

**CONFIRMED BY:
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« ___ » _____ 2020 y.

Admission rules for Master's degree and Doctoral studies (PhD) of Satbayev University for 2020-2021 academic year

1. General provisions

1.1 These Rules of Admission to the Master's degree and Doctoral studies (PhD) of Satbayev University (hereinafter - SU or University) are based on:

- The Law of the Republic of Kazakhstan «On Education» dated 27 July, 2007 № 319-III. (as amended and supplemented on 19.04.2019);
- Order of the Minister of Education and Science of the Republic of Kazakhstan of June 8, 2020 No. 237 «On amendments and additions to the Order of the Minister of Education and Science of the Republic of Kazakhstan on October 31, 2018, No. 600 «On approval of the Model rules of admission to training in educational organizations that implement educational programs of higher and postgraduate education».

1.2 The formation of the contingent of master's degree/doctoral students of SU is carried out through the placement of state educational order for the training of scientific and pedagogical personnel, as well as payment for training at the expense of own funds of citizens and other sources.

1.3 Citizens of the Republic of Kazakhstan are provided with the right to receive free postgraduate education on a competitive basis in accordance with the state educational order if they receive education at this level for the first time, except for military, special educational institutions.

1.4 Stateless persons permanently residing in the Republic of Kazakhstan may receive free postgraduate education on a competitive basis in accordance with a state educational order if they receive education at this level for the first time, except for military, special educational institutions.

1.5 The education of foreigners in Master's degree/Doctoral studies (PhD) is carried out on a paid basis. Getting a free postgraduate education by foreigners on a competitive basis in accordance with the state educational order is determined by international agreements of the Republic of Kazakhstan

1.6 Training in Master's degree/Doctoral studies (PhD) is carried out by state educational order and on a paid basis.

1.7 Admission of persons to the Master's degree / Doctoral studies (PhD) is carried out on a competitive basis based on the results of the CT and entrance examinations.

1.8 The persons who were issued documents on education in the foreign educational organizations are required to undergo the procedure of recognition or nostrification of documents on education to be admitted to the Master's degree/Doctoral studies (PhD) in educational organizations of the Republic of Kazakhstan according to the received level of education and training profile. The documents on education, issued by the foreign educational organizations, are recognized in the territory of the Republic of Kazakhstan according to the international contracts (agreements).

1.9 Citizens who have mastered the professional educational programs of higher and postgraduate education respectively in the relevant or related specialties are admitted to the Master's Degree/Doctoral studies (PhD) of the University. In case of non-conformity of specialties, the profile chairs of KazNRTU independently determine the necessary pre-requisites for mastering the appropriate professional educational program of the Master's degree/Doctoral studies (PhD). In the absence of the necessary pre-requisite master's degree / doctoral students are allowed to master them on a paid basis on the basic program of postgraduate education until the end of the first year of study, which is included in addition to the individual educational plan of the student.

1.10 Master's degree student who has completed a specialized master's degree program is admitted to a doctoral studies subject to additional mastery of pedagogical profile programs.

1.11 Entrance examinations for admission to the Doctoral studies (PhD) are held to determine the ability of applicants to master relevant educational programs.

1.12 Acceptance of applications for the Master's degree is held from June 15 to July 15, for the Doctoral studies (PhD) from July 3 to August 3 of this year.

A complex testing for the Master's degree program is conducted from 1 to 15 August of a calendar year.

Entrance examinations for groups of educational programs of the Doctoral studies (PhD) are held from 4 to 20 August of the calendar year, enrollment - until August 28.

2. The procedure for admission to the Master's degree and Doctoral studies (PhD).

2.1 For admission of documents and organization of entrance examinations, an admission committee is established at the University. The Chairman of the Admissions Committee is the Head of the University. The composition of the Admissions Committee shall be approved by the order of the Head of the University.

2.2 Persons who have completed the educational programs of higher education are admitted to the Master's degree program.

2.3 Persons entering the Master's degree program submit the following documents to the University:

- 1) an application to the Head of the university (in arbitrary form);
- 2) the document on higher education (the original document);
- 3) a copy of the identity document (required for personal identification);
- 4) six photos 3x4 centimeters in size;
- 5) medical certificate of Form 086-U in electronic format, approved by Order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 № 907 "On approval of forms of primary medical documentation of health care organizations" (registered in the Register of state registration of regulatory legal acts under № 6697) (hereinafter - Order № 907);
- 6) certificate of passing a foreign language test (English if available);
- 7) a document confirming the employment activity (for persons with work experience);
- 8) the list of scientific and methodological works (if exists).

