman of the commission is decisive.

Persons enrolled in educational programs of higher education that require special training for passing a special exam submit the following documents to the admission committee of the university:

- 1) a document on general secondary or technical and vocational, post-secondary education (original);
- 2) 2 photo cards measuring  $3 \times 4$  centimeters;
- 3) a copy of the identity document;
- 4) UNT certificate (if available);

Applications from applicants for a special exam in the field of education "Health and social security (medicine)" are accepted from June 20 to August 20 of the calendar year.

For persons entering JSC "YUKMA", points are taken into account in the history of Kazakhstan, mathematical literacy, reading literacy (the language of instruction), two profile subjects.

For persons entering JSC "YUKMA" in the field of education "Health and social security (medicine)" in related areas of higher education training, providing for shorter training periods, points in general professional and special disciplines are taken into account.

The programs of the special exam are developed by the university and approved by the chairman of the admission committee of the university.

The schedule of the special exam (the form of the exam, date, time and place of the consultation) is approved by the chairman of the admissions committee and brought to the attention of applicants before the start of the reception of documents.

Special exams are conducted online through the Academy's website and offline in the computer testing and publishing center.

Before the start of the special exam, the university's website contains the procedure for conducting; the time of the beginning and end of the exam; the procedure for applying for the exam.

A special exam for applicants in the field of education "Health and social security (medicine)" is evaluated in the form of "admission" or "non-admission".

The results of the special examination are drawn up by the admission statement, the protocol of the commission in any form and are transmitted to the executive secretary of the admissions committee to announce the results.

The results of the special exam are announced on the day of the exam.

According to the results of a special examination in the field of education "Health and social security (medicine)", an extract from the admission statement is issued to the applicant for presentation to the university at the place of enrollment.

For the period of the exams, in order to comply with the requirements for a special exam, resolve disputes, protect the rights of exam takers, an appeal commission is created by order of the head of the university or the person performing his duties, whose composition consists of an odd number of members, including its chairman.

The application for appeal is submitted to the chairman of the appeal commission personally by the person who passed the special exam, is accepted until 13.00 hours of the next day after the announcement of the results of the special exam and is considered by the appeal commission within one day.

The decision of the appeal commission is considered competent if at least two thirds of its members are present at the meeting. The decision on the appeal of disagreement with the results of the special examination is made by a majority vote of the number of members of the commission present. If the votes of the members of the appeal commission are equal, the chairman's vote is decisive. The work of the appeal commission is formalized by a protocol signed by the chairman and all members of the commission present.

On the day of completion of the special exam, the results of the special exam are transmitted to the information system of the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan for participation in the competition for the award of an educational grant of higher education at the expense of the republican budget and (or) enrollment in the university for paid tuition.

### **The order of enrollment**

Enrollment of incoming students in JSC "YUKMA" is carried out by the admission committee from August 10 to August 25 of the calendar year by order of the head of the university or the person acting as his/her duties.

Holders of an educational grant of higher education at the expense of the republican budget or the local budget, as well as tuition fees at the expense of their own funds of citizens and other sources choose an educational program from the corresponding group of educational programs.

To enroll in JSC "YUKMA", service recipients provide the service provider (through the admissions committee) or through the web portal of "electronic government" [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the portal) a package of documents provided for in paragraph 8 of the Standard of the state service "Acceptance of documents and enrollment in higher educational institutions for training in educational programs of higher education" (hereinafter referred to as the Standard state services), according to Appendix 1 to these Rules.

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

An employee of the service provider accepts a package of documents, registers them and issues a receipt to the service recipient for accepting a package of documents on the day of receipt of the application, or in case the service recipient provides an incomplete package of documents, refuses to accept documents.

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

The service provider checks the completeness of the submitted documents from the moment they are received, in case of non-completeness, 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 admission to the university. After receiving the notification, the service recipient submits the original documents to the service provider within the period from August 10 to August 25 of the calendar year.

After receiving the documents, the rector of the university issues an order to enroll the service recipient among the students of JSC "YUKMA".

The service provider refuses to provide public services on the grounds provided for in paragraph 9 of the Standard of Public Services.

The service provider ensures that information on the stage of rendering 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 of the Republic of Kazakhstan dated April 15, 2013 "On Public Services".

A complaint against the decision, actions (inaction) of the service provider on the provision of public services may be filed to the head of the service provider, to the authorized body for evaluation and quality control of the provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

The complaint of the service recipient 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 complaint of the service recipient received by the authorized body for the assessment and control of 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 public services, the service recipient applies to the court in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

Enrollment of incoming students in JSC "YUKMA" is carried out by the admission commissions of the university from August 10 to 25 of the calendar year for studying in Kazakh, Russian or English, by order of the rector of the university or the person acting as his/her duties.

