

**Admission Policy and Procedures to the Residency Programs  
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 Residency Programs (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 recommendation 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. **IFOM (International Foundations of Medicine)** – a comprehensive examination that helps medical schools and other organizations around the world



assess students' knowledge and compare their performance against international standards;

9. **MD** – Doctor of Medicine program;

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

11. **Program** – Residency Programs in Pediatrics, Obstetrics and Gynecology, Family Medicine, General Surgery, Internal Medicine, Anatomic Pathology offered by the School;

12. **School** – School of Medicine of the University in which the Program are offered in agreement with the hospitals;

13. **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;

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. **UMC** - The Corporate Fund "University Medical Center";

16. **UMC Residency Admission Committee** - A designated committee by UMC, who reviews applications, evaluates applicants and makes recommendations with respect to admissions decisions of Admissions Committee;

17. **University** - autonomous organization of education Nazarbayev University;

18. **USMLE** (United States Medical Licensing Examination) - a three-step examination for medical licensure in the United States, which assesses an examinee's ability to apply knowledge, concepts, and principles and to demonstrate fundamental patient-centered skills;

19. **World Directory of Medical Schools** – a public database of institutions that provide medical education.

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.

3.1.3. **Unconditional admission.** Applicants applying to the Program for unconditional admission are expected to have:

1) MD or an equivalent terminal medical degree (highest level medical qualification, which provides the eligibility to obtain registration or certification to practice as an independent practitioner in the country), obtained in a recognized university according to the World Directory of Medical Schools. 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) the required level of English proficiency indicated in Clause 3.1.6. of these Policy and Procedures;

3) IFOM Basic Science Exam (BSE) or USMLE Step1 test report;

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

5) 2 (two) confidential letters of recommendation.

3.1.4. **Conditional admission.** The Admissions Committee will consider two categories of applicants for conditional admission:

1) applicants recommended for admission by UMC Residency Admission Committee but the ultimate decision to admit these candidates is made by the Admissions Committee; and

2) applicants that qualify for unconditional admission but are not able to provide IFOM Basic Science Exam (BSE) or USMLE Step 1 test report due to circumstances of force majeure or other reasons proving this impossibility. In this case, the Admissions Committee is entitled to accept applicants' documents for consideration without passing the tests. In doing so, the Admissions Committee develops and approves an effective selection process methodology and evaluation criteria and will consider such applicants on the conditional base. If such applicants are recommended for admission on the conditional base, they will provide IFOM Basic Science Exam (BSE) or USMLE Step 1 test report during the first calendar year of enrollment.

Applicants recommended for admission by UMC Residency Admission Committee to the Program for conditional admission are expected to have:

1) MD or an equivalent terminal medical degree (highest level medical qualification which provides the eligibility to obtain registration or certification to practice as an independent practitioner in the country), obtained in a recognized university according to the World Directory of Medical Schools. During the application period final year students may submit official current transcripts for consideration. An applicant may be enrolled based on evidence from graduating university that the applicant has completed the educational program and the applicant expects formal issuance of final transcript and/or diploma by certain date. In that case the decision on enrollment shall prescribe the period of time within which the applicant shall provide the necessary documents to the University;



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

3) 2 (two) confidential letters of recommendation.

The following conditions will apply to applicants recommended by UMC Residency Admission Committee admitted under Conditional admission during the first year of enrollment:

1) provide IFOM Basic Science (BSE) or USMLE Step 1 test report; and/or

2) the required level of English proficiency indicated in Clause 3.1.6. of the Policy and Procedures.

If any conditionally admitted applicant does not meet the conditions by the end of first year of enrollment, the School reserves the right to:

1) recommend for dismissal; or

2) extend the time frame of a conditional offer for no more than six months by the decision of the Provost of the University; or

3) propose other exam alternatives and timeframe to the Provost of the University, which, in case of Provost's approval will be indicated in the decision of the Provost.

If the applicant meets the conditions, the School will recommend to change the status of the applicant from conditional to unconditional by sending Memo and notifying the Admissions Department.

3.1.5. The relevance of the academic and experiential background, and the equivalency and appropriateness of earlier degrees, will be determined by the Admissions Committee according to the World Directory of Medical Schools database.

3.1.6. 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:

MD or equivalent terminal medical degree was earned in a country with English as the language of official communication, academic instruction and daily life;

MD or equivalent terminal medical degree was earned in a program which was officially taught in English;

the applicant is a graduate of the 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 or an electronic true copy of the transcript by digital credential services or by corporate email of the foreign education institution.

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 is authorized to review and approve the ranking of applicants according to selection process methodology developed and approved by the Admissions Committee. The Admissions Committee members are responsible for ensuring that the admission procedures comply with these Policy and Procedures.

3.3.3. All Programs will have a single Admissions Committee and Secretary. The Admissions Committee is composed of faculty members from the School and at least one external expert or representative of the Strategic Partner for each Program.

3.3.4. The total number of voting members of each 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). Members 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 each 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) execution of the Minutes of the Admissions Committee meetings;
- 3) maintaining applicants' application packages and interview evaluation results;
- 4) preparation of notification letters on admission and rejection letters;
- 5) authenticity of languages of the Minutes of the Admissions Committee meetings;
- 6) forwarding Minutes of the Admissions Committee meetings for registration and filing with the Admissions Department before formalizing the Decision of the Provost or his/her designated person on enrollment;
- 7) 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, 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 Admissions Committee screens application packages and checks that there is evidence of qualifications required by the Program. The





Admissions Committee 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 Admissions 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, interview results and recommends successful applicants for 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 discretion, otherwise are declined by the Admissions Committee.

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

3.5.4. 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 an official letter of admission.

3.5.5. 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 admission offer.

3.5.6. 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.

3.5.7. 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.

3.5.8. 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.

3.5.9. Applicants who have already gained residency training under the Republic of Kazakhstan state fund are not eligible for admission under the state educational order to the University's Residency Program.

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

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

3.5.12. 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.

3.5.13. 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 Residency  
Programs of the autonomous  
organization of education  
Nazarbayev University

**Application package checklist for the Residency Programs**

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 notarized official degree MD or equivalent terminal medical diploma with transcripts except applicants who obtained their degree diplomas/certificates from foreign educational institutions (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. Scanned copy of IFOM Basic Science Exam (BSE) or USMLE step 1 test report valid (no more than 2 years) as of date of online documents submission;
7. Two confidential letters of recommendation written within the last 12 months from academic or clinical referees preferably related to the specific residency program (to be provided by referees via University system or in scanned copy);
8. Scanned copy of the personal statement (up to 500 words);
9. 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);
10. Scanned copy of the notarized version of document stating the presence or absence of a criminal record;
11. Scanned copy of the letter of recommendation from UMC (only for candidates from UMC).

