



Admission Policy and Procedures to the Doctor of Medicine Program of the School of Medicine of the autonomous organization of education Nazarbayev University

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Section 1. Purpose and Application

1.1. These Admission Policy and Procedures to the Doctor of Medicine Program (hereinafter referred to as the Program) of the School of Medicine of the autonomous organization of education Nazarbayev University (hereinafter referred to as the Policy and Procedures) establish the policy and procedures for the management and compliance during the admission process.

1.2. These Policy and Procedures are applied to the School of Medicine of the autonomous organization of education Nazarbayev University (hereinafter referred to as the University) and its applicants applying to the Program.

Section 2. Terms / Definitions

2.1. The following definitions and abbreviations are used in these Policy and Procedures:

1) **Admissions Office** – the structural division of the University designated to facilitate admission to the Foundation, undergraduate, Master’s, including the Program, and PhD programs of the University;

2) **CGPA (Cumulative Grade Point Average)** – is computed by dividing the total cumulative grade points earned by the total graded credits attempted for courses taken in residence at University;

3) **Conditional admission/enrollment** – a type of admission/enrollment of applicants to the Program with a term or terms specified officially by the decision of the Admissions Committee of the Program at the stage of admission and the decision of the Provost at the stage of enrollment;

4) **ETS (Educational Testing Service)** – a private nonprofit educational testing and assessment organization; administers international tests, including the TOEFL;

5) **External expert** – a representative of other School, the University alumni or a Partner Institution under the relevant Agreement or an internationally recognized university or research institute which has relevant resources (intellectual, scientific, methodological, educational, technological, technical, human), that is involved in conducting reviews and evaluations of applicants, as well as serving as external readers or evaluators to assure quality assurance;

6) **Guarantee fee** – mandatory payment made by applicant to reserve his/her place in the Program;

7) **IELTS (International English Language Testing System)** – a standardized English proficiency test.

8) **Minimum admission requirements (MAR)** - the criteria that applicants must meet to be eligible for admission to the Program;

9) **MCAT (Medical College Admission Test)** – a standardized, multiple-choice examination designed to assess the examinee's problem-solving, critical thinking, and knowledge of science concepts and principles prerequisite to the study of medicine;

10) **Personal account** – online service providing a personal space on the University website admissions.nu.edu.kz upon application;



- 11) **School** – School of Medicine of the University;
 - 12) **School-based Admission Committee (SBAC)** - a committee established within the School for the selection of applicants to the Program;
 - 13) **TOEFL** (Test of English as a Foreign Language) – a standardized English proficiency test developed by the Educational Testing Service (ETS).
- 2.2. Terms and definitions not used in these Policy and Procedures shall be defined by the internal documents of the University.
- 2.3. The School shall follow these Policy and Procedures during the admissions process for all students applying to the Program.

Section 3. Main Provisions

3.1 Minimum Admission Requirements

3.1.1. Admission to the Program shall be on a competitive basis except for the cases stated in Clauses 3.4.20 and 3.4.21 of these Policy and Procedures.

3.1.2. In order to be eligible for inclusion in the selection process for admission to the Program, all applicants must meet the provisions of these Policy and Procedures.

3.1.3. Applicants applying to the Program, including graduates and students in the final year of the Bachelor of Medical Sciences program not progressed to the Program, are expected to have:

1) an undergraduate degree (Bachelor's degree or equivalent) in a relevant discipline, and if applicable a graduate degree in a relevant discipline.

During the application period, final year students may submit official current transcripts for consideration.

Applicants recommended for admission must provide a final transcript and diploma before the end of the Program's enrollment term;

2) completed at least two science subjects, including but not limited to, one year of biology with lab or equivalent and one year of general chemistry with lab or equivalent;

3) a minimum CGPA of 2.50 out of a 4.00 or equivalent on applicant's degree (bachelor or master or PhD (if masters and PhD have adopted a CGPA approach));

4) the required level of English proficiency indicated in Clause 3.1.6. of these Policy and Procedures;

5) a minimum total MCAT score of 489 (on 472-528 scale);

6) high level of motivation and strong interest in the Program outlined in the personal statement;

7) an essay on how the applicant would enrich the School community.

