

REFERENCE GUIDE FOR RESIDENTS

MISSION

“To be recognized as a leader in the field of training competitive personnel!”

SKMA is a higher educational institution that trains medical and pharmaceutical specialists in the scope of bachelor's degree, internship, master's degree, doctoral degree and residency. The Academy trains specialists with technical and professional; post-secondary education in the specialties of medicine and pharmacy. Postgraduate education is implemented according to the programs of advanced training and retraining of practitioners of healthcare and pharmaceutical industry at the Faculty of Continuous Professional Development.



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«SOUTH KAZAKHSTAN MEDICAL ACADEMY» JSC



Mission

To be recognized as a leader in the field of training competitive personnel!

Vision

Effective system of medical and pharmaceutical education, based on the competence approach and the needs of practical public health and pharmaceutical industries, focused on the training of specialists that meet international quality and safety standards.

SKMA RECTORATE

Rector of SKMA

SEITZHANOVA ZHANNA SERIKZHANOVNA

Vice-Rector for Science and Strategic Development

AUKENOV NURLAN ERDENOVICH

Vice-rector for academic work, Doctor of Medical Sciences, Professor

ANARTAEVA MARIA ULASBEKKYZY

Vice-Rector for clinical work, Candidate of Medical Sciences, Professor

NURMASHEV BEKAIDAR KALDYBAYULY

Vice-Rector of Educational Work and Social Issues

SALIM YERBOL KALTURSYNOVICH

Head of the Educational and Methodical center, Candidate of Medical Sciences, Docent

DOLTAYEVA BIBIGUL ZAIDULAEVNA

Dean of the Residency, Candidate of Medical Sciences, Acting Professor

BEKTENOVA GULMIRA ERSEITOVA

Head of Registrar office, Candidate of Pharmaceutical Sciences

SYZDYKOVA SAULET AKMURZAYEVNA

Head of the Computer test and publishing center (CTPC)

UKSIKBAEV MAKSAT TURAROVICH

Head of the Library and Information Center

DARBICHEVA RAUSHAN ISKAKOVNA

Residency is a form of in-depth postgraduate medical education on clinical specialties. Training of specialists in residency is carried out to ensure the health care industry with qualified personnel. Resident-trainees, who have completed residency training, are issued a document of state sample.

SKMA carries out 26 educational residency programs.

List of educational residency programs implemented at «SKMA»

№	Educational programs	Study period
1.	7R01101 Cardiology (adults, children)	3
2.	7R01102 Rheumatology (adults, children)	2
3.	7R01103 Allergology and immunology (adults, children)	2
4.	7R01104 Gastroenterology (adults, children)	2
5.	7R01107 Pulmonology (adults, children)	2
6.	7R01108 Endocrinology (adults, children)	2
7.	7R01109 Nephrology (adults, children)	2
8.	7R01111 Infectious diseases (adults, children)	2
9.	7R01114 Radiology	2
10.	7R01115 Radiation oncology	2
11.	7R01117 Anesthesiology and resuscitation (adults, children)	3
12.	7R01120 Neurosurgery (adults, children)	4
13.	7R01123 Pediatric surgery	3
14.	7R01124 Oncology (adults)	2
15.	7R01125 Traumatology-orthopedics (adults, children)	3
16.	7R01126 Urology and andrology (adults, children)	3
17.	7R01128 Otorhinolaryngology (adults, children)	3
18.	7R01130 Pediatrics	2
19.	7R01131 Neonatology	2
20.	7R01132 Obstetrics and gynecology (adults, children)	3
21.	7R01136 General surgery	3
22.	7R01137 Neurology (adults, children)	2
23.	7R01138 Family medicine	2
24.	7R01139 Therapy	2
25.	7R01140 Physical medicine and rehabilitation (adults, children)	2
26.	7R01142 Clinical pharmacology	2

