

**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 – Program) of the School of Medicine of the autonomous organization of education Nazarbayev University (hereinafter – Policy and Procedures) establish the policy and procedures for the management and compliance during the admission process.

1.2. These Admission Policy and Procedures are applied to the Nazarbayev University School of Medicine.

Section 2. Definitions

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

- 1) **Admissions Committee** – an advisory and consultative body of the University established to implement arrangements for admission to the Program;
- 2) **Admissions Department** – the unit of the University designated to facilitate admission to the Foundation, undergraduate and graduate programs of the University;
- 3) **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;
- 4) **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 of the University or his/her designated person at the stage of enrollment;
- 5) **ETS (Educational Testing Service)** – a private nonprofit educational testing and assessment organization; administers international tests, including the TOEFL;
- 6) **External expert** – a representative of other School of University or an internationally recognized university and/or research institute having relevant resources (intellectual, scientific, methodological, educational, technological, technical, human) and implementing its activities in one or several of the following spheres: scientific-research, modern methodology and education technology, development and implementation of educational programs, etc., involved in conducting reviews and evaluations of applicants, as well as serving as external readers or evaluators to assure quality assurance;
- 7) **IELTS (International English Language Testing System, Academic version)** – a standardized test to define the level of knowledge of the English language, jointly managed by the British Council, IDP Education, and Cambridge English Language Assessment;
- 8) **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;

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

10) **Program** – the Doctor of Medicine Program with which these Policy and Procedures are concerned;

11) **Progression Committee** – a School committee that considers Year 3 students of the Bachelor of Medical Sciences Program to be progressed to Year 1 of the Doctor of Medicine Program;

12) **Strategic Partner** – an organization approved by the authorized body of the University, having relevant resources (intellectual, scientific, methodological, educational, technological, technical, human) and implementing its activities in one or several of the following spheres: scientific-research, modern methodology and education technology, development and implementation of educational programs, etc., or other competent authority of the University as a Partner Institution to perform a basic or auxiliary advisory role in relation to the University, its Schools and/or subsidiaries in providing educational and/or research services under the relevant Agreement;

13) **School** – School of Medicine of the University in which the Program is offered;

14) **TOEFL** (Test of English as a Foreign Language) – a standardized test to define the level of knowledge of the English language, developed by the Educational Testing Service (USA);

15) **University** – autonomous organization of education “Nazarbayev University”.

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 Admission Requirements

3.1.1. Admission to the Program shall be on a competitive basis.

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, which are formalized by the Decision of the Provost of the University or his/her designated person after approval by the Academic Council of the University and endorsement by the Managing Council.

3.1.3. Applicants applying to the Program are expected to have:

1) an undergraduate degree (Bachelor's degree or equivalent) and/or graduate degree (if applicable) in a relevant discipline, to be determined by the Admissions Committee. 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 3.00 out of a 4.00 or equivalent on applicant's degree (bachelor or master or PhD (if masters and PhD have adopted a GPA approach);

4) the required level of English proficiency indicated in Clause 3.1.7. of these Policy and Procedures;

5) a minimum total MCAT score of 489 (on 472-528 scale) is required for an invitation to an interview;

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

7) an essay on how the candidate 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;

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

5) an essay on how the candidate 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. Any applicants that have completed Year 3 in the Bachelor of Medical Sciences Program of the School are expected to:

1) be considered for enrollment to Year 1 of the Program upon assessment and selection by the Progression Committee of the School. The Progression Committee will develop and approve evaluation criteria and recommend the applicants for enrollment formalized by the decision of the Provost of the University;

2) have a minimum CGPA of 3.00 out of 4.00;

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

4) an essay on how the candidate would enrich the School community.

3.1.6. The relevance of the academic and experiential background, and the equivalency and appropriateness of earlier degrees, will be determined by the Admissions Committee.

3.1.7. The absolute minimum requirement for English language proficiency test reports for admission to the Program is:

1) an overall IELTS test score of 7.0 or higher (with no sub-scores less than 6.0 in each section), or the equivalent TOEFL score as posted on the ETS website;



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.

3.1.8. Test certificates are considered valid if their results do not expire by the date of application submission by applicants.

