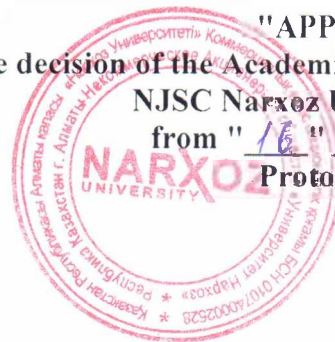


"APPROVED"
by the decision of the Academic Council
NJSC Narxoz University
from "16" 04 2024
Protocol № 15



ADMISSION RULES
in the NJSC "Narxoz University" of applicants
for postgraduate education programs

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Document passport

Title of the document:	Admission rules in the NJSC "Narxoz University" of applicants for postgraduate education programs
Short description:	These Rules regulate the process of admission of applicants to master's and doctoral degree programs at NJSC "Narxoz University" on the basis of Standard Admission Rules for postgraduate education programs approved by the Ministry of Education and Science of the Republic of Kazakhstan
Topic:	Admission rules for postgraduate education programs
Status:	current
Approval date:	<u>16.04.2024</u>
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Audit date:	As the rules are updated, as needed
Responsible for audit:	Responsible Secretary of the Admissions Committee

Approval sheet

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1. GENERAL PROVISIONS

1.1. These Rules of Admission to NJSC Narxoz University for postgraduate education programs (hereinafter referred to as the "Rules") have been developed in accordance with the Law of the Republic of Kazakhstan dated 07/27/2007. "On Education", Standard Rules for admission to educational organizations implementing educational programs of higher and postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated 31.10.2018 No. 600 (hereinafter referred to as the "Model Rules"), the Law of the Republic of Kazakhstan dated 04/15/2013. "On Public Services", other applicable regulatory legal acts of the Republic of Kazakhstan and internal documents of NJSC Narxoz University (hereinafter – the "University").

1.2. The formation of a contingent of undergraduates and doctoral students of the University is carried out through the placement of a state educational order for the training of scientific and pedagogical personnel, as well as tuition fees at the expense of citizens' own funds and other sources.

1.3. Admission of persons to the master's and doctoral studies of the University is carried out on a competitive basis based on the results of entrance exams, for the master's degree also on the basis of the results of Comprehensive testing (hereinafter referred to as "CT").

1.4 Persons with international certificates confirming proficiency in a foreign language IELTS, TOEFL IBT (Test of English as a Foreign Language Internet-based test), DSH (Deutsche Sprachprüfung fuer den Hochschulzugang), TestDaF-Prüfung, TFI (Test de Français International), (Diplome d'Etudes en Langue française), DALF (Diplome Approfondi de Langue française), TCF (Test de connaissance du français), and international certificates of completion of the standardized GRE test (Graduate Record Examinations), it is necessary to enter the certificate data when applying for participation in CT in electronic format and in the competition.

1.5 The scale of conversion of the points of the international certificate confirming the proficiency in a foreign language in accordance with the pan-European competencies (standards) of foreign language proficiency into points on the foreign language test of the CT in the master's degree with Kazakh or Russian language of instruction.

Type of test	Scores	Scores in a foreign language language
IELTS	not less than 6 points	25
	not less than 6.5 points	30
	not less than 7 points	40
	not less than 7.5 points	45
	not less than 8 points	50
TOEFL IBT	not less than 78 points	25
	not less than 93 points	30
	not less than 101 points	40
	not less than 109 points	45
	not less than 114 points	50
DSH, TestDaF-Prüfung	not less than B2 level	25
	Niveau C1/level C1	35
	Niveau C2/level C2	50
TFI, ELF, DALF, TCF	not less than level B2	25
	not less than level C1	35
	not less than level C2	50

1.6 Persons applying for a master's degree in groups of educational programs in the fields of education "Pedagogical Sciences", "Natural Sciences, Mathematics and Statistics", "Information

and Communication Technologies", "Engineering, manufacturing and construction industries", as well as training areas "Humanities", "Social Sciences", "Business and Management" are optionally exempt from the foreign language block and the test to determine readiness for CT training in a scientific and pedagogical master's degree with Kazakh or Russian language of instruction if there is an international certificate of passing the standardized GRE test (Graduate Record Examinations), in accordance with the scale of points translation.

1.7 Persons applying for a master's degree in groups of educational programs in the fields of education "Pedagogical Sciences", "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, manufacturing and construction industries", as well as training areas "Humanities", "Social Sciences", "Business and Management" at will, they are exempt from the test to determine readiness to study CT in a specialized master's degree with Kazakh, Russian or English language of instruction in the presence of an international certificate of completion of the standardized GRE test (Graduate Record Examinations), in accordance with the scale of points translation.

1.8 The scale of conversion of the points of the international certificate of the standardized GRE test into CT scores for a master's degree with Kazakh or Russian language of instruction

The International Standardized GRE Test			Comprehensive testing	
Test Sections	Points for the fields of education "Pedagogical Sciences", areas of training "Humanities", "Social Sciences"	Points for the fields of education "Natural Sciences, mathematics and statistics", "Information and communication technologies", "Engineering, manufacturing and construction industries", areas of training "Business and management"	Types of test	Scores
Quantitative Reasoning	at least 155 points	not less than 160 points	A test to determine readiness for training	10
Analytical Writing	at least 3 points	not less than 3 points		
Quantitative Reasoning	at least 160 points	not less than 165 points	A test to determine readiness for training	20
Analytical Writing	at least 4 points	not less than 4 points		
Quantitative Reasoning	at least 165 points	not less than 170 points	A test to determine readiness for training	30
Analytical Writing	at least 5 points	not less than 5 points		
Verbal Reasoning	at least 145 points	not less than 145 points	Foreign Language test	25
Verbal Reasoning	at least 155 points	not less than 155 points	Foreign Language test	40
Verbal Reasoning	at least 165 points	not less than 165 points	Foreign Language test	50

1.9 The scale of conversion of the points of the international certificate of the standardized GRE test into CT scores in a specialized master's degree with Kazakh, Russian or English language of instruction.