DEPARTMENTS

№	Name of the department	Full name	Academic degree, title
1	2	3	4
1.	Department of Surgery and Oncology	Abdurakhmanov Babur Anvarovich	C.m.s, Docent
2.	Department of Otorhinolaryngology, Urology and Traumatology	Kaldygozova Galiya Yerkimbekovna	C.m.s
3.	Department of Infectious Diseases	Abuova Gulzhan Narkenovna	C.m.s, Professor
4.	Department of Family Medicine	Kauzbai Zhumaly Aripbayuli	C.m.s, Docent
5.	Department of Therapy and Cardiology	Asanova Galiya Kutymbetovna	C.m.s
6.	Department of Phthisiopulmonology and Radiology	Kasaeva Lyazzat Tatibekovna	C.m.s
7.	Department of Pediatrics - 1	Kemelbekov Kanatzhan Saukhanbekovich	PhD, ass.professor
8.	Department of Pediatrics - 2	Bektenova Gulmira Yerseitovna	C.m.s, Acting Professor
9.	Department of Emergency Medicine and Nursing	Seydakhmetova Aizat Ashimkhanovna	C.m.s, Docent
10.	Department of Obstetrics and Gynecology	Kulbaeva Saltanat Nalibekkyzy	PhD, Professor
11.	Department of Neurology, Psychiatry, Rehabilitation and Neurosurgery	Zharkinbekova Nazira Asanovna	C.m.s, Docent
12.	Department of Microbiology, Allergology and Immunology	Seitkhanova Bibigul Tolegenkyzy	C.m.s, Docent
13.	Department of Pharmacology, Pharmacotherapy and Clinical Pharmacology	Ibragimova Aigul Gaffarovna	C.ph.s,

GLOSSARY

Academic policy is a system of measures, rules and procedures for planning and managing educational activities and effective organization of the educational process aimed at implementing the practices of oriented learning and improving the quality of education.

A resident doctor is a resident who studies as part of an educational residency program and works in a medical organization under the supervision of a clinical mentor.

Individual curriculum of the residency student- (hereinafter referred to as the IUP) -the curriculum of the residency student, independently formed by him for each academic year with the help of an academic mentor based on the educational program of the residency.

Qualification - the level of training, readiness to perform a certain type of activity in the acquired profession and specialty.

Clinical department is a structural unit located on clinical bases (medical organizations, scientific institutions engaged in medical activities), implementing practical training of students and carrying out medical work.

Clinical bases are clinical units (clinics) of medical education organizations, as well as healthcare

organizations that provide appropriate conditions for the training of medical and pharmaceutical personnel under contracts with medical education organizations.

A clinical mentor is a medical worker with at least five years of experience appointed by the head of a medical organization or medical education organization to form the practical skills of residency students within the framework of professional competencies.

Academic mentor is a person appointed from among the teaching staff of the department to provide consulting, methodological, educational assistance to residents.

Competencies - the ability to use the knowledge, skills and abilities acquired in the learning process in professional activities.

A medical organization (hereinafter - MO) is a legal entity, regardless of its organizational and legal form, carrying out medical activities as the main type of activity by methods of organizational and methodological, educational, therapeutic and diagnostic and research work, clinical training of students, as well as the provision of medical services.

Residency is the level of postgraduate medical education, the purpose of which is to acquire or change the professional qualification of a doctor in the relevant specialty for admission to independent clinical practice.

THE ORDER OF ORGANIZATION OF THE EDUCATIONAL PROCESS

The organization of the educational process is carried out in accordance with the Order of the Minister of Health of the Republic of Kazakhstan dated December 15, 2020 No. KR DSM-270/2020 "On approval of the rules for placing a state order, admission to training and training of medical personnel in residency".

The training of medical personnel in the residency is carried out at accredited clinical bases that provide training at all levels of medical care. At the same time, the training of medical personnel in residency begins in healthcare organizations of district significance and ends in healthcare organizations of regional and republican significance.

The residency training is conducted by teaching staff and clinical mentors (practical healthcare).

Working curricula are developed on the basis of state mandatory standards for residency, standard curricula of postgraduate education, individual curricula of residents and approved by the Rector of the Academy on the basis of a decision of the Academic Council.

The individual work plan of the resident doctor (Appendix A) is developed independently by the resident under the guidance of academic and clinical mentors for the entire period of study, discussed at a meeting of the department and approved by the head of the residency department no later than one month from the beginning of the first academic year.

The resident is trained on the basis of an individual curriculum, taking into account the elective disciplines chosen by the resident.