3.1.4. Any applicants that graduate from the Bachelor of Science in Nursing program of the School are expected to have:

1) an undergraduate degree.

During the application period final year students may submit official current transcripts for consideration;

2) completed one year of general chemistry;



3) a minimum CGPA of 3.45 out of a 4.00 or equivalent on applicant's degree (applicants who have CGPA lower than 3.45 can apply to the Program according to the requirements indicated in Clause 3.1.3. of these Policy and Procedures);

4) high level of motivation and strong interest in the Program outlined in the personal statement;

5) an essay on how the applicant would enrich the School community;

6) one reference letter from the Program Director of the Bachelor of Science in Nursing and one reference letter from the faculty member of the School.

3.1.5. The relevance of the academic and experiential background, and the equivalency and appropriateness of earlier degrees, will be determined by the SBAC.

3.1.6. The absolute minimum requirement for English language proficiency test reports for admission to the Program is an overall IELTS test score of 6.5 or higher (with no sub-scores less than 6.0 in each section), or the equivalent TOEFL score as posted on the ETS website. Test certificates are considered valid if their results do not expire by the date of application submission by applicants.

The only version of IELTS test accepted within the admission and selection process is Academic IELTS, which is intended for applicants planning to study in English. IELTS Online test is not accepted within the admission and selection process. The only version of TOEFL accepted within the admission and selection process is TOEFL iBT test. TOEFL iBT Home Edition is not accepted within the admission and selection process.

Applicants to the Program can be exempted from submitting the language proficiency test report if:

1) one of their earlier academic degrees was earned in a country with English as the language of official communication, academic instruction and daily life;

2) an undergraduate or graduate degree was earned in a program which was officially taught in English. At least 70% of all subjects must be taught in English, with official confirmation from the university where the studies were conducted in any languages other than English;

3) the applicant is a graduate of Nazarbayev University, except for programs where the language of instruction was not English.

3.2. Application Process

3.2.1. Admission period, number of rounds, and all deadlines related to admission to the Program are set by the Dean of the School upon consultation with the Admissions Office via memo.

3.2.2. Admission to the Program is based on the principle of meritocracy, which implies the selection of applicants based on their academic achievements and other specified evaluation criteria, providing everyone with equal opportunities at admission, and facilitating the selection of the most promising and talented students without the influence of external factors. Each applicant for admission to the Program shall be evaluated individually, fairly, comprehensively and consistently.



3.2.3. To participate in the competition to Program, applicants apply on the University admissions portal (admissions.nu.edu.kz) and, before the indicated deadline in the Personal account, are required to:

1) accept the consent for personal data processing and fill out and upload the online Application form;

2) upload scanned (or electronic) copies of documents required in accordance with the Appendix to these Policy and Procedures.

3) pay a non-refundable application fee via Personal account unless exempted by the Managing Council of the University. If it is proven impossible to make payment via Personal account, the applicant should notify the Admissions Office to discuss alternative payment methods. The amount of application fee is set by the University internal documents.

3.2.4. The applicants qualified for grants on sport achievement specified in the University internal documents must provide additional supporting documents according to the requested format within specified deadlines set by the Admissions Office. Provision of these documents does not guarantee admission to a Program and within these grants.

3.2.5. The test certificates of IELTS or TOEFL shall be provided to the University through an electronic version from a test administrator with the obligation to submit a scanned copy or electronic copy (if not exempted). In cases where it is not possible to provide IELTS or TOEFL scores through a test administrator, verification may be conducted using digital credentials from services recognized by the Admissions Office.