3.2. Application Process

3.2.1. By the indicated deadline, applicants applying to the Program are required to do the following in the Personal account:

1) accept the consent for personal data processing, complete and upload an online application form;

2) upload scanned copies of the required documents indicated in Appendix to these Policy and Procedures. Standardized test reports required by the Program shall be provided directly to the University through electronic version from Test Administrator with obligation to submit scanned copy of test certificates;

3) pay the non-refundable registration fee, unless exempted by the Managing Council of the University. The amount of registration fee shall be approved by Managing Council of the University;

4) verify results of valid IELTS or TOEFL certificate scores from the Test Administrator's system and submit its scanned copy.

3.2.2. The Admissions Committee and/or Admissions Department may request additional documents when necessary.

Documents of enrolled students required by these Policy and Procedures and submitted to the applicant's Personal account during the admission period are available to the Office of the Registrar in electronic format and used for formation of the student's personal folder.

3.2.3. All deadlines related to admission to the Program are set by the Dean of the School or his / her designated person upon consultation with the Admissions Department and are published on the website of the University.

3.2.4. All submitted documents shall be in English or with notarized English translation.

3.2.5. Providing false and/or incomplete information will result in exclusion from the admission or enrollment process.

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

3.2.7. The admission decision is not subject to appeal.

3.2.8. Applicants recommended for admission must provide scanned copies of application documents indicated in Appendix to these Policy and Procedures as requested by the Admissions Department.



Applicants who obtained their degree diplomas/certificates from foreign education institutions must request their official transcripts to be sent directly to the Admissions Department of the University. In the exceptional cases that the foreign education institution does not provide such service, a hard copy of the transcript can be submitted to the Admissions Department directly by the applicant upon confirmation by foreign education institution via corporate email or an electronic true copy of the transcript can be submitted by digital credential services.

When candidates provide a certificate of nostrification of a diploma issued by the Ministry of Education and Science of the Republic of Kazakhstan or an apostilled document by a foreign education institution, sending an official transcript directly to the University Admissions Department is not mandatory.

3.2.9. Submission of a complete application package does not guarantee admission to the Program.

3.3. Admissions Committee

3.3.1. The Admissions Committee is authorized to review applications, evaluate applicants and make recommendations with respect to admissions decisions.

3.3.2. The Admissions Committee members are responsible for ensuring that the admission procedures comply with these Policy and Procedures.

3.3.3. The Admissions Committee for the Program is composed of faculty members from the School and at least one external expert or a representative of the Strategic Partner.

3.3.4. The total number of voting members of the Admissions Committee shall be odd, but not less than 5 (five) including at least 1 (one) member as an external expert or representative of the Strategic Partner.

3.3.5. The activities of the Admissions Committee are managed by the Chairperson of the Admissions Committee (hereinafter – the Chair). Membership of the Admissions Committee, including the Chair, shall be approved by the Decision of the Provost of the University or his/her designated person.

3.3.6. The Admissions Committee may have Co-Chairs. In addition to voting members, the Admissions Committee may include non-voting representatives.

3.3.7. The Secretary of the Admissions Committee shall be appointed by the Decision of the Provost of the University or his designated person based on the recommendations of the Dean of the School or his / her designated person. The Secretary is a non-voting member. In the absence of the Secretary of the Admission Committee, the Chairperson of the Admissions Committee or his/her designated person upon consultation with the Dean of the School appoints the replacement Secretary with indication of such replacement in the Admissions Committee meeting Minutes.

3.3.8. The Secretary of the Admission Committee is responsible for:

- 1) coordination of activities of the Admissions Committee, and organization of the Admissions Committee meetings;
- 2) invitation of shortlisted applicants to the interview;



- 3) execution of the Minutes of the Admissions Committee meetings;
- 4) authenticity of languages of the Minutes of the Admissions Committee meetings;
- 5) maintaining applicants' application packages and interview evaluation results (where applicable);
- 6) close cooperation and interaction with the Admission Department on admissions issues;
- 7) forwarding Minutes of the Admissions Committee meetings for registration and filing with the Admissions Department;
- 8) the implementation of other activities in accordance with the instructions of the Admissions Committee and its Chair.