Resident doctor during the training:

- performs an individual work plan;
- passes the current control, boundary control, final control, intermediate certification and final certification provided by the program.

The distribution of resident doctors by residency bases is carried out by the residency department and departments according to the individual work plan of the resident doctor.

Residents report on the implementation of an individual plan at a meeting of the department 1 time per academic year.

The transfer of a resident doctor from one educational institution to another, from a paid basis for training under a state educational order to a vacant place, deduction and restoration is carried out during the vacation period according to the Academic Policy of JSC "SKMA".

Resident doctors studying under the state educational order are paid a scholarship, according to the Rules for the appointment, payment and amount of state scholarships to students in educational institutions, approved by the Decree of the Government of the Republic of Kazakhstan dated February 7, 2008 № 116.

Residency training is based on the integration of theory and clinical practice with the involvement of resident doctors in personal participation in the provision of medical services and responsibility for patient care activities under the supervision of a mentor. In the process of training, an increasing degree of independent responsibility of the resident physician is ensured as skills, knowledge and experience are acquired.

Training of a resident doctor and involvement in the provision of services is carried out on the basis of a tripartite service agreement: JSC "SKMA" - Residency base - Resident Doctor.

Residency training provides for the provision of a workplace to a resident doctor with equal responsibility of the residency base and JSC "SKMA".

During the training period, the resident doctor is subject to the rules of labor regulations, safety and labor protection requirements of the Academy's residency base.

Resident doctors are granted vacations between academic periods. The duration of the holidays is at least seven weeks, with the exception of the final year in accordance with the state mandatory standard of higher and postgraduate education.

Resident doctors who have completed residency training are issued a certificate of completion of residency and a transcript.

A person studying in residency in order to change professional qualifications, masters the program in accordance with the standard plan of the specialty. The university, taking into account the recognition of the previously achieved results of formal education in accordance with the standard plan of the specialty, together with the student, form an individual curriculum.

The training of residents is based on the principles of:

- individualization of training taking into account the needs of the student;
- targeted training in the interests of the employer, providing in-depth study of specific disciplines;
- orientation to the world level in the field of educational and scientific achievements;
- mobility of OP implemented through their annual update.

The organization of the educational process in the residency includes the stages of planning, implementation, monitoring and analysis of the implementation of the educational process:

- at the stage of planning the educational process, the analysis of educational resources (teachers, clinical mentors, clinical bases, literature), compilation of a catalog of elective disciplines, drafting of working curricula (hereinafter referred to as RUP), compilation (updating) of the UMKD is carried out;

- the stage of implementation of the OP includes the development by residents of the disciplines of the mandatory component and the component of choice; as well as current control, boundary control, final control, intermediate and final certification.

The training sessions in the residency are conducted using innovative technologies and interactive teaching methods.

The study week in the residency consists of 5 days. 1 week of training – 2 credits. 1 academic year – 70 academic credits (2100 academic hours). 1 academic year — one academic period ending with intermediate certification, as well as final certification in the final year. One academic hour of classroom work is equal to 50 minutes.

Residency training includes classroom work, independent clinical work under the guidance of a clinical mentor (hereinafter referred to as SRRN) and the actual independent work of a resident (hereinafter referred to as SRR).

The volume of classroom work is – 10%, SRR – 65%, SRR – 25% of the volume of each discipline. Residency training includes practical work in a clinic setting through the acquisition of appropriate

clinical/practical experience at residency bases corresponding to the levels of medical care for the selected OP.

Field residency is conducted in central district hospitals, central hospitals of single-industry towns, city and regional clinics, in republican research centers and research institutes.

Residents are allowed to study at the clinical base only if they have a sanitary book with the relevant conclusions of specialist doctors.

Residents of surgical, gynecological, obstetric, hematological profiles with positive results for HBV and HCV markers are not allowed to study in the OP.

The resident is trained on the basis of an individual curriculum (hereinafter referred to as the IUP) and an individual work plan (hereinafter referred to as the IAP).

The individual curriculum, which is formed by him independently on the basis of the OP, the standard curriculum and the catalog of elective disciplines, is coordinated with the academic and clinical mentor. Information about elective disciplines, including their brief description, is contained in the catalog of elective disciplines.

