Non-commercial joint stock company «K.Zhubanov Aktobe Regional University»

Approved
by the decision of the Board of
Directors of the Non-Profit Joint Stock
Company " K.Zhubanov Aktobe Regional
University" (decision No. 9 dated August 16,
2022; with amendments and additions
from decision No. 3 dated March 28,
2023; decision No. 4 dated July 12, 2024;
decision No. 5 dated June 30, 2025; decision
No. 3 dated June 5)

RULES FOR ADMISSION
of students to educational programs of higher and postgraduate education in Non-commercial joint stock company «K.Zhubanov Aktobe Regional University»

Aktobe, 2026

1. GENERAL PROVISIONS

1. Rules for admission of students to educational programs of higher and postgraduate education in Aktobe Regional University named after K. Zhubanov (hereinafter – University) are developed on the basis of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", Standard Rules for Admission to study in educational organizations implementing educational programs of higher and postgraduate education, approved by the order of the Minister of Education Ministry of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600, Rules for conducting unified national testing approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017 No. 204, Methodological recommendations for compliance of related groups of higher education programs and specialties of technical and professional, post-secondary education approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 1, 2019 year No. 134, the Rules for awarding an educational grant to pay for higher or postgraduate education with the award of a bachelor's or master's degree, approved by the Decree of the Government of the Republic of Kazakhstan dated August 11, 2023 No. 403, State Compulsory Standards for Higher and Postgraduate Education, approved by Order No. 2 of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2020.

2. These rules define the procedure for admission to study at the university's educational programs.

3. Persons with general secondary, technical and vocational, post-secondary, higher, postgraduate education are admitted to the university. The training format is full–time. The study group for each educational program is formed in the number of at least 10 students.

4. The formation of the university's student contingent is carried out through the placement of an educational grant of higher and postgraduate education at the expense of the republican or local budget, as well as tuition fees at the expense of citizens' own funds and other sources.

2. THE PROCEDURE FOR ADMISSION TO THE BACHELOR'S DEGREE

2.1 Rules for submitting documents

5. To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget and (or) enroll in paid education, persons with secondary, technical and vocational or post-secondary education are allowed, with the exception of applicants in related areas of higher education training that provide for shortened terms of study, who have passed the UNT and gained according to its results: in the field of education "Pedagogical Sciences" – at least 75 points, in other educational programs − at least 60 points. Including the following EPG (Educational program group):

№	Groups of educational programs	Threshold Score for a scholarship	Threshold score for paid tuition
1	B005 Physical culture teachers training	90	100
2	B009 Mathematics teachers training	80	85
3	B010 Physics teachers training	80	85
4	B012 Chemistry teachers training	75	80
5	B013 Biology teachers training	75	80
6	B014 Geography teachers traing	75	80
7	B015 Training of teachers of humanitarian subject	75	80

8	B016 Kazakh language and literature teachers training	75	100
9	B018 Foreign language teachers training	90	100
10	B028 Choreography	60	100
11	B031 Fashion, design	60	100
12	B034 History	60	75
13	B036 Translation studies	65	75
14	B037 Philology	60	75
15	B041 Psychology	60	70
16	B049 Law	75	90
17	B050 Biological and related sciences	60	70
18	B051 Environment	60	70
19	B052 Earth Science	70	70
20	B053 Chemistry	60	70
21	B054 Physics	65	75
22	B055 Mathematics and statistics	65	75
23	B057 Information technology	60	70
24	B062 Electrical technics and energetics	70	70
25	B063 Electrical Engineering and Automation	65	70
26	B065 Transport equipment and technology	60	70
27	B068 Food production	70	70
28	B070 Textiles: clothing, footwear and leather goods	60	70
29	B071 Mining and mineral extraction	60	70
30	B074 Urban planning, construction and civil engineering	60	70
31	B171 Metallurgy	60	70
32	B092 Leisure	60	70

5.1 For the following categories of applicants, minimum passing scores apply for admission to fee-paying basis (at least 75 points for the "6B01 Pedagogical Sciences" field of study and the "6B042 Law" training program, and at least 50 points for all other programs):

- "Altyn Belgi" holders;
- Winners and prize-winners of international and (or) republic olympiads in general education subjects, provided that the selected UNT elective subject aligns with the subject of the olympiad, within the last three years, in accordance with the List approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated December 7, 2011, No. 514 'On Approval of the List of republic and international olympiads and scientific project competitions (scientific

competitions) in general education subjects, performers' competitions, professional skill competitions, and sports competitions' (incorporating changes and additions as of April 30, 2025).