Persons with secondary, technical and vocational or post-secondary education who have not scored the threshold score established in paragraph 4 of these Rules (based on the results of the UNT) are enrolled in the university on a fee basis. Upon completion of the academic period of study at the university, these persons repeatedly pass the UNT within a year, in accordance with the Rules of the Unified National testing approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 (registered in the Register of State Registration of Regulatory Legal Acts under No. 15173) (hereinafter – the order No. 204).

Persons who have received an electronic certificate of awarding an educational grant of higher education at the expense of the republican budget or the local budget, submit an application for admission to the university specified in the certificate and are enrolled in the number of students by order of the rector of the university or the person performing his duties.

Citizens of the Republic of Kazakhstan, who enroll on the basis of a state grant, conclude a contract on working out at least 3 (three) years in the order determined by the Government of the Republic of Kazakhstan.

Persons with secondary or technical and vocational, post-secondary education of the current year, who have passed the UNT within the prescribed time in accordance with order No. 204 and have scored the threshold score set out in paragraph 4 of these rules, submit an application to the head of the university or the person performing his duties for admission to the university on a fee basis before receiving a document on general secondary or technical and vocational, post-secondary education.

At the same time, students of graduating grades 11 (12) of secondary education organizations in the period from February 1 to August 25 of the calendar year submit an application to the head of the university or the person performing his duties for admission to the university on a fee basis before receiving a document on general secondary education.

After receiving a document on general secondary or technical and vocational, post-secondary education, applicants submit documents according to the list specified in Annex 1 of these rules.

When providing an incomplete list of documents specified in these rules, the admission committee does not accept documents from applicants.

Admission to the university is carried out separately according to educational programs of higher education and language departments.

Enrollment in the field of education "Health and social security (medicine)" is carried out taking into account the results of a special exam.

In the case of an incoming educational loan issued by second-tier banks, the incoming student is enrolled in the number of university students when they submit a corresponding certificate from the bank about the documents being considered.

At the same time, he is granted a deferral on payment of the amount specified in the educational services agreement and payable before the enrollment of a citizen, for the period of registration of an educational loan, but not more than 4 (four) weeks from the date of receipt of a certificate from the bank.

Documents in a foreign language are provided with a notarized translation into Kazakh or Russian. Documents on education issued by foreign educational organizations undergo the nostrification procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during the 1st (first) academic period of study.

#### Appendix 1

The standard of the state service "Acceptance of documents and enrollment in higher educational institutions for training in educational programs of higher education"		
1	The name of the service provider of	JSC "South Kazakhstan Medical Academy" (hereinafter - the service provider).
2	Methods of providing public services	Acceptance of the application and issuance of the result of the provision of public services are carried out through: 1) the service provider; 2) e-government web portal <a href="http://www.egov.kz">www.egov.kz</a> (hereinafter referred to as the portal).
3	The term of rendering the state service	From the moment of delivery of the package of documents to the service provider, as well as when contacting the portal, is 1 working day.
4	The form of rendering is	Electronic (partially automated), paper
5	The result of the provision of public services	The result of the provision of public services is the issuance of a receipt for the acceptance of documents and an order for admission to the university. The form of providing the result of the provision of public services: electronic or paper. When contacting the service provider for the result of providing a public service on paper, the result is issued on paper. When applying through the portal to the "personal account" of the service recipient, a notification of admission to the university is received in the form of an electronic document signed with an electronic digital signature (hereinafter referred to as EDS) of the authorized person of the service provider.
6	The amount of payment charged to the service recipient for the	service is provided free of charge.