The individual work plan of the resident physician reflects the volume of educational, clinical and scientific work.

REQUIREMENTS FOR THE LEVEL OF TRAINING OF RESIDENT DOCTORS

The requirements for the level of training of resident doctors are determined based on the results of training that characterize the abilities of students:

- patient supervision: able to formulate a clinical diagnosis, prescribe a treatment plan and evaluate its effectiveness based on evidence-based practice at all levels of medical care;
- communication and collaboration: able to effectively interact with the patient, his environment, healthcare professionals in order to achieve the best results for the patient;
- safety and quality: able to assess risks and use the most effective methods to ensure a high level of safety and quality of medical care;
- Public health: he is able to act within the legal and organizational framework of the healthcare system of the Republic of Kazakhstan in his specialty, provide basic assistance in emergency situations, work as part of interprofessional teams to implement the policy of strengthening the health of the nation;
- research: able to formulate adequate research questions, critically evaluate professional literature, effectively use international databases in their daily activities, participate in the work of the research team;
- training and development: he is able to study independently and train other members of a professional team, actively participate in discussions, conferences and other forms of continuous professional development.

THE ORDER OF REGISTRATION OF STUDENTS FOR ACADEMIC DISCIPLINES

1. The registration of students on educational trajectories developed within the framework of the catalog of elective disciplines /component of choice is organized by the Registrar's Office.
2. To carry out organizational, methodological and consulting work, the following persons are involved Advisors. The list of advisors is formed from the number of experienced and communicative teachers with a doctorate/PhD degree.
3. Registration for educational trajectories/elective component is carried out before the beginning of the academic period.
4. Academic groups are formed based on the registration of students for educational trajectories/components of their choice.
5. Registration for academic disciplines is carried out in AIS "Platonus".

GUIDANCE ON RESIDENTS

The residency training is conducted under the guidance of a teaching staff and a clinical mentor. For the effective development of practical competencies by residents, clinical mentors are involved in work at the clinical base.

The mentor is appointed from among qualified practical healthcare professionals working at the residency bases, who have at least 5 years of experience in the relevant specialty and is approved by the Academic Council. The rules of work and the procedure for securing a mentor are determined by the residency base independently in agreement with the university.

SRRN is conducted under the guidance of a clinical mentor. SRRN is an extracurricular type of work of a resident and makes up 75% (additional training); from the 2022-2023 academic year — 70% of the load and includes:

- participation in morning medical conferences;

- curation (management) / admission of patients in accordance with clinical protocols of diagnosis and treatment and standards of medical care, prescribing, organization of free delivery of medicines, call service at home under the guidance of a clinical mentor;

- participation in rounds, consultations, clinical reviews, pathology conferences, conducting or assisting operations, etc.;

- participation in additional laboratory and instrumental studies;

- development of communication skills, carrying out information and explanatory work among the population;

- work in structural divisions of medical organizations;

- participation in the medical examination;

- participation in preventive examinations, screenings;

- participation in autopsies, in pathoanatomic autopsy and examination of autopsy, biopsy and surgical materials;

- making a portfolio;

- duty at least 4 times a month at clinical bases.

Indicators of the effectiveness of the work of a clinical mentor are: the acquisition by students of medical skills and competencies in the specialty and the passage of an independent examination.

THE ORGANIZATION OF INDEPENDENT WORK OF A RESIDENT (SRR)

SRR is an extracurricular type of work. All types of SRR should be evaluated in accordance with the evaluation criteria, which should be explained to residents. The CPR score can be an assessment for each completed task by a resident, or it can be made up of the sum of points completed by several tasks.

The control is carried out during the theoretical analysis of the topic, as well as based on the results of work with patients (timely diagnosis, adequate treatment, etc.) and with modern literature (scientific and practical conferences, thematic reports, etc.):

- formation of skills of independent work (in obtaining knowledge, formation of skills, special and general competencies), skills to solve professional tasks;

- development of the need for continuous self-education and self-improvement;

- gain experience in planning and organizing working hours;

- formation of interest in research work;

- development of professional and social qualities of a person (formation of a resident's personality as a future doctor).