The International Standardized GRE Test			Comprehensive testing	
Test Sections	Points for the fields of education "Pedagogical sciences", areas of training "Humanities", "Social Sciences"	Points for the fields of education "Natural Sciences, mathematics and statistics", "Information and Communication technologies", "Engineering, manufacturing and construction industries", areas of training "Business and Management"	Types of test	Scores
Quantitative Reasoning	at least 155 points	not less than 160 points	A test to determine readiness for training	10
Analytical Writing	at least 3 points	not less than 3 points		
Quantitative Reasoning	at least 160 points	not less than 165 points	A test to determine readiness for training	20
Analytical Writing	at least 4 points	not less than 4 points		
Quantitative Reasoning	at least 165 points	not less than 170 points	A test to determine readiness for training	30
Analytical Writing	at least 5 points	not less than 5 points		

1.7 Persons with a Master's degree and at least 9 months of work experience are accepted for doctoral studies. Applicants to the doctoral program, in addition to the standard package of documents, provide an official certificate of passing the state language exam (KAZTEST) issued by the NTC, with the exception of foreign citizens, as well as international certificates confirming foreign language proficiency in accordance with the pan-European competencies (standards) of foreign language proficiency:

a. English language:

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

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

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

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

The number of test tasks for additional English language proficiency testing is 100 questions. The maximum number of points is 100 points. Additional English proficiency testing is evaluated in the form of "admission" or "non-admission". To get the "admission" score, you must score at least 75 points.

Additional English language proficiency testing is conducted by the NTC in organizations designated by the authorized body in the field of education.

The date, time and place of the additional English language proficiency test are brought to the attention of applicants through their personal account.

- TOEFL ITP, the threshold score is at least 460;

b. German:

Deutsche Sprachprüfung fuer den Hochschulzugang (DSH, level B2/level B2), TestDaF-Prüfung (Level B2/level B2);

c. French language:

Test de Français International – (TFI) – not lower than the B2 level in reading and listening sections), Diploma d'Etudes en Langue française (DELFL), level B2), Diploma Approfondir de Langue française –(DALF), level B2), Test de connaissance du français (TCF) – at least 50 points), Test de connaissance du français (TCF) – not lower than the B2 level.

1.8 Persons who have successfully mastered educational programs in foreign organizations of higher and (or) postgraduate education, whose official 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 states – members of the Organization for Economic Cooperation and Development (OECD) have not provided international certificates confirming foreign language proficiency in accordance with the pan-European competencies (standards) of foreign language proficiency specified in the previous paragraph for 5 years.

1.9 1.9 The Admission Committee verifies the authenticity and validity of the submitted certificates by checking with the original and the available databases.

1.10 Acceptance of applications from persons applying for training under the state educational order, including within the framework of targeted training, is carried out in educational institutions implementing higher and (or) postgraduate education programs determined by the authorized state body.

1.11 The admission of applications of persons entering the Master's degree is carried out by the Admission Committee of the University and (or) through the NTC information system in the following terms:

- 1) from July 1st to July 5th of the calendar year;
 - 2) from October 25 to November 10 of the calendar year;
- CT for applicants to the master's program is carried out in the following terms:

- 1) from July 20 to August 10 of the calendar year;
- 2) from October 25 to November 10 of the calendar year.

1.13 Acceptance of applications for doctoral studies at the OHVE is carried out by the admissions committees of the OHVE and through the information system of the National Testing Center (app.testcenter.kz) in the following terms:

- 1) from July 3 to August 03 of the calendar year;
- 2) from October 25 to November 10 of the calendar year.

Entrance exams for groups of educational programs for doctoral studies are held in the following terms:

- 1) from 4 to 20 August of the calendar year;
- 2) from November 19th to December 11th of the calendar year.

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

Persons applying for doctoral studies submit the following set of documents:

- 1) an application in any form;
- 2) a document of education (original, when submitting documents to the admissions committee);
- 3) an identity document (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 Program Internet-based Test (TOEFL IBT), the threshold score is at least 46 points;

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

German language proficiency:

Deutsche Sprachprüfung fuer den Hochschulzugang Niveau B2 (DSH, Niveau B2) - not lower than the B2 level;

TestDaF-Prüfung Niveau B2 (TDF Niveau B2) - not lower than the B2 level;

in French language proficiency:

Test de Français International (TFI) – at least B2 level in reading and listening sections; Diplome d'Etudes en Langue française (DELFL) - at least B2 level;

Diplome Approfondi de Langue française (DALF) - at least level B2;

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

6) a medical certificate in the form 075/Y 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 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, a research plan (if available);

10) the results of the 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 the Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) certificate take additional English proficiency testing (additional testing) before the start of the doctoral entrance exam. The number of additional test tasks is 100 questions. The testing time is 125 minutes.