3.2.6. Applicants may apply for a maximum of two graduate programs offered by the University in one academic year. In case of admission to both programs, applicants must choose only one program.

3.2.7. The SBAC or the Admissions Office may request additional documents/information when necessary.

3.2.8. All submitted documents shall be in English or with notarized English translation, if other not specified in the Appendix to these Policy and Procedures.

3.2.9. Providing false and/or incomplete information in a Personal account will result in exclusion from the selection process or dismissal from the University in case of enrollment.

Applicants who falsify documents or violate test/interview procedure requirements shall be disqualified from the selection process or dismissed from the University in the case of enrollment and are not allowed to apply to the Program for any type of funding in the future.

3.2.10. Submission of a complete application package and meeting MAR does not guarantee admission to the Program.

3.3. School-based Admission Committee

3.3.1. The SBAC is composed of faculty members and may include an External experts.

3.3.2. The total number of voting members of the SBAC shall not be less than 5 (five).



3.3.3. Members of the SBAC, including the Chairperson, as well as determination of a Secretary of the SBAC shall be approved by the decision of the Provost.

The activities of the SBAC and Secretary are managed by the Chairperson of the SBAC.

3.3.4. The SBAC may have a Vice Chairperson. In the absence of the Chairperson, his/her powers shall be exercised by the Vice Chairperson.

3.3.5. In addition to voting members, the SBAC may include non-voting members.

3.3.6. Methodology (selection criteria) must be applied equitably during the selection processes and should be attached to the Minutes of the first meeting of the SBAC for the corresponding academic year.

3.3.7. The SBAC is authorized to review applications, evaluate applicants and make recommendations with respect to admission decisions.

The SBAC must be familiarized and comply with the internal documents on conflict of interests and confidentiality of the University.

3.3.8. The SBAC members are responsible for ensuring that the admission procedures comply with these Policy and Procedures and the MAR.

3.3.9. The number of SBAC members evaluating application packages and interviewing applicants is specified in the methodology.

3.3.10. Interviews are conducted either in person or via video conference. If necessary, the SBAC may assign interviewers who are not members of the SBAC: representatives of Schools, the University alumni, external experts or representatives of a strategic partner.

The number of designated interviewers for interviewing applicants shall not be less than 2 (two) per applicant.

3.3.11. The Secretary of SBAC is not a member of the SBAC. In the absence of the Secretary of the SBAC, the Chairperson of the SBAC appoints the temporary replacement for Secretary with indication of such replacement in the SBAC meeting Minutes.

3.3.12. The Secretary of the SBAC is responsible for:

- 1) accuracy of information containing the SBAC meetings minutes;
- 2) coordination of activities of the SBAC, and organization of the SBAC meetings;
- 3) invitation of shortlisted applicants to an interview;
- 4) execution of the minutes of the SBAC meetings;
- 5) ensuring the match of the language versions of the minutes of the SBAC meetings;
- 6) maintaining applicants' application packages;
- 7) maintaining applicants' interview evaluation results;
- 8) close cooperation and interaction with the Admissions Office on admission issues;
- 9) collecting signatures and registration of the meeting minutes of the SBAC;
- 10) responsible for the safety of minutes until being transferred to the University Joint Archive;



11) implementation of other activities in accordance with instructions of the SBAC and its Chairperson.

3.3.13. Meetings of the SBAC for the Program shall be held as needed during the admissions period with a quorum, defined as a simple majority of the SBAC voting members present.

3.3.14. The SBAC may take votes and make decisions in the meeting through conference call, videoconferencing or in other interactive ways (if necessary). Such participation shall be recognized in determining the quorum. The means of interactive participation of a voting member of the SBAC shall be indicated in the meeting minutes.

3.3.15. Decisions of the SBAC shall be taken by a simple majority of the votes of those voting and counted in determining the quorum. The Chairperson has the deciding vote in case of tied votes.