6. At the same time, in the History of Kazakhstan and two specialized subjects of the UNT and (or) creative exam, it is necessary to score you must score at least 5 points, and in the subjects of Reading Literacy and Mathematical literacy at least 3 points.

7. To participate in the competition for award of educational grant of higher education at the expense of the republican budget or the local budget and (or) enrollment in paid training in related areas of higher education training that provide for shorter training periods, persons with technical and vocational, post-secondary education, who have passed the UNT and have scored at least 25 points and in the field of education "Pedagogical Sciences" – at least 35 points, including at least 5 points in each discipline of the UNT and (or) creative exam.

8. When passing the UNT in electronic format, the applicant participates in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget with one of the two UNT results that have the required number of points specified in the above paragraph.

9. Persons holding certificates of the international standardized tests SAT, ACT, IB, A-Level, TOEFL ITP, TOEFL IBT, IELTS participate in the competition for the award of an educational grant and (or) are enrolled in universities for a paid department, in accordance with the scale of points transfer, according to Appendix 1 to these rules.

9.1. Persons who have a KAZTEST certificate confirming their proficiency in the Kazakh language, not lower than level B1 (intermediate), are optionally exempt from taking a core subject or special discipline of the UNT “Kazakh Language” and participate in a competition for the award of an educational grant and (or) are enrolled in OHPE for a paid department, in accordance with the scale for transferring points, in accordance with Appendix 2-1 to these Rules.

9.2. Graduates of the autonomous educational organization "Nazarbayev Intellectual Schools" who have UNT certificates based on the transfer of points for external assessment of learning outcomes, in accordance with the scale of transfer of points, according to Appendix 2-2 of these Standard Rules, participate in the competition for the award of an educational grant and (or) enroll in universities for a paid department.

10. Upon admission to study at the OHPE, an admission quota is provided in the amount approved by the Decree of the Government of the Republic of Kazakhstan dated July 26, 2023 No. 357 "On Approval of the admission quota for admission to study in educational organizations implementing educational programs of technical and professional, post-secondary and higher education" (registered in the Register of State Registration of normfederal regulatory legal acts No. 33174).

11. Admission of persons entering the OHPE is carried out to their applications on a competitive basis, except for the case, in accordance with the points of the certificate of the established sample, in the form approved by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated October 23, 2007 No. 502 "On approval of the form of strict reporting documents used by educational organizations in the educational activity" (registered in the Register of State Registration of Regulatory Legal Acts under No. 4991) and (or) an electronic certificate with unique data of the applicant, officially confirming the results of the unified national testing (UNT) published on the website of the National Testing Center (hereinafter referred to as the UNT certificate).

12. Citizens of the Republic of Kazakhstan who have technical and professional, post-secondary education are accepted for training in educational programs of higher education that provide for shorter training periods in accordance with the Methodological Recommendations of compliance of related groups of educational programs of higher education and specialties of technical and professional, post-secondary education approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 1, 2019 No. 134. For admission on a paid basis, an interview is held.

12-1. Admission of citizens who have a general secondary education and have served military service to study at the OHPE on a paid basis is carried out within two years after completing military service based on the results of an interview conducted by the admissions committees of the OHPE

during the calendar year. At the same time, enrollment of citizens who have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

12-2. Citizens of the Republic of Kazakhstan who have served military service, have technical and professional, post-secondary or higher education, are accepted within two years after completing military service for training on a paid basis under educational programs of higher education that provide for shorter training periods based on the results of an interview conducted by the admissions committees of OHPE during the calendar year. At the same time, enrollment of citizens who have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

13. Admission of persons with higher education, providing for a reduced period of study is carried out on the basis of an interview. The term of study for graduates of OHPE is determined by the decision of a special commission based on the recognition of mutual compliance of disciplines based on the results of previous training.