Block I is A Hearing. The number of test tasks is 32. The execution time is 45 minutes. This block consists of listening to 4 texts and completing 8 test tasks for each text. Each text is voiced twice with a pause of 1 minute. After listening to each text, you are given time to complete the test tasks proposed for it. Next, listening to the following text begins.

Block II is a lexical and grammatical test. The number of test tasks is 32. The execution time is 30 minutes.

Block III – Reading. The number of test tasks is 36. The execution time is 50 minutes. This block consists of reading 3 texts and completing 12 test tasks for each text. The maximum number of points is 100 points.

Additional testing is evaluated in the form of "admission" or "non-admission". To get the "admission" score, you must score at least 75 points. Additional testing is carried out by the NTC in organizations designated 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. The results of additional testing are displayed on the computer screen after the completion of additional testing. Based on the results of additional testing, an electronic certificate is issued, which is published and confirmed on the NTC website and sent to the applicant's personal account. The certificate of additional testing conducted in the period from August 4 to August 20 is valid until December 1 of the current calendar year.

The certificate of additional testing conducted between November 19 and December 11 is valid until March 1 of the next calendar year.

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

1.15 Admission to master's and doctoral studies is carried out in the following terms:

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

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

2. THE PROCEDURE FOR CONDUCTING ENTRANCE EXAMS

2.1. Persons entering Russian or Kazakh language master's degree programs, scientific and pedagogical master's degree programs - comprehensive testing consisting of a test in a foreign

language (English, French, German, optional), a test on the profile of a group of educational programs, a test to determine readiness to study in Kazakh or Russian;

2.2. Persons entering the scientific and pedagogical master's degree with English as the language of instruction take a comprehensive test consisting of a test on the profile of a group of educational programs in English and a test to determine readiness to study in Kazakh or Russian (optional).

2.3. Russian or Kazakh language Master's degree program – comprehensive testing, consisting of a test on the profile of a group of educational programs and a test to determine readiness to study in Kazakh or Russian (optional);

2.4. in the profile master's degree with English as the language of instruction – a comprehensive test consisting of a test on the profile of a group of educational programs in English and a test to determine readiness to study in Kazakh or Russian or English (optional);

2.5. Retake of entrance exams and comprehensive testing in the year of their completion is not allowed.

2.6. For the period of the entrance exams to the doctoral program, the University creates interview commissions, examination and appeal teams for educational programs.

2.7. The composition of the commission on educational programs is formed from among the employees of the University and scientific organizations with a degree in the relevant educational program, and consists of a chairman and three members, two of whom must be doctors of sciences or PhD doctors. The composition of the commission on educational programs is approved by the order of the authorized official of the University.

2.8. The entrance exam to the doctoral program is conducted on the basis of the Regional Testing Center in a computer format.

2.9. The computer-based doctoral entrance exam consists of the following blocks:

- 1) an interview with an applicant conducted by the university commission;
- 2) writing an essay;
- 3) a test to determine readiness for doctoral studies (hereinafter referred to as "TRL");
- 4) answers to exam questions on the profile of the group of the educational program.

The final grade is a set of points obtained by summing up the results of the assessment of the essay, the TRL, the answer to the exam questions on the profile of the group of the educational program and the interview in accordance with Appendix 9.

The doctoral entrance exam takes 4 hours and 20 minutes (260 minutes), of which:

- for an interview – 20 minutes;
- for TRL – 50 minutes;
- It takes 190 minutes (3 hours 10 minutes) to write an essay and answers to exam questions on the profile of the educational program group.

At the same time, persons with disabilities with visual, hearing, and musculoskeletal disorders upon presentation of a document on the establishment of disability, approved by Order of the Deputy Prime Minister - Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 29, 2023 No. 260 "On approval of the Rules for conducting medical and social expertise" (registered in the Register of the State registration of regulatory legal acts under No. 32922) provides additional time up to 60 minutes.

To start the entrance exam in a computer format, the applicant must:

- 1) specify the login;
- 2) specify the password;
- 3) log in through the scanner of the three-dimensional shape of a person's face;
- 4) familiarize yourself with the rules of the doctoral entrance exam in computer format;
- 5) confirm the correctness of the data on the entrance exam;
- 6) after clicking the "Log in" button, proceed to the entrance exam.

Upon completion of the entrance exam, the answers to the blocks of essays and examination questions on the profile of the group of the educational program of the applicant are sent to the NTC for processing and evaluation by experts represented by the OHVE who have a license and (or) an appendix to the license to engage in educational activities for this group of educational programs.

The answers of the applicant for the block test to determine readiness for doctoral studies are processed by the NTC.

The results of the entrance exam are announced the day after the entrance exams.

Based on the results of the entrance exam and (or) consideration of the application for appeal (in case of filing an application for appeal), an electronic certificate is issued to the applicant, which is published on the NTC website and sent to the applicant's personal account.

The electronic certificate of the entrance exam is confirmed on the website of the NTC.

The certificate of the entrance exam held from August 4 to August 20 is valid until December 1 of the current calendar year;

The certificate of the entrance exam held between November 19 and December 11 is valid until March 1 of the following calendar year.

2.10. In order to conduct the entrance exam in a computer format, regional state commissions for the organization and conduct of the entrance exam are established locally, which are approved by the authorized body in the field of education.