CPR includes:

- examination of medical histories;

- analysis of the results of a scientific project, preparation of scientific articles;

- participation and presentation in scientific and practical conferences;

- participation in training seminars, master classes, webinars in the clinic and outside the clinic;
- study of medical statistics and reporting;
 - work with educational and scientific literature, clinical manuals, clinical protocols of diagnosis and treatment, preparation of abstracts, presentations, research projects;
- work in the library and with electronic databases;
- work at the practical skills center to master the necessary practical skills;
- preparation for practical classes.

RULES FOR ORGANIZING AND CONDUCTING CURRENT, MILESTONE, FINAL CONTROLS AND INTERIM CERTIFICATION OF RESIDENTS

The current monitoring of the progress of residents is carried out in order to systematically check the knowledge of students in accordance with the curriculum of disciplines and implies the control of knowledge in classroom (practical) classes and the control of knowledge on SRRN and SRR. In classroom classes, students' progress is monitored for each completed task by a resident.

The curriculum of the discipline defines various types of ongoing monitoring of students' progress: oral survey, written control, combined control, presentation of homework, discussions, trainings, round tables, case stages, tests, etc.

With the current monitoring of academic performance, students' academic achievements are evaluated on a 100-point scale and the final result of the current monitoring of academic performance is determined by calculating the arithmetic mean sum of all grades received during the academic period.

The boundary control of residents' knowledge is carried out at least twice, regardless of the number of credits (the terms are determined by the departments independently).

Missed classes for a disrespectful reason are not worked out. Students who missed classes for a disrespectful reason or did not work in an electronic journal next to the mark "h" are given a score of "0" in the last week of the academic period.

Missed classes for a good reason are worked out when providing a supporting document (due to illness, family circumstances or other objective reasons). The student is obliged to provide a certificate no later than 5 working days after graduation. In the absence of supporting documents or when submitting them to the dean's office later than 5 working days after graduation, the reason is considered disrespectful. The student submits an application addressed to the dean and receives a work-out sheet with an indication of the deadline, which is valid for 30 days from the moment it is received at the dean's office. Students who missed classes for a good reason in the electronic journal next to the mark "h" are given an assessment obtained as a result of practicing the lesson. In this case, the "h" mark is automatically canceled.

The organization of the evaluation procedure is described in the "Policy of evaluation of learning outcomes of JSC SKMA".

The final control is carried out according to the academic calendar upon completion of the study of the discipline cycle.

The organization and conduct of the final control is carried out according to the working curriculum and in accordance with the normative documents approved by the Academic Council of the university:

- "Rules for organizing and conducting intermediate certification of students in the form of computer testing in JSC SKMA".
- "Regulations on the procedure for organizing and conducting examinations in written and oral form in JSC SKMA".

The form of the final controls is discussed at the Clinical Council and approved by the Academic Council on the recommendation of the head of the residency department no later than one month of the beginning of the academic year.

The organization of final control is assigned to the registrar's office, preparation for the exams is assigned to the residency department and the registrar's office.

The exam schedule is compiled by the UMC, approved by the Vice-rector for UMVR before the beginning of the academic period.

Residents who have a passing score (50%) and higher in all types of controls (current control, boundary control No. 1 and/or No. 2) are allowed to the final control in the discipline. A resident who has not scored a passing score on one of them is not allowed to take the exam.

Admission to the exams is issued by the order of the head of the residency department. Residents who do not have arrears in tuition fees and academic arrears in the discipline are allowed to take the exams. Tuition arrears are equated to academic arrears.

Failure of a resident to attend the exam for a disrespectful reason or not being allowed to take the exam is equated to academic debt.

If the final control is missed for a good reason (for health reasons, family reasons, etc.), the student must submit a written application for postponement for the period of illness, etc. with supporting documents to the dean's office. The deadline for the submission of supporting documents is 5 working days, the working time is 30 working days.

Within two working days from the date of submission of the application, the deans of the faculties, in agreement with the registrar's office, issue an order for the final control in accordance with an individual schedule.

It is not allowed to retake a positive assessment on the final control in order to increase it during the same period of intermediate certification.

Documents on the state of health submitted to the residency department after receiving an unsatisfactory assessment are not considered.

If there is a payment debt, the resident is expelled from the university with the wording as "Non-fulfillment of the terms of the payment agreement".