Along with copies of the documents mentioned in this paragraph, their originals shall be provided for verification. After verification, the original documents shall be returned.

2.4 The candidates who have "Master's" degree and work experience not less than 1 (one) year in the specialty are admitted to the Doctoral studies.

2.5 Persons entering the Doctoral studies and meeting the requirements of paragraph 2.4 of these Rules submit the following documents to the University:

- 1) application (in arbitrary form);
- 2) the document on higher education (the original document, when submitting documents to the Admissions Office);
- 3) a copy of the identity document;
- 4) a personal record sheet or other document confirming the employment activity, certified by the personnel department at the place of work;
- 5) six photos 3x4 centimeters in size;
- 6) medical certificate of Form 086-U;
- 7) an international certificate confirming knowledge of a foreign language in accordance with the common European competencies (standards) of foreign language proficiency. Authenticity and period of validity of submitted certificates are checked by the admissions committee of the HEI.
- 8) the list of scientific and methodological works (scientific publications, research plan, essays and other documents) for the last 3 calendar years;
- 9) a brief scientific project (ResearchProposal);
- 10) the scientific supervisor's written consent to supervise the dissertation, with a seal affixed from the place of work (preferably);

11) a motivational letter (at least 250 words, Times New Roman 14 font, interval 1.5).

Along with copies of the documents mentioned in this paragraph, their originals shall be provided for verification. After verification, the original documents shall be returned.

2.6 Foreigners may study at the Doctoral studies on a paid basis.

2.7 The interview is conducted by an examination commission approved by the Rector in order to identify the candidate's readiness for independent scientific work on the stated topic.

3. The procedure for the entrance examinations

3.1 Persons entering the Master's degree program take a complex testing on the groups of educational programs, consisting of a test of foreign language, a test on the profile of the group of educational programs, a test on the determination of readiness for training.

3.2 Persons who have one of the international certificates confirming the knowledge of a foreign language in accordance with the common European competencies (standards) of foreign language proficiency are exempt from the foreign language test of the CT for the Master's degree program in the following languages:

IELTS / International English Language Tests System, threshold score - not less than 6.0;

IELTS INDICATOR, threshold score - not less than 6.0;

TOEFL ITP / Test of English as a Foreign Language Institutional Testing Program, threshold score - not less than 543 points;

TOEFL IBT / Test of English as a Foreign Language Institutional Testing Program Internet-based Test, threshold score - not less than 60;

TOEFL PBT / Test of English as a Foreign Language Paper-based testing, threshold score - not less than 498;

Duolingo English Test, threshold score - not less than 95;

CEFR (Common European Framework of Reference), threshold score - B2;

3.3 Persons entering the Doctoral studies provide international certificates confirming their knowledge of a foreign language in accordance with the common European competencies (standards) of foreign language proficiency:

TOEFL ITP / Test of English as a Foreign Language Institutional Testing Program, threshold score - not less than 460 points;

TOEFL IBT / Test of English as a Foreign Language Institutional Testing Program Internet-based Test, threshold score - not less than 46;

TOEFL PBT / Test of English as a Foreign Language Paper-based testing, threshold score - not less than 453;

IELTS (Academic) / International English Language Tests System, threshold score - not less than 5.5.

Duolingo English Test, threshold score - not less than 85;

CEFR (Common European Framework of Reference), threshold score - B2;

The foreign citizens entering the Master's degree/Doctoral studies (PhD) on a paid basis pass entrance examinations in the language of study (Kazakh, Russian) and in educational programs.

3.4 The entrance examination for the Master's degree (complex testing) is conducted by the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - NTC). The certificate is issued according to the results of complex testing.

3.5 Complex testing is carried out at the entrance examinations points determined by the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - MES RK). The retaking of a CT in the year of their passing is not allowed.

3.6 The entrance examination for groups of educational programs of the Doctoral studies is conducted by the University. In this case, an applicant passes the entrance examination for a group of educational programs of the Doctoral studies only at the HEI to which he enters.

3.7 For the period of entrance examinations for the Doctoral studies - examination commissions for groups of educational programs are created at the University. It is allowed to create one examination commission for related areas of training.

3.8 Examination commissions for groups of educational programs are formed from the faculty, employees of the University and scientific organizations that have the degree of doctor or candidate of sciences or the degree of doctor of philosophy (PhD) in the relevant profile.