The chairmen of the regional state commission are appointed heads of the OHVE, who ensure the organization and conduct of the entrance exam, as well as the use of metal detectors, devices suppressing mobile and electronic communications signals, and video surveillance.

The regional state commission includes representatives of law enforcement agencies, public organizations, and the media.

The number of members of the regional state commission is five people.

The Regional State Commission during the entrance exam:

1) ensures the protection of public order at the start of the entrance exam and during the period of the entrance exam;

2) organizes the work of the medical staff during the entrance exam;

3) organizes the provision of an assistant who is not a teacher of the disciplines taken as part of the entrance exam for the visually impaired, musculoskeletal system functions and (or) a specialist who speaks sign language for the hearing impaired;

4) ensures the safety of personal items arriving in lockers (cells) during the entrance exam.

At the same time, the chairman and members of the regional state commission do not participate in the entrance exam process.

To monitor compliance with the rules for conducting the entrance exam in a computer format in organizations designated by the authorized body in the field of education, administrators of entrance exams and observers from among employees of the authorized body in the field of education, interested state bodies and departments, representatives of civil society institutions, non-governmental organizations are sent. The administrators of the entrance exams perform the functions of a duty officer in the classroom and along the corridor.

Applicants are started for the entrance exam in a computer format one at a time and the identity of the applicant is identified through a scanner of the three-dimensional shape of a person's face on the basis of an identity document or passport.

When starting the entrance exam in computer format, hand-held and frame-type metal detectors are used.

When identifying prohibited items (cheat sheets with data content, educational and methodological literature, the periodic table and solubility of salts, A0-A10 paper, calculator, camera, mobile communications (pager, cell phones, tablets, iPad, iPod, SmartPhone, walkie-talkies, laptops, players, modems (mobile routers), smart watches, wired and wireless headphones, wireless video cameras, GPS navigators, GPS trackers, remote control devices, as well as other information exchange devices operating in the following standards: GSM, 3G, 4G, 5G, VHF, UHF, Wi-Fi, GPS, Bluetooth, Dect during the metal detector check during the launch of the entrance exam, the administrator of the entrance exam draws up an Act of identifying prohibited items during the launch of the doctoral entrance exam in computer format in accordance with Annex 10 to these Rules, and the applicant is not allowed to take the entrance exam this year.

If a "fake person" is identified during the launch of the entrance exam, the administrator of the entrance exam draws up an Act of identifying a fake person during the launch of the doctoral entrance exam in a computer format in accordance with Annex 11 to these Rules, admission to this entrance exam is not allowed.

Applicants who have involved "figureheads" are not allowed to take the entrance exam this year.

2.11. When conducting the entrance exam for doctoral studies in a computer format, the applicant is not allowed:

- 1) leave the classroom without permission and accompaniment of the administrator of the entrance exam, who performs the functions of an audience attendant;

- 2) leave the audience more than 2 times with a time duration of more than 10 minutes;

At the same time, it is not allowed to leave during the first and last hours of testing, except in cases related to emergency, force majeure situations, and (or) cases related to the health of applicants;

- 3) to talk, to move from place to place;

- 4) exchange documents and A4 paper issued to the applicant for answers to exam questions on the profile of the educational program group;

- 5) take out documents and A4 paper from the audience, issued to the applicant for answers to exam questions on the profile of the group of the educational program;

- 6) enter into the classroom (computer class) and use cheat sheets with data content, educational and methodological literature, the periodic table and solubility of salts, A0-A10 paper, calculator, camera, mobile communications (pager, cell phones, tablets, iPad, iPod, SmartPhone, walkie-talkies, laptops, players, modems (mobile routers), smart watches, wired and wireless headphones, wireless video cameras, GPS navigators, GPS trackers, remote control devices, as well as other information exchange devices operating in the following standards: GSM, 3G, 4G, 5G, VHF, UHF, Wi-Fi, GPS, Bluetooth, Dect;

- 7) deliberate damage to equipment for the use of the entrance exam and security system;

- 8) make noise before and during the entrance exam;

- 9) discuss and disclose the content of test assignments and exam questions;

- 10) an attempt to interfere with the entrance exam system and violations related to passing the entrance exam.

At the same time, it is allowed to use a calculator, periodic tables and solubility of salts located in the interface for the computer entrance exam.

When the incoming person leaves the audience and re-enters the audience, a metal detector is checked.

If the applicant finds the items specified in this paragraph, as well as in case of violation of this paragraph by the applicant at the entrance exam, the administrator of the entrance exam, together with observers, draws up an Act of detection of prohibited items and removal from the audience of the applicant who violated the rules of behavior in the audience and (or) actions or an attempt

to interfere with the program of the entrance exam and other violations when passing the entrance exam in accordance with Appendix 12 to the Standard Rules. The incoming student is removed from the audience. The results of the entrance exam are not processed and are subject to cancellation.

In case of identification of a fake person during the entrance exam, the administrator of the entrance exam, together with observers, draws up an Act of identification of a fake person during the doctoral entrance exam in a computer format in accordance with Appendix 13 to the Standard Rules.

The front person is removed from the audience. The results of the entrance exam are not processed and are subject to cancellation.

Persons who have involved "fake persons" in the entrance exam are not allowed to take the doctoral entrance exam this year.

In case of a technical malfunction of the equipment during the entrance exam, the applicant must inform the administrator of the entrance exam. The administrator of the entrance exam, together with the observers, draws up an Act of identifying a technical malfunction of equipment during the entrance exam in accordance with Annex 14 to the Standard Rules.