14. Persons who do not reach the threshold score according to the results of the UNT results are not accepted to the university.

15. In the conditions of declaring a state of emergency, establishing or strengthening quarantine measures, a virtual admissions office will function.

16. An admissions committee is established at the university by the decision of the Chairman of the Board-the Rector or by a person acting as his / her duties. The admissions committee consists of vice-rectors, representatives of heads of structural divisions and faculty of the University. The admissions committee consists of an odd number, and the chairman of the admissions committee is elected by a majority vote from among the members of the commission. The Executive Secretary of the Admissions Committee is appointed as the Chairman of the Admissions Committee. If the votes are equal, the vote of the chairman of the admissions committee is decisive.

2.2. THE PROCEDURE FOR ADMISSION AND CONDUCT OF SPECIAL AND (OR) CREATIVE EXAMS

17. Admission to study in groups of educational programs of higher education that require special and (or) creative training, including in the areas of education "Pedagogical Sciences", is carried out taking into account the results of special and (or) creative exams.

18. For the organization and conduct of special and (or) creative examinations, by the decision of the first head of the university or by a person acting as his / her duties, a commission is created for the period of the examination.

19. The commission consists of representatives of the university from among the teaching staff, public organizations, mass media. The commission for creative examinations in the areas of training "Art" and " Training of teachers with a subject specialization of general development " also includes persons with the appropriate education in the profile and are recommended by the local authorized person in the field of culture and sports. The examination board does not include members of the appeal commission. The commission consists of an odd number of members, and the chairman of the commission is elected by a majority vote from among the members of the commission. The commission's decision is considered competent if at least two-thirds of its members are present at the meeting. The decision of the commission is made by a majority vote of those present at the exam. In case of equality of votes, the vote of the chairman of the commission is decisive.

20. Special and (or) creative examinations are conducted according to groups of educational programs, in accordance with the List of groups of educational programs for which special and (or) creative examinations are conducted in accordance with Appendix 3 to these admission rules.

21. Persons enrolled in educational programs of higher education that require special and (or) creative training, including in the field of education "Pedagogical Sciences", for passing special and (or) creative exams, submit the following documents to the admissions committee of OHPE:

1) a document on general secondary or technical and vocational, post-secondary education (original);

2) 2 photo cards measuring 3 x 4 cm;

3) a copy of the identity document;

4) UNT certificate (if available);

5) a copy of the document confirming the existence of one of the sports categories and (or) sports titles established by paragraph 1 of Article 35 of the Law of the Republic of Kazakhstan dated July 3, 2014 "On Physical Culture and Sport" (if any).

22. The application period for the first session of creative exams for applicants applying for educational grants is from June 20 to July 5 of the calendar year.

The application period for the second session of creative exams for applicants applying to higher education institutions on a tuition-paying basis is from August 5 to August 10 of the calendar year.

23. The creative examinations are conducted from July 7 to August 15 of the calendar year:

First session: from July 7 to July 12 – for applicants participating in the competition for the award of educational grants;

Second session: from August 11 to August 15 – for applicants applying for admission on a tuition-paying basis.

24. Persons entering a group of higher education programs of higher education that require creative training, who have documents on general secondary, technical and professional or post-secondary education, pass two creative exams.

25. Persons entering a group of educational programs of higher education that require creative training in related areas of higher education training, providing for shortened terms of study, pass one creative exam.

26. The form of conducting special and / or creative examinations is established in accordance with Appendix 4 to these Rules.

27. Acceptance of incoming documents and conducting a special exam for admission in the field of education "Pedagogical Sciences" are carried out from June 20 to August 24 of the calendar year.

28. Persons entering a group of higher education programs of higher education that require creative training pass creative exams at their chosen universities.

29. For graduates of organizations of secondary or technical and professional, post-secondary education, entering a group of educational programs of higher education that require creative training, points on the history of Kazakhstan, reading literacy (language of instruction) are taken into account.