The composition of the examination commissions with the indication of their chairmen is approved by the order of the Rector.

3.9 Programs of entrance examinations for educational programs are formed by the respective chairs on the basis of model (working) programs for the disciplines of mandatory component of the previous level of education.

3.10 A summary schedule of entrance examinations for groups of educational programs of the Doctoral studies is submitted to the Department of Higher and Postgraduate Education of the MES RK twenty calendar days before the examinations.

The entrance examination schedule is brought to the attention of candidates no later than August 4 by posting information on the University's official website and on the information board.

3.11 In case of disagreement with the results of the exam and to ensure compliance with the unified requirements, the Republican Appeals Commission at the Ministry of Education and Science of the Republic of Kazakhstan and the Appeals Commission at the University are established.

3.12. The chairman and the composition of the Republican Appeals Commission, the chairmen of the appeals commissions created in the entrance examinations points shall be approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan.

The composition of the Appeals Commission of the University shall be approved by the order of the Chairman of the Admissions Committee.

The appeals commissions are created for consideration of applications of persons who do not agree with the results of entrance examinations and complex testing.

3.13. The Appeals Commission accepts and considers applications from persons entering the Master's degree/Doctoral studies, on the content of examination materials and technical reasons.

The Appeals Commission makes a decision to add points to the person appealing the results of the entrance examination for groups of educational programs of postgraduate education.

The results of the consideration of the appeal of the complex testing for the Master's degree program are transmitted by the Appeals Commission to the Republican Appeals Commission.

Republican Appeals Commission considers the validity of the proposal of the Appeals Commission and within one day after receiving the proposal of the Appeals Commission decides to add points to the person appealing the results of complex testing for study in the Master's degree program.

3.14. The application for the appeal is submitted to the Chairman of the Appeals Commission by a person entering the Master's degree program, Doctoral studies. Applications on the content of examination materials and for technical reasons are accepted until 13.00 hours the next day after the announcement of the results of entrance examinations and considered by the Appeals Commission within one day from the date of application.

The results of entrance examinations are announced on the day of their conduct.

The Appeals Commission shall work with each person individually. In case of failure of a person to appear at the meeting of the Appeals Commission, his application for appeal is not considered.

3.15. During consideration of the application by the Appeals Commission, the person who filed the appeal shall provide an identity document.

3.16. Decisions of the Appeals Commission shall be made by the majority of votes of the total number of members of the Commission. In case of equality of votes, the vote of the Chairman of the Commission shall be decisive. The work of the Appeals Commissions shall be executed in a protocol signed by the Chairman and all members of the Commission.

3.17. In order to ensure proper order during the entrance examinations and complex testing, representatives of the Ministry of Education and Science of the RK are sent to the entrance examinations points and HEIs.

4. Enrollment in the Master' degree program and Doctoral studies.

4.1 The admission of persons to the Master's degree program is carried out following the results of the CT according to the 150-point Scale system of grading for CT for the master's degree program with the Kazakh or Russian language of training in accordance with Appendix 1 to the present Model rules (hereinafter - Appendix 1): not less than 75 points, thus on a foreign language - not less than 25 points, on a profile of a group of educational programs: with a choice of one correct answer - not less than 15 points, with a choice of one or more correct answers - not less than 20 points, on a test determining the readiness for training - not less than 15 points.

4.2 The persons who have scored the highest points on the CT and entrance examination are admitted on a competitive basis for training under the state educational order:

- For scientific-pedagogical master's degree program - not less than 100 points in accordance with Appendix 1;

Appendix 1

150-point Scale system of grading for complex testing for the Master's degree program with the Kazakh or Russian language of training

| Types of test | Task Form | Test language | Number of tests | Points |
|-----------------------|-------------------------|---------------|-----------------|--------|
| Foreign Language Test | Listening | English | 50 | 50 |
| | Lexico-grammatical test | | | |

| | | | | |
|--|--|----------------|-----|-----|
| | | | | |
| | Reading | | | |
| Test on the determination of readiness for training. | With a choice of one correct answer | Kazakh/Russian | 30 | 30 |
| Test on the profile of a group of educational programs | With a choice of one correct answer | Kazakh/Russian | 30 | 30 |
| | With a choice of one or more correct answers | Kazakh/Russian | 20 | 40 |
| Total | | | 130 | 150 |

Persons holding certificates of foreign language (English) tests specified in paragraph 3.2 of the Rules shall be awarded the highest score in the 100-point grading system.