	provision of public services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan, the public	
7	The Service Provider's	<p>work schedule: from Monday to Saturday inclusive, with the exception of 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 hours, with a lunch break from 13.00 to 14.30 hours.</p> <p>Portal: around the clock, except for technical interruptions due to repair work.</p> <p>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 state services are issued on the next working day.</p> <p>Addresses of places where public services are provided are posted on:</p> <p>1) the Ministry's Internet resource: <a href="http://www.edu.gov.kz">www.edu.gov.kz</a>;</p> <p>2) portal: <a href="http://www.egov.kz">www.egov.kz</a> .</p>
8	List of documents required for the provision of public services when contacting the service provider:	<p>1) an application addressed to the rector of the university in any form;</p> <p>2) document on general secondary, technical and vocational, post-secondary or higher education (original);</p> <p>3) identity document (required for identification of a person);</p> <p>4) 6 photo cards measuring 3 x 4 centimeters;</p> <p>5) a medical certificate in the form 086-U in electronic format, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 "On approval of forms of primary medical documentation of healthcare organizations" (registered in the Register of State Registration of Regulatory Legal Acts under No. 6697) (hereinafter – order No. 907);</p> <p>6) UNT certificate;</p> <p>7) an extract from the statement (for applicants for educational programs of higher education requiring special training, including in the field of education "Health and social security (medicine)");</p> <p>8) electronic certificate of the award of an educational grant.</p> <p>Service recipients are citizens from among the disabled of groups I, II, disabled since childhood, disabled children, persons equated by benefits and guarantees to</p>

		<p>participants and invalids of the Great Patriotic War, persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, orphans and children left without parental care, as well as citizens of the Republic of Kazakhstan. The public of Kazakhstan from among the youth who have lost or remained without parental care until adulthood additionally submit documents confirming the granting of preferential rights and quotas.</p> <p>Persons who have documents on technical and professional, post-secondary education, who have confirmed their qualifications and have at least one year of work experience in the specialty, additionally submit one of the following documents:</p> <ol style="list-style-type: none"><li>1) employment record (the original is provided for reconciliation);</li><li>2) service record (list of information about the work, work activity of the employee), signed by the employer, certified by the seal of the organization (if any);</li><li>3) an archival certificate containing information about the employee's work activity,</li><li>4) an extract from the unified accumulative pension fund on the listed mandatory pension contributions and information from the State Social Insurance Fund on the social contributions made;</li><li>5) an employment contract with the employer's mark on the date and basis of its termination;</li><li>6) extracts from the acts of the employer confirming the emergence and termination of employment relations on the basis of the conclusion and termination of the employment contract;</li><li>7) extracts from the payroll statement for employees.</li></ol> <p>The document listed in subparagraph 1) is provided in the original and a copy, after verification of which the subline is returned to the service recipient.</p> <p>when contacting through the portal:</p> <ol style="list-style-type: none"><li>1) an application in the form of an electronic document signed by the service provider's EDS;</li><li>2) an electronic copy of documents on general secondary (general secondary), technical and vocational (primary and secondary vocational, post-secondary) or higher education (in the absence of information in information systems);</li><li>3) 3x4 digital photo;</li><li>4) medical documentation on form 086-U in electronic format, approved by Order No. 907;</li><li>5) UNT certificate;</li><li>6) electronic certificate of the award of an educational grant (if available).</li></ol> <p>Information about the identity document, about general secondary (general secondary), technical and professional (primary and secondary professional, post-</p>
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		<p>secondary) education, medical certificate, electronic certificate of the UNT and electronic certificate of the award of educational grant (if available in information systems), service receives through the information system from the corresponding state information systems through the gateway of "electronic government".</p> <p>After receiving in the "personal account" by the service recipient on the portal the notification of acceptance of documents for admission to the university, the service recipient submits to the service provider the originals of the documents in the period from 10 to 25 August of the calendar year.</p>
9	<p>Grounds for refusal to provide a public service, established by the legislation of the Republic of Kazakhstan,</p>	<p>the service provider refuses to provide a public service on the following grounds:</p> <ol style="list-style-type: none"> <li>1) establishing the unreliability of the documents submitted by the service provider for receiving the state service, and (or) the data (information) contained therein;</li> <li>2) the service recipient has submitted an incomplete package of documents for obtaining a public service;</li> <li>3) the package of documents submitted by the service recipient is submitted later than the established deadlines.</li> </ol>
10	<p>Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form</p>	<ol style="list-style-type: none"> <li>1) the maximum allowable waiting time for the delivery of a package of documents by the service recipient is 15 minutes;</li> <li>2) the maximum allowable service time of the service recipient is 15 minutes (taking into account practice).</li> </ol> <p>The service recipient receives the state service in electronic form through the portal, subject to the availability of EDS.</p> <p>The service recipient has the opportunity to receive information about the procedure and status of the provision of public services in remote access mode by means of the service provider's help services on the provision of public services, a Single contact center.</p> <p>The contact phone numbers of the service provider's help services for the provision of public services are available on the Ministry's Internet resource: <a href="http://www.edu.gov.kz">www.edu.gov.kz</a> and the Unified Contact Center: 8-800-080-7777, 1414.</p> <p>Unified contact center "1414", 8-800-080-7777.</p>