29-1. In the UNT o the discipline "History of Kazakhstan" it is necessary to score at least 5 points, and "Reading literacy" it is necessary to score at least 3 points. For the group of educational programs "B005 Training of physical education teachers", “B007 Training Teacher of Artistic Labor and Technical Drawing” and "B031 Fashion, design" in the disciplines "History of Kazakhstan" and" Reading literacy", it is necessary to score at least 20 points in total. In addition, for applicants holding the 'Master of Sports' title applying for the 'B005 Physical Education Teacher Training' group of educational programs, the minimum threshold score for the UNT is set at no less than 10 points; similarly, for graduates of art schools applying for 'B005 Art and Drawing Teacher Training', the threshold is no less than 15 points. In this regard, candidates are required to submit the original documents certifying these achievements to the admissions committee. “B006 Teacher Training in Music”, “B092 Leisure Studies” " in the disciplines "History of Kazakhstan" and" Reading literacy", it is necessary to score at least 15 points in total. “B028 Choreography” " in the disciplines "History of Kazakhstan" and" Reading literacy", it is necessary to score at least 10 points in total. With non-corresponding UNT passing scores, documents are not accepted.

30. For persons entering a group of educational programs of higher education that require creative training in related areas of higher education training, providing for shorter training periods, points in the profile discipline are taken into account.

31. Persons entering the university in the field of education "Pedagogical Sciences" pass one special exam, and scores are taken into account in the history of Kazakhstan, mathematical literacy, reading literacy (the language of instruction), and two specialized subjects.

32. For persons entering related areas of higher education training that provide for shorter training periods, points in general professional and special disciplines are taken into account.

33. The special exam is conducted in the form of an interview at the university. This exam is necessary to determine the propensity for pedagogical activity, personal qualities and communicative competencies, the level of motivation for conscious pedagogy.

34. The program of the special exam is developed by the Faculty Pedagogy and Management in Education. The program for conducting creative exams is developed by the Professional and Creative Faculty. Programs are approved by the Chairman of the university's admissions Committee.

35. The schedule of special and creative examinations (form of examination, date, time and place of holding, consultation) is approved by the chairman of the admissions committee and brought to the attention of applicants before the start of admission of documents and published on the official website of the university.

36. Admission to the audience (room) for Special and creative examinations is carried out upon presentation of an identity document. At the same time, Special and creative exams are held in classrooms (premises), stadiums equipped with video and (or) audio recording.

37. Before the beginning of Special and creative exams, applicants are given an examination material and procedure required for the design of title pages is explained, as well as the time of the beginning and of the creative exams, the time and place of announcement of the results, and the procedure for filing an application for appeal are indicated.

38. Creative exams for applicants who have documents on general secondary or technical and professional, post-secondary education are evaluated according to a 50-point system.

Persons entering the group of educational programs "B005-Training of physical education teachers" and having the sports title "Master of Sports of the Republic of Kazakhstan" are awarded maximum points on creative exams by the commission.

39. The creative exam for applicants in related areas of higher education training, which provide for shorter training periods, is evaluated to a 20-point system.

40. The special exam for applicants in the fields of education "Pedagogical Sciences" is evaluated in the form of "admission" or "non-admission".

41. The results of the creative exam are drawn up in a statement of assessments, the results of the special exam - by a statement of admission, the protocol of the commission in any form and are transmitted to the executive secretary of the admissions committee (his deputy) to announce the results. The minutes of the commission are signed by the chairman and all members of the Commission present.

42. The results of special and / or creative exams are announced on the day of the exam.

43. According to the results of special examinations in the fields of education "Pedagogical Sciences", an extract from the statement is issued to the applicant for presentation to the OHPE at the place of enrollment.

44. According to the results of the creative exam, the applicant is given an extract from the statement for admission to the OHPE on a paid basis, regardless of the place of the creative exam.

45. For the period of exams, in order to comply with the requirements for a special and / or creative exam, resolve disputes, protect the rights of persons passing the relevant exams, an appeal commission is created by order of the first head or a person performing his / her duties, whose composition consists of an odd number of members, including its chairman.