4.3 Enrollment in the number of doctoral students is carried out by the admissions committee based on the results of the entrance examination for groups of educational programs of the Doctoral studies and the certificate confirming the knowledge of a foreign language in accordance with the common European competencies (standards) of foreign language proficiency.

4.4 During the enrollment, doctoral students independently choose an educational program from the corresponding group of educational programs.

4.5 Admission of persons for the targeted training of Doctors of Philosophy (PhD) by state educational order is made on a competitive basis.

4.6 Undeveloped places under the state educational order, including target ones, are returned to the authorized bodies in the field of education, health care and culture in the form of an application for further redistribution between universities in the context of groups of educational programs of postgraduate education until September 5 of the calendar year.

4.7 During the redistribution, first of all, applications of higher education institutions that have the highest scores on the results of entrance examinations for the relevant group of educational programs of postgraduate education are satisfied. In the absence of applicants for this group of educational programs of postgraduate education the redistribution is carried out in the appropriate direction of postgraduate education. Redistribution of undeveloped places is approved by the order of the authorized body before September 30 of the calendar year.

4.8 The university submits the final report on the organization and conduct of admission, as well as copies of orders for admission to the Master's degree program and Doctoral studies by state educational order to the authorized bodies in the field of education within 10 calendar days.

5. Rules and regulations for entrance examinations.

5.1 Preparing for the entrance examination for admission to the Doctoral

studies:

Preparation for the entrance examination includes:

- forming tasks by groups of educational programs;
- preparation of examination cards and variants of examination tasks;
- preparation of classrooms for entrance examinations;
- distribution of applicants by classrooms.

5.2 The formation of the program for the entrance examinations is carried out by the heads of the profile chairs that train PhD doctors.

5.3 Entrance examination materials are signed and approved by the vice-rector of the corresponding subject examination commissions of programs of the Doctoral studies (PhD).

5.4 Each set of examination tasks shall be sealed and stored in an authorized structural unit.

5.5 All entrance examinations are held in pre-prepared classrooms.

5.6 Entrance examinations for disciplines of groups of educational programs are held in accordance with the approved schedule.

5.7 Presence of unauthorized persons at the entrance examinations without the permission of the Chairman of the admission committee is not allowed.

5.8 During the entrance examinations, the admission committee:

- organizes and controls the admission regime to classrooms where the entrance examinations are held;
- provides observance of unified rules and norms of their conduct.

5.9 The entrance exams shall start strictly according to the schedule. The applicant must arrive at least 15 minutes before the entrance examination with his/her identity document.

5.10 In the event of a delay of more than 15 minutes in the beginning of the entrance examination, the candidate shall not be admitted to the examination and shall be considered to have failed the examination. In the event of a delay of less than 15 minutes, the candidate may be admitted to the examination and the time for completing the task shall not be extended.

5.11 Candidates who do not appear at the entrance examination without a valid reason shall not be allowed to take a missed test.

5.12 The valid reasons for skipping the entrance examination are:

- the applicant's illness (confirmed by presenting a certificate of illness from a state medical institution);
- emergency situation.

5.13 Persons who failed to appear at the entrance examination for a valid reason shall take part in the examination by decision of the admissions committee on the basis of a written application specifying the reason for the absence and the presence of a supporting document. It is allowed to take the exam according to an individual schedule within the time limits specified in the Admission Rules. By the end of the specified time limits, the relevant entrance examinations are not held and no complaints are accepted.

5.14 During the entrance examination, applicants must observe the following rules of conduct:

- to take the place specified by the examiner or the staff member of the admissions committee;
- to remain silent;
- to work independently, do not talk to other examiners, do not help other applicants to complete their tasks;
- not to use any reference materials (training manuals, handbooks, etc.) in your work, except those issued by the admissions committee;
- not to use any mobile communication means, calculators or other devices;
- not to leave the boundaries of the classroom, where the entrance examination is held, without the permission of the examiner or the staff member of the admissions committee;
- to use for recording only blanks of the prescribed form with the stamp of the Admissions Committee of the University.

5.15. For violation of rules of conduct, the applicant shall be removed from the entrance examination with a score of "0 points", regardless of the number of correctly completed tasks, on which the act approved by the admissions committee shall be drawn up. The admissions committee shall not consider claims from the applicant removed from the entrance examination for violation of rules of conduct.

Vice-Rector for Science

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