In the event of a power outage at the point of the entrance exam or other force majeure circumstances in which the exam is not recorded, the administrator of the entrance exam and the regional state commission, in coordination with the National Testing Center, suspends (cancels) and reschedules the entrance exam process to another day with the preparation of an Act on suspension and postponement of the entrance exam process in the form according to Appendix 15 to the Model Rules.

The act on suspension and postponement of the entrance exam process is drawn up jointly with the administrator of the entrance exam and the regional state commission.

In the event of a power outage, data on the entrance exam process (previously marked answers to test tasks and exam questions, the amount of time used for the entrance exam) is saved at the workplace.

With the subsequent continuation of the entrance exam, the applicant continues the entrance exam process from the place where the entrance exam process was interrupted.

In case of postponement of the entrance exam to another day, the previously marked answers to the test tasks and exam questions of the applicant before suspension are not saved.

2.12. After completing the entrance exam to the doctoral program in a computer format, conducted in the period from August 4 to August 20, the NTC reviews video surveillance recordings for 3 (three) months.

After completing the entrance exam to the doctoral program in a computer format, conducted between November 19 and December 11, the NTC monitors video surveillance recordings for 3 (three) months.

In case of detection of the use of prohibited items by an applicant during the entrance exam, specified in paragraphs 20-3 and 20-4 of the Standard Rules and based on the results of checking the registration files (logs) of applicants in the testing system, the NTC draws up an Act of detecting prohibited items and removing from the audience an applicant who violated the rules of behavior in the audience and (or) actions or an attempt to interfere in the program of the entrance exam and other violations during the entrance exam and is sent to the authorized body in the field of education with supporting materials.

An act on the detection of the use of prohibited items during the entrance exam and supporting materials are submitted for consideration by a commission established by the authorized body in the field of education.

By the decision of the commission, the certificates of the entrance exam are canceled by order of the authorized body in the field of education.

After the cancellation of the certificate of the entrance exam, the OHVE sends a notification to the applicant.

The interview for persons entering the doctoral program is carried out by the OHVE independently before passing the entrance exams in the blocks "Essay writing", "TRL" and "Answers to exam questions on the profile of the group of educational programs".

The interview is aimed at assessing the professional and personal qualities of the applicant, the potential for conducting research or experimental research work.

The interview is conducted remotely with the obligatory use of video communication. The video is archived for at least three years.

The interview is formalized by a protocol, which is signed by the chairman, members and secretary of the examination committee.

In case of non-appearance of the applicant for the interview, 0 points are awarded, a protocol is drawn up, which is signed by the chairman, members and secretary of the examination commission.

2.13. The maximum score for the entrance exam is 100 points, of which the interview with the applicant conducted by the OHVE examination board is 20, the essay is 10 points, the TRL is 30 points, the exam on the GEP profile is 40 points.

2.14. Applicants can take the entrance exam in Kazakh, Russian and English of their choice, while all exam blocks must be in one of the selected languages.

2.15. The appeal on entrance exams is conducted in accordance with the regulations of the authorized body and internal documents of the University. An application for an appeal from persons applying for doctoral, residency, or master's degree is submitted to the chairman of the appeals commission by applicants personally and (or) through the NTC information system.

Applications are accepted until 1 p.m. the next day after the announcement of the results of the doctoral entrance exam, creative exams and CT and are considered by the OHVE Appeals Commission within one day from the date of application.

An application for an appeal of the doctoral entrance exam in a computer format is accepted the next day from 13:00 to 13:40 hours after the announcement of the results, on the basis of an organization determined by the authorized body in the field of education. The results of the appeal must be sent to the NTC on the day of receipt of the application before 18:00 hours.

When entering an appeal based on the results of the entrance exam, the use of prohibited items specified in paragraphs 20-3 and 20-4 of these Rules is not allowed.

If the prohibited items specified in this paragraph are detected during a metal detector check during the launch for testing, the testing administrator draws up an Act of exclusion from the building, which arrives upon detection of prohibited items when launching into the building of the CT point in accordance with Annex 10 to the Standard Rules. The applicant is not allowed to retest this year.

An appeal from persons applying for doctoral studies on the content of test tasks and technical reasons of the TRL block is considered by the Republican Appeals Commission.

An application for an appeal under the TRL block for technical reasons is submitted to applicants during the entrance exam.

An appeal for a technical reason is considered in the absence of a fragment of the test task condition (texts, diagrams, figures, tables) as a result of which it is impossible to determine the correct answer.

The specific facts set out in the application for appeal are subject to consideration.

45 minutes are allocated for the appeal of the doctoral entrance exam in a computer format, of which:

- 1) according to the block of the test to determine readiness for doctoral studies – 15 minutes;
- 2) for the block of writing essays and answers to exam questions on the profile of the group of the educational program – 30 minutes.

An appeal on the content of test tasks is considered in the following cases:

- 1) the correct answer does not match the correct answer code (the correct answer option is indicated);
- 2) there is no correct answer;
- 3) there is more than one correct answer in the test tasks with the choice of one correct answer from all the proposed ones (all variants of correct answers are indicated);
- 4) incorrectly written test assignment.

When submitting an application on the content for reviewing test assignments, the applicant indicates a reasoned justification (full explanation).

