

**Admission Policy and Procedures to the Clinical Fellowship 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 Clinical Fellowship 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 School established to implement arrangements for admission to the Program;

2. **Assessment of the professional readiness of graduates of educational programs in the field of healthcare** - knowledge and skills assessment procedure, conducted by an assessment organization accredited by the authorized agency of the Republic of Kazakhstan, to determine whether a graduate of a medical education program meets the requirements of a professional standard in the field of healthcare;

3. **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 Dean of the School or his/her designated person 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. **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;

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

7. **Program** – Clinical Fellowship Program offered by the School;

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

9. **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;

10. **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);

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

12. **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 applicants 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, based on available positions for each specific Clinical Fellowship Program.

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 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;

2) Certificate of Completion of a relevant (for the specific Clinical Fellowship) Residency Program obtained at the University, or any recognized university in the Republic of Kazakhstan according to the World Directory of Medical Schools, or any medical institution recognized by the Ministry of Health of the Republic of Kazakhstan;

3) assessment of the professional readiness of graduates of educational programs in the field of healthcare in the relevant medical specialty, according to the specific Fellowship program (if not available at the moment of application because of ongoing administrative processing, this certification must be provided within the starting date of the Program);

4) the required level of English proficiency indicated in Clause 3.1.5. of these Policy and Procedures;

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

6) 2 (two) confidential letters of recommendation.

3.1.4. 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.

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

1) 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; however, conditional admission because of the language requirements can be granted if an applicant has satisfied all admission requirements, with the exception of the required level of English Proficiency. At the time of the application, the candidate must demonstrate an overall IELTS test score of 6.0, or the equivalent TOEFL score as posted on the ETS website. The IELTS with the appropriate score (overall IELTS test score of 6.5 with no sub-scores less than 6.0) must be taken within one calendar year of enrollment.

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.

3.1.6. 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:

1) submit copies of the documents indicated in Appendix to the School in-person;

2) fill out the application form and sign the consent for personal data processing.

3.2.2. The Admissions Committee may request additional documents when necessary.

Documents of enrolled fellows required by these Policy and Procedures and submitted to the School during the admission period are used for formation of the fellow'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 and are published on the website of the School.

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 one program offered by the School.



3.2.7. The admission decision is not subject to appeal.

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

Applicants who obtained their degree diplomas/certificates from foreign education institutions must request their official transcripts to be sent directly to the School. 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 School 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 applicants provide a notarized certificate of a diploma issued by the Ministry of Science and Higher Education of the Republic of Kazakhstan or an apostilled document by a foreign education institution, sending an official transcript directly to the School 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. Each Fellowship program will have a specific Admissions Committee (different from the others) and a Secretary. The Admissions Committee is composed of the Program Director, relevant local experts from the hospital site or from the School and, if available, external experts/representatives 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).

3.3.5. The activities of the Admissions Committee are managed by the Program Director (hereinafter – the Chair). Members of the Admissions Committee, including the Chair, shall be approved by the Decision of the Dean of the School 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 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) ensuring the match of the language versions of the Minutes of the Admissions Committee meetings;
- 6) formalizing the Decision of the Dean 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 admission period.

### **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 School, 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 email.

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 start of the Program, 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 School 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 Dean of the School 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) employment contract with the relevant hospital(s) involved in the specific Clinical Fellowship Program;
- 2) a specific scholarship and/or sponsorship;
- 3) additional funding from the employer.

3.5.9. The application and final admission to each specific Clinical Fellowship Program is subject to the funding availability and available positions at the relevant hospital(s), as explained in clause 3.5.8. of these Policy and Procedures.

3.5.10. The number of admitted fellows shall not exceed the number of places available 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 School 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 Managing Council is eligible to grant a Waiver from certain provisions 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 Clinical  
Fellowship Programs of the  
autonomous organization of  
education Nazarbayev  
University

**Application package checklist for the Clinical Fellowship Programs**

1. Complete application form for the specific Fellowship Program.
2. Copy of national ID or passport.
3. Copy of the notarized version of document confirming name change (if applicable).
4. 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. of the Admission Policy and Procedures to the Clinical Fellowship Programs of the autonomous organization of education Nazarbayev University).
5. Copy of notarized Certificate of Residency completion (relevant for the specific Clinical Fellowship program).
6. Copy of notarized assessment of the professional readiness of graduates of Educational programs in the field of healthcare in the relevant medical specialty, according to the specific Fellowship program (if not available at the moment of application because of ongoing administrative processing, this certification must be provided within the starting date of the Program).
7. Academic IELTS or TOEFL (except Home Edition) test certificate valid (no more than 2 years) as of date of documents submission.
8. Two confidential letters of recommendation written within the last 12 months from academic or clinical referees preferably related to the specific fellowship program (to be provided by referees to the School email address or in hard copy).
9. Personal statement (up to 500 words).
10. 075y medical certificate (for Kazakhstani candidates) or a similar medical certificate with indication of general health or other document as requested by the School (for international candidates).
11. Document stating the presence or absence of a criminal record.