3.3.9. Each applicant for admission to the Program shall be evaluated individually, fairly, comprehensively and consistently by the members of the Admissions Committee. In this regard, the Admissions Committee members shall develop and adopt the most effective methodology/process/selection criteria which will identify applicants whose life experiences, personal attributes, past academic achievement and career goals conform to those of the School and who are most likely to contribute to, and benefit from, the School's learning environment.

Methodology/process/selection criteria must be applied equitably during the interview and selection processes and should be attached to the Minutes of the first meeting of Admissions Committee for the correspondent academic year.

3.4. Admissions Committee Meetings

3.4.1. Meetings of the Admissions Committee shall be held as needed during the admissions cycle with a quorum, defined as the majority of the Admissions Committee voting members present.

3.4.2. The Admissions Committee may take votes and make decisions in the meeting through video or audio conferences or in other interactive ways of communication. Such participation shall be recognized in determining the quorum. The means of interactive participation of a voting member of the Admissions Committee shall be indicated in the Minutes of the meeting.

3.4.3. Decisions of the Admissions Committee shall be taken by simple majority of the votes of those voting and counted in determining the quorum. The Chairperson has the deciding vote in cases of tied votes. In cases in which the Admissions Committee has Co-Chairs, tied votes shall be resolved by the decision of the Co-Chairs.

3.4.4. Decisions of the Admissions Committee are final and recorded in the Minutes of the meeting(s) by the Secretary of the Admissions Committee according to the specified requirements for preparing Minutes of meeting of the University. The Minutes of the meeting(s) shall include a ranking of all recommended applicants, applicants placed on the waiting list, deferred admission applicants, and those who accepted the admissions offer and voluntarily or involuntarily rejected the list of applicants. The working language of the Admissions Committee meetings is English.



The Minutes in English and Kazakh shall be signed by the Chair (or Co-Chairs) and the Secretary of the Admissions Committee or their designee(s).

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

3.4.6. All Minutes of the Admissions Committee should be duly stitched, numbered, scanned and bound by the Secretary of the Admissions Committee, registered and stored in the Admissions Department, which is responsible for their safety until being transferred to the University archive.

3.5. Admission Terms and Procedure

3.5.1. The admission process to the Program consists of the following stages:

1) First Stage – the Admission Department screens applications packages and checks that there is evidence of qualifications required by the Program. The Admission Department ensures that all required documents have been received before applicants can progress to the Second Stage of the selection process;

2) Second Stage – the members of the Admissions Committee review and short-list complete application packages that meet admissions requirements according to the methodology developed by the Admissions Committee. All shortlisted applicants will be interviewed either in person or via videoconference by the Admission Committee members. The number of designated interviewers shall not be less than 2 persons per interviewing candidate;

3) Third Stage – the Admissions Committee determines finalists for admission based on the review of the admissions package and interview results and recommends successful applicants for admission enrollment to the Program directly or on a conditional basis.

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

3.5.2. Incomplete applications are progressed to the Second or Third stage only upon the Admissions Committee's request, otherwise are declined by the Admissions Department.

Enrollment can only be made on complete applications. Applications not progressed to enrollment will be rejected.

3.5.3. Applicants except indicated in clauses 3.1.4. and 3.1.5. of these Policy and Procedures may be considered for conditional admission in circumstances of state emergency, when travel to the MCAT test center is restricted. In such cases, applicants shall be considered based on their application packages, with the exception of the MCAT.

3.5.4. Conditional admission can be granted if an applicant has satisfied all admission requirements, with the exception of the MCAT. The MCAT must be taken within one calendar year of enrollment and an applicant must achieve a score of no less than 489. School ensures that the applicant will fulfill the requirements on a conditional basis. If the applicant does not meet the conditions, School reserves the right to recommend him/her for dismissal or extend the period of the conditional offer



for no more than twelve months by the decision of the Provost of the University. If the applicant meets the conditions, School will recommend changing the status of the applicant from conditional to unconditional by sending a Memo and forwarding the applicant's MCAT result to the Admissions Department. School reserves the right to cancel/waive the MCAT requirement upon recommendation by the Admissions Committee. In such cases, the School will recommend changing the status of the applicant from conditional to unconditional by sending a Memo.