Exam results are displayed in the exam sheet and the student's transcript, which are evaluated on a 100-point scale corresponding to the letter system with a digital equivalent accepted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" - "GC", "F",) and estimates according to the traditional system.

The examination sheet is signed by the teacher who took the exam, and is handed over to the residency department on the same day. After the exams are completed, the statements are sent to the registrar's office.

If there is an academic debt, the duration of its liquidation is one academic period, including a summer semester on a paid basis. There is no summer semester in the last year.

In case of receiving an "unsatisfactory" grade corresponding to the "GC" mark, the resident has the opportunity to retake the final control without re-passing the discipline/module program within 3 working days after its completion.

In case of receiving an "unsatisfactory" grade corresponding to the "G" sign, the resident is re-enrolled in this academic discipline / module on a paid basis, attends all types of training sessions, performs all types of academic work according to the program and retakes the final control in the current academic year. The number of credits for re-studying the discipline is no more than 1 (one) credit in 12 working days, including duty on a day off (10 hours).

For resident doctors, a state scholarship is awarded for the entire period of study, regardless of the results of the intermediate certification (examination session) during the entire period of study.

In case of violation of the rules of conduct at the exam (using cheat sheets and mobile communication tools, negotiations with other examinees, etc.), the student is removed from the audience, the exam results are canceled, the exam sheet is rated "unsatisfactory", "F", "0". Retake of the exam is not allowed. The student is re-enrolled in this academic discipline / module on a paid basis, attends all types of training sessions, performs all types of academic work according to the program and retakes the final control.

Every year, at the end of the academic year, a resident doctor is certified for the implementation of an

individual curriculum of work agreed with the head. The procedure for the annual certification of the residency student is carried out in accordance with the working curriculum and academic calendar in the form approved by the Academic Council. According to the results of the certification, the assessment is "certified / not certified".

A summer semester (with the exception of the final course) of at least 6 weeks (2 credits in one week) is organized to meet the needs for additional training, eliminate academic debt or differences in curricula, increase the average academic achievement score (GPA).

At the end of the academic year, on the basis of final control and interim certification, by order of the rector of the university, resident doctors are transferred from course to course. For this purpose, the transfer score is determined and approved by the Academic Council.

A resident doctor who has completed the training program is admitted to the final certification. The purpose of the final certification is to assess the professional readiness of graduates upon completion of the residency program.

FINAL CERTIFICATION OF RESIDENTS

The final certification of resident doctors is carried out according to the rules for assessing the professional readiness of graduates of educational programs in the field of healthcare, approved by the Order of the Minister of Health of the Republic of Kazakhstan dated December 11, 2020 No. MH RK-249/2020 "On approval of the rules for assessing the knowledge and skills of students, assessing the professional readiness of graduates of educational programs in the field of healthcare and specialists in the field of healthcare" (registered in the Register of State Registration of Normative Legal Acts under No. 21763) within the terms, provided by the working curriculum and academic calendar.

Resident doctors who have completed the educational process in accordance with the requirements of the individual curriculum are allowed to complete the final certification.

Resident doctors who have not fulfilled the requirements of the individual curriculum, who have not scored the established transferable score, remain for a second year of study without passing the summer semester. The second year of study is organized on a paid basis.

The final certification of students at the university is carried out in the terms stipulated by the academic calendar and working curricula of the OP in 2 stages:

- Stage 1 – comprehensive testing carried out according to the test tasks of the NCNE;
- Stage 2 – assessment of practical/clinical skills (NCNE).

During the final certification, the graduate must demonstrate possession of the competencies mastered in the course of training for a specific residency program.

To conduct the final attestation of residents, a final attestation commission (hereinafter referred to as the IAC) is formed.

The IAC consists of:

- the chairman of the IAC is a representative of practical healthcare or an employee of a scientific organization who does not work at the academy, with an academic degree, or an academic title corresponding to the profile of graduates;

- IAC members are persons with an academic degree, or academic title or academic degree corresponding to the profile of graduates, highly qualified specialists in practical healthcare corresponding to the profile of graduates;

- The secretary of the IAC is an employee of the graduating department.

The quantitative composition of the IAC is determined annually at a meeting of the residency department and approved by the order of the Rector of JSC "SKMA" no later than December 31 and is valid for a calendar year.