Applications for appeal on the revision of all test tasks without specifying a reasoned reason (full explanation, step-by-step solution of tasks) are not subject to consideration.

The appeal based on the results of writing an essay, answers to exam questions on the profile of the educational program group and interviews is conducted by the OHVE appeal commissions.

The results of the online appeal are displayed in the personal account of the applicant after consideration by the Republican Appeals Commission.

3. RESPONSIBILITY OF EMPLOYEES OF THE ADMISSION COMMITTEE FOR ADMISSION TO EDUCATIONAL PROGRAMS OF POSTGRADUATE EDUCATION

The employees of the University Admissions Committee are responsible in the case of:

3.1 Non-compliance with the deadlines for accepting documents from applicants of postgraduate education.

3.2 Improper performance or non-performance of their duties, within the limits defined by the current labor legislation of the Republic of Kazakhstan, as well as the rules of labor regulations and other internal documents of the University.

3.3 Causing material damage within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan.

3.4 Improper informing of the members of the admissions committee on the issues of accepting documents and organizing entrance exams.

3.5 The Executive Secretary of the Admission Committee is responsible for organizing the proper work of the appeal commission, as well as for coordinating the work on checking the examination papers of applicants, monitoring the communication of the results of the appeal to the Ministry of Science and Higher Education of the Republic of Kazakhstan and the NTC.

3.6 The Executive Secretary of the Admissions Committee is responsible for the timely preparation of the enrollment order, the conclusion of contracts with applicants, the formation of personal files received and their transfer to the Registrar's Office, to the archive.

4. RESPONSIBILITY OF THE STRUCTURAL DIVISIONS OF THE UNIVERSITY IN COOPERATION WITH THE ADMISSIONS COMMITTEE

4.1 The Marketing and Admission Department of the University is responsible for the timeliness of the information provided on the official website of the University, received from School Principals, SED "Doctoral Studies" and the Recruitment and Admission Department.

4.2 The Admissions Committee, together with employees of the Information Technology Department, are responsible for the technical support of the Admissions Committee and the organization of training for technical secretaries and consultants.

4.3 The Admission Committee, together with the members of the examination and appeal commission, are responsible for the objectivity of the assessment and the final result.

4.4 Heads of educational programs (responsible persons appointed by school principals), together with the executive secretary of the admissions committee and the Director of the SED "Doctoral Studies" are responsible for the timely development of examination questions for groups of educational programs and essay topics, during the doctoral entrance exams. At the same time, the heads of educational programs are responsible for the quality of examination questions for groups of educational programs and the correspondence of the essay subject to the established requirements.

4.5 The Admission Committee, together with employees of the Information Technology Department, will upload the exam questions to the NTC database.

5. THE PROCESS OF ADMISSION TO MASTER'S AND DOCTORAL STUDIES

5.1 Enrollment in the number of undergraduates and doctoral students is carried out by order of an authorized official of the University on the basis of a decision of the Admission Committee of the University.

5.2 Enrollment of persons for the targeted training of doctors of philosophy (PhD) under the state educational order is carried out on a competitive basis among persons applying for this training.

5.3 Enrollment of persons in doctoral and master's degrees is carried out on a competitive basis based on the results of the entrance exam and comprehensive testing.

5.4 In the case of identical indicators of competitive points, the persons with the highest score in the profile of the group of the educational program receive the preferential right to enroll in doctoral studies. Then scientific achievements corresponding to the profile of the educational program are taken into account: scientific publications, including in rated scientific publications included in the 1st, 2nd quartile according to the Journal Citation Reports of the Clarivate Analytics Web of science database for the last 3 calendar years; certificates of scientific developments; certificates of awarding scientific scholarships, grants; certificates/diplomas for participation in scientific conferences and competitions.

5.5 Undeveloped places under the state educational order, including targeted ones, are returned to the authorized educational body for further redistribution between OHVE.

5.6 In order to ensure transparency and objectivity of the competitive selection of applicants for doctoral programs, it is not allowed to replace the educational program after the closure of the NTC application database.

6. POLICY AND STRATEGIC GOALS OF THE UNIVERSITY IN THE FIELD OF ADMISSION TO POSTGRADUATE EDUCATION PROGRAMS

6.1 The University's policy in the field of admission to postgraduate educational programs is determined by the strategic goals and mission of the University and is aimed at improving the quality of selection of applicants with a high intellectual level and proficient in research work.

6.2 The main strategic goal of the University in the field of admission to postgraduate educational programs is to attract talented applicants for high-quality training of scientific and pedagogical personnel who are competitive in the labor market and meet the needs of society.

6.3 The University's Admissions Committee is constantly working to inform potential clients about the content and features of educational programs, the rules and requirements for admission, and the criteria for selecting applicants.

6.4 The Marketing and Admission Department of the University, in coordination with the Admissions Committee and the SED "Doctoral Studies", publishes all regulatory documents, quality standards and other internal documents of the University regarding the recruitment of applicants on the official website of the University. The University also publishes information about changes in admission procedures.

6.5 The University determines accessible and fair procedures for resolving complaints and complaints regarding recruitment, selection and enrollment in postgraduate education programs.

6.6 Every year in March of the relevant year, the Admissions Committee examines complaints and appeals regarding recruitment, selection and enrollment procedures and, if necessary, makes amendments to the work. Such a review of activities includes checking the compliance of procedures with the mission, vision and strategic goals of the University. The procedures are annually coordinated and approved by the Chairman of the Admissions Committee no later than April of the corresponding year.