3.5.5. Students of the University in their final semester of study of a qualifying program may be considered for conditional admission to the Program without the diploma and/or official final transcript in exceptional cases and with the condition that they will submit a final transcript and a diploma by the end of the first Fall semester according to the Academic calendar of the Program. Students admitted under this clause who fail to meet the condition will be dismissed from the program.

3.5.6. Applicants recommended for admission and rejected applicants should be notified by the Admissions Department within 10 (ten) working days of the Admissions Committee's decision. Notifications are distributed via electronic transmission.

3.5.7. The Admissions Committee shall place on a waiting list the applicants who fully meet admission requirements, but who were not admitted to the Program due to limits in the number of places open in the Program. Applicants on the waiting list will be ranked by the Admissions Committee. Should a place in the program become available prior to the first day of classes according to the Academic Calendar of the year of enrollment, it will be offered to the applicants, in order of rank on the waiting list, by a notification of admission. Applicants from the waiting list can participate in the additional selection process to study on scholarships other than Nazarbayev University educational grant or sponsorship or fee-paying basis (if applicable).

3.5.8. Upon receipt of the admission offer, the applicants should notify the University of their acceptance or rejection decision in writing within 5 (five) working days from the date of receipt of the notification letter or during the period indicated in the notification letter.

3.5.9. In the event that an applicant recommended for admission does not accept the offer or does not reply within the stated time limits, the applicant will not be enrolled to the Program and the admission offer shall be sent to the next most highly ranked applicant from the waiting list.

3.5.10. Enrollment to the Program shall be formalized by the Decision on Enrollment of the Provost of the University or his/her designated person based on the recommendations of the Admissions Committee and written notification of acceptance into the Program from the applicants.

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

The sources of funding shall be determined as follows:

- 1) the state educational order;
- 2) a specific scholarship and/or sponsorship;
- 3) applicant's own expense - for self-funded applicants or applicants whose



costs will be covered by their employer.

3.5.12. Applicants who have already earned a Master's degree or Doctor of Medicine and/or gained residency training program under the Republic of Kazakhstan state fund are not eligible for admission under the state educational order to the University's Doctor of Medicine Program.

3.5.13. The number of admitted students shall not exceed the number of places allocated to the Program.

3.5.14. Deferred admission can be granted for 1 (one) academic year by the Admissions Committee with the approval of the Dean of the School or his/her designated person. Deferred admission cannot be granted to the conditionally enrolled applicants. The awarding of grants or any financial support for deferred applicants is carried out in the framework of consideration of a new pool of applicants on a competitive basis.

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

3.5.15. Issues not covered by these Policy and Procedures shall be resolved by the Admissions Committee independently.

3.5.16. All documents and other materials submitted by or for applicants in connection with their application for admission to the Program become the property of the University and are subject to the University's rules and regulations concerning confidentiality.

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

Section 4. Waiver

4.1. The Provost of the University is eligible to grant a Waiver from a certain provision of these Policy and Procedures.

Section 5. Temporary Provision

5.1. Not applicable.

Section 6. Revision

6.1. These Policy and Procedures shall be reviewed each year within three years after its approval and revised if necessary.

Section 7. Related Documents

7.1. Not applicable.



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

Application package checklist for the Doctor of Medicine Program

1. Complete application form;
2. Scanned copy of national ID or passport;
3. Scanned copy of the notarized version of document confirming name change (if applicable);
4. Scanned copy of official degree diplomas/certificates with transcripts. Diplomas/certificates with transcripts received from Kazakhstani educational institutions must be notarized. Applicants who obtained their degree diplomas/certificates from foreign educational institutions additionally refer to Clause 3.2.8;
5. Verified score report of valid Academic IELTS or TOEFL (except Home Edition) 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. IELTS or TOEFL certificate valid (no more than 2 years) as of date of online documents submission. An applicant must indicate the Nazarbayev University as a recipient when registering for the test. In case if the applicant passed the test earlier, he/she can contact the test center and indicate the University as a recipient;
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 written within the last 12 months (to be provided by referees via University system or in scanned copy);
8. Scanned copy of the personal statement (500 or less);
9. Scanned copy of an essay (500 words or less);
10. Scanned copy of 075y medical certificate (for Kazakhstani candidates) or a similar medical certificate with indication of general health or other document as requested by the University (for international candidates);
11. Scanned copy of the document stating the presence or absence of a criminal record.