46. The application for appeal is submitted to the chairman of the appeal commission personally by the person who passed a special or creative exam, is accepted until 13.00 hours of the next day after the announcement of the results of the special or creative exam and is considered by the appeal commission within one day.

47. The decision of the appeal commission is considered competent if at least two thirds of its members are present at the meeting. The decision on the appeal of disagreement with the results of a special or creative exam is made by a majority vote of the number of members of the commission

present. If the votes of the members of the appeal commission are equal, the chairman's vote is decisive. The work of the appeals commission is formalized by a protocol signed by the chairman and all members of the commission present.

48. On the day of completion of the special and (or) creative exam, the University transmits to the information system of the National Testing Center of the Ministry of Higher Education and Science of the Republic of Kazakhstan the results of the special and (or) creative examination of applicants for participation in the competition for awarding an educational grant of higher education at the expense of the republican budget and (or) enrollment in OHPE.

2.3. THE PROCEDURE FOR CONDUCTING AN ENTRANCE EXAM (INTERVIEW) FOR PERSONS WITH TECHNICAL AND VOCATIONAL OR POST-SECONDARY, HIGHER EDUCATION

49. Admission of persons with technical and professional or post-secondary higher education in related areas of training of higher education personnel, providing for reduced terms of study, entering paid training is carried out on the basis of an interview.

50. Admission of persons entering the university for reduced periods of study is carried out based on the results of interviews conducted by subject commissions at the request of applicants.

51. The purpose of conducting interviews of persons with technical, professional or post-secondary, higher education is to check the level of knowledge and personal prerequisites associated with the acquisition of a profession according to the chosen educational program.

52. The subject commission of the interview is formed by the order of the chairman of the admissions committee. The composition includes the chairman, members of the teaching staff.

53. The interview program, questions, tasks are submitted by departments, implemented educational programs analyzed and approved by the chairman of the admissions committee and brought to the attention of applicants before the start of the admissions campaign.

54. The interview is conducted after receiving the applicant's documents to the admissions committee, the answers are evaluated as "recommend" or "not recommend".

55. The results of the interview are recorded in a statement and a protocol, both signed by the members of the admission committee. The results of the interview of each applicant are issued in the form of an "Extract from the interview sheet".

56. The interview statement is submitted by the chairman of the subject commission to the executive secretary of the admissions committee no later than the day of the interview.

2.4. ENROLLMENT

57. Enrollment of incoming students to the university at the expense of the republican budget or local budget or on a fee basis is carried out by admission commissions from June 20 to August 25 of the calendar year for studying in Kazakh, Russian or English by order of the first head of the university or a person acting as her/his duties.

58. Holders of an educational grant of higher education at the expense of the republican budget or the local budget, submit an application for admission to the OHPE specified in the certificate and are enrolled in the number of students by order of the head of the OHPE or the person acting as his / her duties.

59. Holders of an educational grant of higher education in groups of educational programs requiring creative training are enrolled in the OHPE, in which they passed creative exams.

60. Citizens of the Republic of Kazakhstan, who enroll on the basis of a state grant, conclude a contract on working out at least 3 (three) years. In accordance with the procedure established by the Decree of the Government of the Republic of Kazakhstan dated August 11, 2023 No. 403 "On approval of the Rules for sending a specialist to work, reimbursement of expenses, incurred at the expense of budget funds, granting the right to self-employment, exemption from the obligation to work for citizens of the Republic of Kazakhstan who studied on the basis of a state educational standard" (registered in

the Register of State Regulatory Legal Acts under No. 33291) and Order No. 443 of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 "On Approval of the Rules for Awarding an Educational Grant to Pay for higher or Postgraduate Education with the award of a “Bachelor's” or “Master's Degree” (registered in the Register of State of regulatory legal acts under No. 33345).

61. Graduates of organizations of secondary or technical and professional, post-secondary education of the current year, who have passed the UNT in accordance with Order No. 204 of the Ministry of Higher Education and Science of the Republic of Kazakhstan and have scored a threshold score, submit an application to the first head of the university or a person performing his duties for admission to the university on a fee basis before receiving a document on general average or technical and vocational, post-secondary education.