6.7 The Marketing and Admission Department, the Recruiting and Admission Department, and the Executive Secretary of the Admissions Committee provide sufficient information to applicants for Master's and doctoral programs in order to motivate them to join the ranks of University students. The University ensures that the time frame and content of any information or event are appropriate and relevant to the various needs of applicants.

6.8 The University reviews the structure of its educational programs every year in order to improve their quality, reflect recent scientific and research advances and introduce appropriate changes, as required by the changing professional environment and the labor market.

6.9 Some programs may not be available due to insufficient demand from applicants for Master's degree programs (small groups). In this case, the University Admissions Committee informs applicants about such changes and offers them other educational programs or other language departments, and the Admissions Committee advises on the possibilities of this program in other educational organizations implementing postgraduate education programs, depending on the characteristics of applicants, preferences and work experience, in the period from August 10 to August 20 of the corresponding year.

6.11 Issues not regulated by the Standard Rules and these Rules are resolved by the University Admission Committee independently in accordance with the legislation of the Republic of Kazakhstan.

Developers: Head of the Recruitment and Admission Department
Coordinator of the Recruitment and Admission Department



A. Adilbekova
A. Tolegenov

Appendix 1
to the Rules of admission
to NJSC Narxoz University of applicants
for Master's degree programs

Table of compliance of specialties of the previous level of education of the Master's degree program for 2024-2025 academic year

№	Name of the educational program	A list of related specialties that do not require training in prerequisites (cipher and name of the specialty)	Prerequisites of the educational program of unrelated specialties (name of the discipline)	Quantity credits/ ECTS
School of Economics and Management				
1	Corporate Governance, Compliance and Performance Appraisal (SPM)	6M050600 Economics 6M050700 Management 6M050800 Accounting and Auditing 6M050900 Finance 6M051000 State and Local Government 6M051100 Marketing 6M051900 Organization and rationing of labor 6M051300 World Economy 6M052100 State Audit 6M051700 Innovation Management 6M051800 Project Management 6M021500 Business Administration 6M052300 Sports Management 6M090800 Rating	1. Financial Accounting 2. Corporate Finance	10
2	Master of Applied Finance (SPM)	6M050600 Economics 6M050700 Management 6M050800 Accounting and Auditing 6M050900 Finance 6M051000 State and Local Government 6M051100 Marketing 6M051900 Organization and rationing of labor 6M051300 World Economy 6M052100 State Audit 6M051700 Innovation Management 6M051800 Project Management 6M021500 Business Administration 6M052300 Sports Management 6M090800 Rating	1. Financial Accounting 2. Corporate Finance	10
3	Management (SPM)	6M050600 Economics 6M050700 Management 6M050800 Accounting and Auditing 6M050900 Finance 6M051000 State and Local Government 6M051100 Marketing 6M051900 Organization and rationing of labor 6M051300 World Economy 6M052100 State Audit 6M051700 Innovation Management 6M051800 Project Management 6M021500 Business Administration 6M052300 Sports Management 6M090800 Rating	-	-
4	HR management (SPM)		-	-
5	Marketing (SPM)	6M050600 Economics 6M050700 Management 6M050800 Accounting and Auditing 6M050900 Finance	-	-

		6M051000 State and Local Government 6M051100 Marketing 6M051900 Organization and rationing of labor 6M051300 World Economy 6M052100 State Audit 6M051700 Innovation Management 6M051800 Project Management 6M021500 Business Administration 6M052300 Sports Management 6M090800 Rating		
6	Business Economics (SPM)	6M050600 Economics 6M050700 Management 6M050800 Accounting and Auditing 6M050900 Finance 6M051000 State and Local Government 6M051100 Marketing 6M051900 Organization and rationing of labor 6M051300 World Economy 6M052100 State Audit 6M051700 Innovation Management 6M051800 Project Management 6M021500 Business Administration 6M052300 Sports Management 6M090800 Rating	1. Statistics 2. Microeconomics	10
School of Digital Technologies				
1	Data Engineering (SPM)	6M060200 Computer Science 6M070300 Information systems 6M070400 Computer technology and software 6M070500 Mathematical and computer modeling 6M100200 Information security systems	1. Algorithms and data structures 2. Databases	-
2	Cybersecurity (SPM)	6M060200 Computer Science 6M070300 Information systems 6M070400 Computer technology and software 6M070500 Mathematical and computer modeling 6M100200 Information security systems security systems	1. Algorithmic programming languages 2. Fundamentals of information security	-
3	Smart application development (IIM)	6M060200 Computer Science 6M070300 Information systems 6M070400 Computer technology and software 6M070500 Mathematical and computer modeling 6M100200 Information security systems	1. Algorithms and data structures 2. Databases	-
School of Law and Public Administration				
1	State and Local Government (SPM / PM)	6M050600 Economics 6M050700 Management 6M050800 Accounting and Auditing 6M050900 Finance 6M051000 State and Local Government 6M051100 Marketing 6M051900 Organization and rationing of labor 6M051300 World Economy 6M052100 State Audit 6M051700 Innovation Management 6M051800 Project Management 6M021500 Business Administration 6M052300 Sports Management 6M090800 Rating	1. Theory of public administration 2. Local government and self-government 3. State regulation of the economy	15
2	Information Technology Law (SPM)	6M030100 Jurisprudence 6M030200 International Law 6M030400 Customs case 6M030500 Forensic examination	1. Theory of State and law 2. Constitutional law	10
3	Jurisprudence (SPM)		1. Theory of State and law 2. Constitutional law	10