3.3.16. Decisions of the SBAC are final and recorded in the meeting minutes by the Secretary of the SBAC according to the specified requirements for preparing meeting Minutes at the University. Decisions of the SBAC are not subject to appeal.

3.3.17. The meeting Minutes shall reflect the decision-making process regarding all applicants.

3.3.18. The working language of the SBAC meetings is English. The Minutes in English and Kazakh shall be signed by the Chairperson and the Secretary of the SBAC.

3.3.19. The Minutes of the SBAC meetings are confidential and are not subject to dissemination to third parties, except for employees of the University in the frame of their duties.

3.3.20. All the Minutes of the SBAC meetings are duly stitched, numbered, scanned and bound by the Secretary of the SBAC, registered and transferred to the University Archive. The Secretary shall provide scanned copies of the signed minutes to the Admissions Office prior to the start of an academic year according to the academic calendar of the year of enrollment.

3.3.21. SBAC does not place applicant in the ranking if they are considered for enrollment on a full tuition fee-paying basis, provided they comply with the MAR and successfully go through the interview (if applicable) with the SBAC.

3.4. Admission Terms and Procedure

3.4.1. The admissions process for consideration of applicants consists of the following stages:

1) First Stage – the Admissions Office reviews application packages of all applicants in their Personal accounts and checks the compliance with the MAR for the Program. The Admissions Office provides the SBAC with information (table) on applicants' status regarding compliance with MAR before applicants can progress to the next stage of the selection process.

2) Second Stage – the members of the SBAC evaluate application packages that meet MAR according to the methodology (selection criteria) developed by the SBAC. All shortlisted applicants will be interviewed either in person or via video conference by the SBAC members.



3) Third Stage – the SBAC creates a ranking of applicants (excluding applicants paying full tuition fee) and recommends applicants for admission to the Program on conditional or on unconditional basis. In case grant/sponsorship places are not available, applicants will be recommended for a fee-paying basis. This third stage does not apply to applicants considered for admission on a full tuition fee-paying basis as provided in Clauses 3.3.21. of these Policy and Procedures. Such applicants can be recommended for admission without ranking and enrolled based on approved quota for allocated sources of funding and available seats.

The SBAC may, at its discretion, add additional requirements to the admissions process.

3.4.2. Incomplete applications can be progressed to the Second and Third stages only upon the SBAC decision, otherwise they should be rejected by the SBAC. The reasons shall be indicated in the minutes. Applications not progressed to enrollment will be rejected.

3.4.3. Applicants recommended for admission, placed on a waiting list, or rejected applicants will be notified only by the Admissions Office.

3.4.4. Applicants recommended for admission who receive notifications on admission (regardless of the type of funding) must officially notify the University by accepting or refusing the admission offer in accordance with dates written in an admission offer by filling the Enrollment confirmation form. In case of acceptance of the admission offer, applicants must also fill out the Consent form on Guarantee fee payment and make a payment of a Guarantee fee via Personal account. Applicants must provide electronic/scanned copies of application documents indicated in the MAR. Otherwise, applicants will not be enrolled in a program.

3.4.5. The conditions of refunding of a mandatory Guarantee fee are specified in the internal document of the University.

3.4.6. Applicants recommended for admission must verify their final transcripts of a degree diploma based on one of the following options:

1) official hard copy sent directly to the Admissions Office via post mail by previous institution of study;

2) official soft copy sent directly to the Admissions Office email address from corporate email address of the previous institution of study;

3) official final transcript provided to the Admissions Office or verified through official digital credential services;

4) applicant provides a hard copy of an official final transcript to the Admissions Office. The original hard copy will be returned to an applicant/student upon verification by the Admissions Office.

Diplomas and transcripts of graduates of the University should be verified by the University system.