62. At the same time, students of graduating grades 11 (12) classes of secondary education organizations in the period from February 1 to August 25 of the calendar year submit an application addressed to the head of the university or a person performing his duties for admission to the university on a fee basis before receiving a document on general secondary education.

63. After receiving a document on general secondary or technical and vocational, post-secondary education, applicants submit documents according to the list.

64. Applicants to the Admissions Committee of the University must attach to the application for admission:

1) Applications addressed to the head of the OHPE in any form;

2) A document on general secondary, technical and vocational, post-secondary or higher education (original);

3) An identity document, or an electronic document from the digital document service (required for identification);

4) 6 photo cards measuring 3 x 4 cm;

5) a medical certificate in the form 075-U, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KR DSM-175 / 2020 "On approval of forms of accounting documentation in the field of healthcare".

6) UNT certificate;

7) an extract from the statement (for applicants for educational programs of higher education that require special and / or creative training, including in the field of education "Pedagogical Sciences");

8) electronic certificate of the award of an educational grant (if any).

65. Citizens from among the disabled of groups I and II, disabled since childhood, disabled children, persons equated by benefits and guarantees to participants and invalids of the Great Patriotic War, persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, orphans and children left without parental care6 as well as citizens of the Republic of Kazakhstan from among the youth, who lost or remained without parental care until adulthood, children from families in which four or more minor children are brought up, children from single-parent families who have this status for at least three years, children from families raising disabled children from childhood, disabled people of group I/ II additionally submit documents confirming the granting of preferential rights and quotas.

66. Admission to the university is conducted according to higher education programs and language departments. An additional 20 students need to be enrolled in the Kazakh department, and 10 students each in the other departments (Russian and English).

67. Enrollment in educational programs of higher education for which creative examinations are established, is carried out taking into account the scores on these exams, with the exception of applicants in related areas of higher education training, which provide for shorter training periods.

68. Enrollment in the fields of education "Pedagogical Sciences" is carried out taking into account the results of a special exam.

69. Enrollment in the university on a tuition-paying basis is carried out only upon payment of at least 30% of the total annual tuition fee, except for applicants whose tuition fees will be paid by

private organizations or companies. In such cases, the applicant must provide a letter of guarantee from the respective organization or company.

70. In the event that an applicant applies for an educational loan issued by second-tier banks, the applicant shall be enrolled as a university student upon submission of a relevant certificate from the bank confirming that their documents are currently under review.

71. At the same time, he / she is granted a deferral on payment of the amount specified in the educational services agreement and payable before the enrollment of a citizen, for the period of registration of an educational loan, but not more than 4 (four) weeks from the date of receipt of a certificate from the bank.

72. Documents in a foreign language are provided with a notarized translation into Kazakh or Russian. Educational documents issued by foreign educational organizations are subject to the procedure of recognition of educational documents in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during the first (1) academic period of study.

2.4.1 ADMISSION TO THE EDUCATIONAL PROGRAM "6B02303 FOREIGN PHILOLOGY"

73.1 Admission to the educational program "6B02303 Foreign Philology" is conducted within the established quota — no more than one academic group (up to 30 students) from among citizens of the Republic of Kazakhstan.

73.2 The acceptance of applications from applicants is carried out from June 20 to August 13 of the current year.

73.3 On August 14, a meeting of the admissions committee is held to select 30 candidates who scored the highest points based on the results of the UNT (Unified National Testing).

73.4 Candidate selection is carried out solely on the basis of UNT results. No other categories of applicants are taken into account, including persons with benefits or other grounds outside the UNT.

73.5 This selection procedure does not apply to applicants admitted to this educational program based on an educational grant allocated from the state budget.

73.6 In case an applicant who passed the selection refuses admission, their place may be offered to the next candidate in the ranking list formed based on the UNT results.

73.7 The results of the admissions committee meeting and the list of applicants recommended for admission shall be published on August 15 on the official information resources of the university.

