

**Amendments 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**

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To introduce the following amendments 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, approved by the decision of the Provost dated June 17, 2022 No. 79-Н/К (hereinafter referred to as the Policy and Procedures):

1. Sub-clause 7) of the Clause 2.1. of the Policy and Procedures shall be stated in the following edition:

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

2. Sub-clause 14) of the Clause 2.1. of the Policy and Procedures shall be stated in the following edition:

“14) **TOEFL** (Test of English as a Foreign Language) – a standardized English proficiency test developed by the Educational Testing Service (ETS). 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;”

3. Clause 2.1. of the Policy and Procedures to amend with a new sub-clause 16) in the following edition:

“16) **Guarantee fee** – a mandatory payment that is a part of the admission offer accepting process and secures the Applicant’s place in the Program (except for the programs on a fee-paying basis sponsored by legal entities), unless the Program is exempted from payment of the guarantee fee by the Managing Council of the University.”

4. Sub-clause 1) of the Clause 3.1.3. of the Policy and Procedures shall be stated in the following edition:

“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;”

5. Sub-clause 5) of the Clause 3.1.3. of the Policy and Procedures shall be stated in the following edition:

“5) a minimum total MCAT score of 489 (on 472–528 scale);”

6. Clause 3.1.5. of the Policy and Procedures shall be removed.

7. Sub-clause 2) of the Clause 3.1.7. of the Policy and Procedures shall be stated in the following edition:

“2) Applicants to the Program, at the discretion of the Admissions Committee, can be exempted from submitting the language proficiency test report if:

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



an undergraduate or graduate degree was earned in a program which was officially taught in English;

the applicant is a graduate of Nazarbayev University (a person, who graduated from academic degree program of the University (bachelor's, master's, PhD).”

8. Sub-clause 4) of the Clause 3.2.1. of the Policy and Procedures shall be stated in the following edition:

“4) verify results of valid IELTS or TOEFL certificate scores from the Test Administrator's system and submit its scanned copy. In case of impossibility to fulfill verification due to circumstances of force majeure, an alternative could be to verify test certificates using recognized services through the Admissions Department.”

9. Clause 3.2.4. of the Policy and Procedures shall be stated in the following edition:

“3.2.4. All submitted documents shall be in English or with notarized English translation with the exception of the 075y medical certificate and a document stating the presence or absence of a criminal record that can be submitted by applicants in Kazakh or Russian only.”

10. Clause 3.2.5. of the Policy and Procedures shall be stated in the following edition:

“3.2.5. 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 University programs of any level for any type of funding in the future.”

11. Clause 3.2.8. of the Policy and Procedures shall be stated in the following edition:

“3.2.8. Applicants recommended for admission must verify their final transcripts of their based on one of the following options prior to the enrollment:

1) official hard copy sent directly to the Admissions Department via postmail by previous institution of study;

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

3) the final transcript verified by the official digital credential services, provided to the Admissions Department's email directly by the service;

4) diplomas and transcripts of graduates of the University should be verified by the University system;

In case of impossibility to fulfill the above-mentioned options, 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 copy of notarized diploma and transcript;



4) provision of an original hard copy of an official final transcript to the Admissions Department by the applicant. The original hard copy will be returned to an applicant upon verification by the Admissions Department.”

12. Clause 3.4.6. of the Policy and Procedures shall be stated in the following edition:

“3.4.6. All the Minutes of the Admissions Committee meetings shall be duly stitched, numbered, scanned, registered and stored by the Secretary of the Admissions Committee before their transfer to the University Joint Archive. Scanned copies of the signed Minutes shall be provided by the Secretary to the Admissions Department prior to the start of an academic year according to the academic calendar of a year of enrollment.”

13. In clause 3.5.3. of the Policy and Procedures words and numbers “clauses 3.1.4. and 3.1.5.” shall be replaced with words and number “clause 3.1.4.”

14. Clause 3.5.8. of the Policy and Procedures shall be stated in the following edition:

“3.5.8. Applicants who received notifications on admission should officially notify the University by accepting or refusing the admission offer in accordance with dates written in an admission offer.

Acceptance of the admission offer by applicants shall be made by execution of the following actions:

- 1) to fill out the Enrollment confirmation form via Personal account;
- 2) to fill out the Consent form on Guarantee fee payment via Personal account;
- 3) to make a payment of a Guarantee fee via Personal account.

In case of incompleteness of any action, provided above, applicants will be considered as applicants who refused the admission offer and admission offer will be sent to the next most highly ranked applicant from a waiting list.

The amount of a Guarantee fee is established by internal documents of the University. Guarantee fee is refundable in case of completion of the following cumulative conditions:

- 1) bilateral signing of the Agreement on Provision of Education Services at the University;
- 2) student’s participation in Orientation week;
- 3) after finishing first semester of the Program by a student with good academic standing in accordance with the Academic Policies and Procedures of the relevant University program of study.

The Guarantee fee can be refunded without completion of the above-mentioned refund conditions in case of the death of an applicant/student.”

15. Clause 3.5.11. of the Policy and Procedures shall be stated in the following edition:

“3.5.11. The Decision on enrollment shall specify the source of funding for each admitted applicant.”

16. Clause 3.5.15. of the Policy and Procedures shall be stated in the following edition:

“3.5.15. The Admissions Committee in cooperation with the Admissions Department shall resolve issues not regulated by these Policy and Procedures



independently and resolutions of these issues must be included in the Minutes of the Admission Committee meeting.”

17. Clause 4 of the Appendix to the Admission Policy and Procedures shall be stated in the following edition:

“4. Scanned copies of the official degree diplomas/certificates with transcripts. Final transcripts must be verified according to Clause 3.2.8. of Admission Policy and Procedures to the Doctor of Medicine Program of the School of Medicine of the autonomous organization of education Nazarbayev University.”