3.4.7. In case of impossibility to fulfill options mentioned in Clause 3.4.6. of these Policy and Procedures, the following options can be considered:

1) provision of a scan copy of a certificate on nostrification of a diploma issued by the legal authorities of the Republic of Kazakhstan;

2) provision of a scan copy of an apostille document of a foreign educational institution;

3) provision of a scan of notarized copy of diploma and transcript.



3.4.8. Applicants who refuse an admission offer or fail to complete its conditions and terms will not be enrolled in the relevant program in the academic year of their submission.

3.4.9. SBAC shall place on a waiting list the applicants who fully met MAR of the Program, passed competition stages according to Clause 3.4.1. of these Policy and Procedures but were not admitted to the Program due to limits in the number of available places. Applicants' order in the waiting list should correspond to the final ranking order. Should a place in the Program become available prior to the first day of classes according to the Academic Calendar of a year of enrollment, it will be offered by the Admissions Office to the applicants in the waiting list, in order of rank, by notification on admission.

3.4.10. Enrollment to the Program shall be formalized by the decision of the Provost based on approved quotas for allocated source of funding and recommendation of the SBAC and a memos from the School, which specifies attendance of applicants in Orientation week.

3.4.11. Decision on Enrollment shall specify the source of funding for each admitted applicant.

3.4.12. Applicants who have already earned a Master's degree under the Republic of Kazakhstan state fund and/or Bolashak international scholarship are not eligible for admission under the state educational order or other types of grants to the Program. If this is discovered at any stage of admission, the Admissions Office reserves the right to revoke the admission offer. In case of enrollment of such applicant, the student will be dismissed from the Program.

3.4.13. Applicants placed in the waiting list according to Clause 3.4.9. of these Policy and Procedures can be considered for admission on a fee-paying basis.

3.4.14. The number of enrolled students shall not exceed the number of places allocated to the Program based on approved quotas for the specific academic year.

3.4.15. The conditional enrollment can be practiced in the following cases:

1) In circumstances when the MCAT test results are not available at the moment of application but will be submitted by the deadline for MCAT results submission specified for a given admission period. In such a case, applicants shall be considered based on their application packages, with the exception of the MCAT.

2) The applicant recommended for admission may be enrolled conditionally based on evidence (official letter or notification from applicant's university of study) from graduating university that an applicant has completed an educational program and expects formal issuance of the final transcript and/or diploma by a specified date. In that case, the decision on enrollment shall prescribe the period of time within which an applicant shall provide the necessary documents to the University.

3) Students of the University in their final summer semester of study may be considered for conditional admission to a Program without the diploma and/or official final transcript based on the memo from a School of study of the University indicating that the applicant is eligible to graduate and fulfills the program requirements and will receive his/her diploma in the next degree conferral. These applicants can be considered for admission on the condition that they submit the final transcript and diploma by the end of the first Fall semester according to the Academic calendar of the Program of the year of enrollment.



3.4.16. In the case of conditional enrollment specified in Clause 3.4.15. above, it must be indicated in the meeting Minutes. The meeting Minutes should record the following:

- 1) reasons for granting conditional enrollment;
- 2) timeline for the fulfillment of terms of conditional enrollment, which cannot be more than one year from the date of enrollment.

3.4.17. The applicant must fulfill all the conditions by sending the required documents to the Admissions Office via email correspondence by the indicated deadline. These documents should be uploaded to the Personal account. Upon fulfillment of the required stages, the applicant/student shall be considered as unconditionally enrolled.

3.4.18. In the event of failure to fulfill the terms of conditional enrollment, the student will be dismissed from the Program (in case of enrollment).

3.4.19. The School and Admissions Office must notify each other of the fulfillment or non-fulfillment of the conditions of admission.

3.4.20. Deferred admission may be granted for 1 (one) academic year by the SBAC with approval of the Dean of the School prior to the decision on enrollment of the Provost. Deferred admission cannot be granted to applicants recommended for conditional admission.

3.4.21. An applicant with deferred admission will be considered for enrollment to the Program following year based on the previous year application, but does not retain earned funding (if any).