The competence of the state attestation commission includes:

- checking the level of compliance of the scientific, theoretical and practical training of graduates

with the requirements established by the state standard of education of the Republic of Kazakhstan on the residency program;

- making a decision on the assignment of appropriate qualifications and the issuance of a certificate of completion of residency;
- development of proposals aimed at further improving the quality of training of specialists.

The duties of the IAC Secretary include:

- collection of copies of identity cards/passports of residents;
- maintenance of examination documentation (protocols, statements, etc.);

- timely informing the chairman and members of the attestation commission about the forms and dates of the exams;

- filling out forms of certificates of residency.

A student who does not agree with the result of an independent examination submits an appeal during the 1st stage (complex testing) during testing, and an appeal of the 2nd stage no later than the next working day after the announcement of its results.

The positive results of the final certification of graduates of educational programs in the field of healthcare allow you to obtain a document of education and a certificate of a specialist in the field of healthcare.

Persons who have completed training in the educational program of the residency and have successfully passed the final certification are awarded the qualification of "doctor" in the relevant specialty of the residency and a certificate of completion of the residency is issued free of charge.

The certificate of completion of the residency is issued by the university, signed by the chairman of the final attestation commission, the rector of JSC "YUKMA" or a person authorized by him.

Students who have received an unsatisfactory grade on an independent examination are expelled from the university by order of the rector of the academy with the issuance of a Certificate issued to citizens who have not completed their education. It is not allowed to retake the exam for persons who have received an "unsatisfactory" grade according to the final certification in the current academic year in the residency.

Residents who have not passed an independent examination are allowed to retake in the next academic year.

RESIDENT'S PORTFOLIO

The resident's portfolio consists of:

- individual plan of the resident doctor;
- list of privileges;
- report on the implementation of the individual work plan of the resident doctor;
- report on the development of practical skills;
- assessment sheets, 360 degree assessment questionnaires;
- copies of scientific publications;
 - resident's orders (on participation in the scientific project of the department, in the department improvement project, working groups, etc.);
- additional training materials (certificates, diplomas, etc.);
- graduate's scientific project (if available);

The scientific activity of a resident is counted only if there is a publication in the form of abstracts or articles (at least one in one academic year) published in domestic and international publications.

The resident is obliged to form a portfolio during the entire training period and provide it for evaluation to the head of the OP upon completion of the module/discipline.

RULES FOR THE USE OF MATERIAL AND INFORMATION RESOURCES

The material and technical equipment of the departments of the Academy at a sufficient level ensures the educational process.

All departments have technical training facilities (computers connected to the Internet, multimedia projectors, interactive whiteboards, etc.) and visual material.

At the disposal of a number of departments there is modern equipment for biochemical, morphological, microbiological, physiological and hygienic laboratories.

Working in educational laboratories allows students to achieve a certain level of practical skills. The main tasks of interdepartmental laboratories are:

- ensuring the quality of the educational process and all other processes and statutory activities of the university in accordance with the state educational standards of educational programs, training work plans, curricula of disciplines, plans of educational and methodological work and other documentation;

- provision of advisory, educational and methodological assistance to the teaching staff of the academy, students.

In the course of training during the operation of the Academy's material resources, students must comply with the "Instructions on fire safety measures", "Safety Instructions" and "Internal Regulations of the Academy".

One of the main sources of information is the Library and Information Center (BIC). The library is equipped with computers. Automated workstations "Reader" and "Knigovydyacha" allow you to keep electronic records of library readers, the issuance and reception of literature.

Rules for the use of reading rooms:

1. When ordering literature in the reading room, readers present a library card and, upon receipt of the necessary publications, sign on the book form of each publication and the control card.

2. The number of books, other printed works and other materials issued in reading rooms is not limited. If there is a one-time increased demand, the number of books may be limited.

3. Literature issued to the reading room from the main book depository can be reserved for a certain period.

4. It is not allowed to enter the reading rooms with personal and library books, magazines, newspapers, clippings from printed publications and other printed materials.