3. THE PROCEDURE FOR ADMISSION TO THE MASTER'S PROGRAM

74. Admission of persons to the Master's program, including targeted training, is carried out on a competitive basis based on the results of comprehensive testing (hereinafter referred to as CT).

75. Educational documents issued by foreign educational organizations are recognized in accordance with the established legislative procedure. Documents in a foreign language are provided with a notarized translation into Kazakh or Russian.

76. Educational documents issued by foreign educational organizations are subject to the procedure of recognition of educational documents in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during the 1st (first) academic period of study.

76-1. Admission of persons who have served military service to the specialized magistracy on a fee basis for three years after completing military service is carried out without entrance exams, based on the results of an interview conducted by the admissions committees of the OHPE during the calendar year. At the same time, the enrollment of citizens who have served military service is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

76-2. Admission to groups of MBA and DBA educational programs is carried out by the OVPO independently. The dates of the entrance exams and enrollment in the educational programs of the DBA are determined by the OHPE independently. Training in DBA educational programs is carried out on a paid basis.

77. For applicants to the Master's program, the admissions committee advises applicants on the issues of the group of educational programs of postgraduate education, familiarizing them with the CT procedure and / or the entrance exam.

78. Acceptance of applications for the Master's degree is carried out by admission commissions and (or) through the NTC information system in the following terms:

1) from June 1 to July 8 of the calendar year;

2) from October 28 to November 10 of the calendar year.

79. CT for the Master's degree is held from July 20 to August 10 and from November 19 to December 11 of the calendar year.

80. Persons who have completed higher education programs are admitted to the Master's program.

81. Persons entering the scientific and pedagogical master's degree program pass a CT, which includes a test in a foreign language (optional English, German, French), a test on the profile of groups of educational programs, a test to determine readiness for elective study in Kazakh or Russian language.

82. Persons entering a specialized master's degree program with Kazakh or Russian language of instruction, pass a CT, which includes a test on the profile of groups of educational programs of their choice in Kazakh or Russian.

83. Persons entering a specialized master's degree program with English as the language of instruction, pass a CT, which includes a test on the profile of groups of educational programs in English.

84. CT is carried out in accordance with the Rules comprehensive testing approved by the Order of the Minister of Higher Education and Science of the Republic of Kazakhstan dated May 8, 2019 No. 190 (registered in the Register of State Registration of Regulatory Legal Acts under No. 18657).

85. CT is conducted by the National Testing Center of the Ministry of Higher Education and Science of the Republic of Kazakhstan at the points of CT determined by the Ministry of Higher Education and Science of the Republic of Kazakhstan (hereinafter referred to as the MSHE RK).

86. According to the results CT, an electronic certificate is issued, which is confirmed on the website of the National Testing Center of the Ministry Higher Education and Science of the Kazakhstan.

87. Retake of CT in the year of their delivery is not allowed.

88. Persons who have one of the international certificates confirming foreign language proficiency in accordance with the pan–European competencies (standards) of foreign language proficiency are exempt from the foreign language CT test in the following languages:

English: IELTS Academic (International English Language Testing System Academic), threshold score – not less than 6.0;

TOEFL IBT (Test of English as a Foreign Language Internet-based test), threshold score – at least 60;

German: Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, Niveau B2/level B2), TestDaF-Prufung (NiveauB2/level B2);

French: TFI (Test de Franzais International™) – at least level B2 in reading and listening sections, DELF – Diplome d'Etudes en Langue franzaise) - level B2, DALF (Diplome Approfondi de Langue franzaise – level B2, TCF (Test de connaissance du français) – not lower than the B2 level.

89. Persons entering the master's program for groups of educational programs in the fields of education "Pedagogical Sciences", "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction Industries", as well as training areas "Humanities", "Social Sciences", " Business and management" are exempt from CT in the master's degree with Kazakh or Russian languages of study in the presence of an international

certificate of passing the standardized test Graduate Record Examinations GRE with points according to Appendix 5 to these rules.