4	International Relations (SPM)		1. Diplomatic and Consular service 2. Modern problems of international relations 3. Foreign Policy of the Republic of Kazakhstan	15
School of Arts and Social sciences				
1	Ecology (SPM)	6M060900 Geography 6M061000 Hydrology 6m061200 Meteorology 6m060800 Ecology 6M075500 Hydrogeology and Engineering Geology 6m091100 Geoecology and Environmental Management 6m060100 Mathematics 6m051200statistics 6m060300 Mechanics	-	-
2	Social Work (SPM)	6M020400 Cultural Studies 6M020200 International Relations 6M050100 Sociology 6M050200 Political Science 6M050300 Psychology 6M050500 Regional Studies 6m052200 Conflictology	1. Theory of social work	5
3	Social Research (SPM)	6M020400 Cultural Studies 6M020200 International Relations 6M050100 Sociology 6M050200 Political Science 6M050300 Psychology 6M050500 Regional Studies 6m052200 Conflictology	1. Methodology of sociological research	5
4	Tourism and Sustainable Development (SPM)	6M090200 Tourism 6M090600 Cultural and leisure activities 6M091200 Restaurant and hotel business	1. The basics of tourism	5
5	Restaurant and Hotel Business (SPM)	6M090200 Tourism 6M090600 Cultural and leisure activities 6M091200 Restaurant and hotel business	1. Hotel and restaurant management	5
6	Psychological Counseling (SPM)	6M010300 Pedagogy and Psychology 6M012400 Pedagogical measurements 6M011500 Fundamentals of Law and Economics	1. General Psychology	5

• Persons applying for master's degree programs in case of inconsistency with the direction of bachelor's degree programs are required to complete at least 10 credits of prerequisites on a fee basis in the first year of study. Payment will be made in accordance with the applicable university rates.

Appendix 2
to the Rules of admission
to NJSC Narxoz University of applicants
for educational doctoral programs

Table of compliance of specialties of the previous level of education of the PhD program for
2024-2025 academic year.

№	The cipher of the educational program	Name of the educational program	The list of related specialties that do not require training on prerequisites (code and name of the specialty)
1		Economy	6D050600 Economics 6D050700 Management 6D050800 Accounting and Auditing 6D050900 Finance 6D051000 State and Local Government 6D051100 Marketing 6D051900 Organization and rationing of labor 6D051300 World Economy 6D052100 State Audit 6D051700 Innovation Management 6D051800 Project Management 6D021500 Business Administration 6D090800 Evaluation
2		Accounting, auditing and taxation	6D050600 Economics 6D050700 Management 6D050800 Accounting and Auditing 6D050900 Finance 6D051000 State and Local Government 6D051100 Marketing 6D051900 Organization and rationing of labor 6D051300 World Economy 6D052100 State Audit 6D051700 Innovation Management 6D051800 Project Management 6D021500 Business Administration 6D090800 Evaluation
3		Finance	6D050600 Economics 6D050700 Management 6D050800 Accounting and Auditing 6D050900 Finance 6D051000 State and Local Government 6D051100 Marketing 6D051900 Organization and rationing of labor 6D051300 World Economy 6D052100 State Audit 6D051700 Innovation Management 6D051800 Project Management 6D021500 Business Administration 6D090800 Evaluation
4		Marketing	6D050600 Economics 6D050700 Management 6D050800 Accounting and Auditing 6D050900 Finance 6D051000 State and Local Government 6D051100 Marketing 6D051900 Organization and rationing of labor 6D051300 World Economy 6D052100 State Audit 6D051700 Innovation Management 6D051800 Project Management 6D021500 Business Administration

			6D090800 Evaluation
5		Management	6D050600 Economics 6D050700 Management 6D050800 Accounting and Auditing 6D050900 Finance 6D051000 State and Local Government 6D051100 Marketing 6D051900 Organization and rationing of labor 6D051300 World Economy 6D052100 State Audit 6D051700 Innovation Management 6D051800 Project Management 6D021500 Business Administration 6D090800 Evaluation
6		Public administration	6D050600 Economics 6D050700 Management 6D050800 Accounting and Auditing 6D050900 Finance 6D051000 State and Local Government 6D051100 Marketing 6D051900 Organization and rationing of labor 6D051300 World Economy 6D052100 State Audit 6D051700 Innovation Management 6D051800 Project Management 6D021500 Business Administration 6D090800 Evaluation

- According to paragraph 15 of the decision of the Academic Council of the NJSC Narxoz University, persons applying for doctoral (PhD) programs, and if the directions of the doctoral educational program and the scientific and pedagogical master's degree program do not match, are required to complete at least 10 credits of prerequisites on a fee basis in the first year of study. The list of necessary prerequisites is determined independently by a doctoral student from the cycle of specialized disciplines of the scientific and pedagogical master's degree of the university, corresponding to the field of study "8D041 Business and Management".

- Upon admission of the master of the profile direction to the PhD doctoral program, a mandatory program of the pedagogical profile of the scientific and pedagogical master's degree in the amount of at least 30 credits is additionally established. A doctoral student undergoes this program on a paid basis during the first year of doctoral studies, according to paragraph 67 of the State Standard of Postgraduate Education.