5. It is forbidden to take literature out of reading rooms.

6. Indebted students who have not passed the literature in the "Subscription" of educational Literature are not served.

Responsibilities of the reader:

1. Readers are obliged to:

- present a reader's card to receive literature, fill out a requirement and sign for each edition in the book form;

- take care of books, other printed works and other library materials materials;

- to return the publications received in the library in due time.

2. Readers are not allowed:

- visit the library in outerwear;

- enter reading rooms with bags;

- to break the silence and order in the library;

- use someone else's document to obtain literature;

- take them out of the library without signing for them;

- spoil library publications (make notes in them, underline, tear out sheets, bend the spines, etc.);

- remove cards from catalogs and card files;

- to enter office premises and book depositories without permission.

LIST AND PROCEDURE OF PAID SERVICES PROVIDED

1. Tuition fees are paid according to the tuition fees of the higher educational institution until August 25 and December 25 of the current academic year and according to the Educational Services Agreement.
2. The university may establish payments for additional educational and related services that are not included in the main educational process.
3. A student who remains for a repeat course pays for training only in disciplines that were not counted during the session.
4. Students who have been reinstated after expulsion or transferred from other universities additionally pay for the academic difference according to the SKMA rates.
5. Payment for the liquidation of academic debt is made according to the price calculation established in the SKMA.

STUDENT'S CODE OF HONOR

The student strives to become a worthy citizen of the Republic of Kazakhstan, a professional in the chosen educational program, to develop the best qualities of a creative personality.

The student treats his elders with respect, does not allow rudeness towards others and shows empathy for socially unprotected people and, as far as possible, takes care of them.

The student is a model of decency, culture and morality, is intolerant of immorality and does not allow discrimination based on gender, nationality or religion.

The student leads a healthy lifestyle and completely abandons bad habits.

The student respects the traditions of the university, protects its property, monitors the cleanliness and order in the student house.

The student recognizes as necessary and useful any activity aimed at the development of creative activity (scientific, educational, sports, artistic, etc.), to improve the corporate culture and image of the university.

Outside the walls, the student always remembers that he is a representative of a higher school and makes every effort not to drop his honor and dignity.

The student considers it his duty to fight all kinds of academic dishonesty, including: cheating and asking others for help when passing knowledge control procedures; presenting any volume of ready-made educational materials (abstracts, term papers, tests, theses and other works), including Internet resources, as the results of his own work; using family or official ties to get a higher grade; absenteeism, tardiness and missing classes without a valid reason.

The student considers all the listed types of academic dishonesty as incompatible with obtaining a high-quality and competitive education worthy of the future economic, political and managerial elite of Kazakhstan.

Procedure for consideration of complaints and protests of students at SKMA

Students of all levels of training (undergraduate students, interns, undergraduates, residents, doctoral students) have the right to complain/protest against the policy of the educational process in structural units according to this Procedure; appeal orders and orders of the university management in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

There are two possible ways for students to appeal the policy of the educational process, orders and orders of the university management: administrative and judicial.

In the form of a complaint / protest, it can be written or oral (expressed to the dean at the reception).

Students who have complaints about the educational process submit them (orally or in writing) to the dean of the faculty in any form, state the facts of the violation (if any), the date and time of the violation.

The written complaint/protest form must be signed and dated by the student.

A written complaint can be filed from a group of students. The submission of the application is not limited to any period.

An oral or written complaint/protest of a student is registered in the register of complaints/protests, which is kept by the dean/deputy dean of the faculty.

The total period for consideration of the complaint is no more than 5 working days. In some cases, when additional verification is required, the term of its consideration may be extended by the dean, but not more than 14 working days.

Decisions on such complaints should be taken by a commission consisting of the dean of the faculty, the deputy dean, the chairman of the student trade union committee and a representative of the student government (at a particular moment free from academic classes).

Meetings of the commission, inspections of the educational process to identify the facts reflected in the complaint/ protest, and other actions of the commission are recorded (in the journal "Protocols of the Commission for the consideration of complaints and protests of students of the faculty"). The Commission makes a decision; the protocol is signed by the members of the commission.

The decision of the commission and the measures taken are brought to the attention of the student/group of students on the same day.

The student has the right to appeal against the orders and orders of the management of the SKMA, which entailed violations of the law or abuse of authority, as well as infringing on civil rights.