3.4.22. Awarding applicants the University educational grants, scholarship and enrollment on a fee-paying basis shall be carried out according to the procedure established by the internal documents of the University.

3.4.23. All documents and other materials submitted by or for applicants in connection with their application for admission to the Program are accessible to the University and are subject to the University's internal documents concerning confidentiality.

3.4.24. All information related to the selection process of applicants is confidential.

3.4.25. The SBAC in cooperation with the Admissions Office shall resolve issues not regulated by these Policy and Procedures independently and resolution of these issues must be included in the respective meeting minutes.

Section 4. Waiver

4.1. Only the Approving Authority is eligible to grant a Waiver from a certain provision of these Policy and Procedures, upon approval of Academic Council and Managing Council of the University sequentially as long as it does not violate academic calendar deadlines. A Waiver shall be granted only for a certain period and in exceptional circumstances as defined in the internal documents of the autonomous organization of education Nazarbayev University.



Section 5. Temporary Provision

5.1. Not applicable.

Section 6. Revision

6.1. These Policy and Procedures shall be reviewed within one year after approval and revised if necessary.

Section 7. Related Documents

7.1. Law of the Republic of Kazakhstan “On the Status of Nazarbayev University, Nazarbayev Intellectual Schools and Nazarbayev Fund”, dated January 19, 2011 No. 394-IV.

7.2. Charter of the autonomous organization of education Nazarbayev University approved by the decision of the Supreme Board of Trustees dated April 18, 2013, № 2.

7.3. Policy for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University approved by the decision of the Executive Vice President dated September 29, 2022, No. 83-Н/Қ.

7.4. Procedure for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University approved by the decision of the Executive Vice President dated September 29, 2022, No. 83-Н/Қ.

7.5. Regulations for managing documents and information containing confidential data at the autonomous organization of education “Nazarbayev University” approved by the Managing Council dated July 13, 2021, No. 13.07.21.

7.6. Policy for the award, withdrawal, or reallocation of educational grants of the autonomous organization of education “Nazarbayev University” approved by the Managing Council dated May 25, 2023, No. 25.05.23.

7.7. Policy and procedures on Retention, Disposal, and Archive of Student Records of the autonomous organization of education Nazarbayev University approved by the Academic Council dated October 23, 2024, No. 8



Appendix
to the Admission Policy and Procedures
to the Doctor of Medicine Program of the
School of Medicine of the autonomous
organization of education Nazarbayev
University

List of Required Documents for the Doctor of Medicine Program

1. Complete application form;
2. Scanned copy of national ID or passport. If the citizens of the Republic of Kazakhstan used their passport for IELTS/TOEFL registration, a scanned copy of the passport must also be submitted;
3. Scanned copy of an official document confirming name change (if applicable). If a document is not in Kazakh, Russian, or English language, a scanned copy of notarized translation in English must be attached;
4. Scanned copies of the official degree diplomas/certificates with transcripts;
5. Verified score report of valid Academic IELTS or TOEFL test certificate downloaded from the Test Administrator system and its scanned copy. The last IELTS/TOEFL certificate submitted to the Personal account will be considered in the admission competition;
6. MCAT score valid as of date of online documents submission to the Program. In order for the score to be valid, the submitted MCAT scores must be for a test taken no more than three years prior to application;
7. From two to four letters of recommendation (to be provided by referees via University system or in scanned copy);
8. Scanned copy of the personal statement;
9. Scanned copy of an essay;
10. Scanned copy of 075y medical certificate (for Kazakhstani applicants) or a similar medical certificate with indication of general health or other document as requested by the University (for international applicants). If a document is not in Kazakh, Russian, or English language, a scanned copy of notarized translation in English must be attached;
11. Scanned copy of the document stating the presence or absence of a criminal record. If a document is not in Kazakh, Russian, or English language, a scanned copy of notarized translation in English must be attached.