90. Persons entering the master's program for groups of educational programs in the fields of education "Pedagogical Sciences", "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction Industries", as well as training areas "Humanities", "Social Sciences", " Business and management" are exempt from CT in the master's degree with Kazakh, Russian or English languages of study in the presence of an international certificate of passing the standardized test Graduate Record Examinations GRE with points according to Appendix 6 to these rules.

91. Persons entering the master's degree for groups of educational programs in the direction of training "Business and Management" are exempt from CT in the master's degree program with Kazakh, Russian or English languages of instruction in the presence of an international certificate of passing the standardized Graduate Management Admission Test (GMAT) with scores according to with Appendix 7 to these rules.

Admission to the MBA/EMBA program is carried out based on applications from applicants based on the results of a competitive selection during an interview.

Admission of citizens of the Republic of Kazakhstan to the MBA/EMBA program is carried out only on a paid basis. Payment for training is carried out at the expense of citizens' own funds and other sources.

Foreign citizens are admitted to MBA/EMBA programs in the manner established by the legislation of the Republic of Kazakhstan, international treaties, as well as internal documentation of the University.

Requirements for Master's students of the MBA/EMBA program (individuals: citizens of the Republic of Kazakhstan and non-residents):

- MBA:

• Work experience of at least 2 years (or with work experience in the field of "Business and Management" of at least 1 year);

• Mandatory provision of an open resume describing the education received and work experience;

- EMBA:

• EMBA - top managers, executives, chief specialists of companies and organizations with at least 3 years of work experience (or with at least 2 years of work experience in the field of Business and Management);

• Mandatory provision of an open resume describing the education received and work experience.

92. When submitting documents for participation in the competition for the award of an educational grant, as well as when enrolling, the authenticity and validity period of the submitted certificates are checked by the admissions committee. Applicants to the Master's degree must submit the following list of documents:

1. an application in any form;

2. Document of higher education (original) (for admission to the master's degree);

3. An identity document or an electronic document from the digital documents service (required for identification);

4. 6 photo cards measuring of 3x4 cm;

5. a medical certificate in the form 075/y in electronic format, approved by order No. KR DSM-175/2020;

6. Certificate confirming foreign language proficiency:

English language proficiency:

IELTS Academic (International English Language Testing System Academic), threshold score – not less than 6.0;

TOEFL IBT (Test of English as a Foreign Language Internet-based test), threshold score – at least 60;

German language proficiency: Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, Niveau B2/level B2), TestDaF-Prufung (NiveauB2/level B2);

French language proficiency: TFI (Test de Franzais International™) – at least level B2 in reading and listening sections, DELF – Diplome d'Etudes en Langue franzaise) – level B2, DALF (Diplome Approfondi de Langue franzaise – - level B2, TCF (Test de connaissance du français – lower than the B2 level.

7. a document confirming employment (for persons with work experience);

8. List of scientific and methodological works (if any).

The documents listed in subclauses 7), 8) are provided in originals and copies, after verification of which the originals are returned to the recipient.

93. Persons who have completed foreign OHPE in countries whose state or official language is English and who have specialized accreditation of foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member states of the Organization for Economic Cooperation and Development (OECD) are exempt from the "Foreign Language" testing block (English) for 5 years language) CT in the master's degree program with Kazakh or Russian language of instruction.

94. Applicants to the Master's degree program in the application indicate one group of educational programs and up to 3 (three) OHPE.

95. CT results are announced on the day of their implementation.

96. Enrollment of persons to the scientific and pedagogical master's program on a fee basis is carried out according to the results of CT in accordance with the Scale of the 150-point assessment system for CT in the master's program with the Kazakh or Russian language of instruction according to with Annex 8 to these rules: at least 75 points, while in a foreign language – at least 25 points, according to profile groups of educational programs: with the choice of one correct answer – at least 7 points, with the choice of one or more correct answers – at least 7 points, on the test to determine readiness for training – at least 7 points.

97. Enrollment of persons to the profile master's program with Kazakh or Russian language of instruction on a fee basis is carried out according to the results of CT in accordance with the Scale of the 70-point assessment system for CT in the profile master's program with the Kazakh or Russian language of instruction according to Annex 9 to these rules: at least 30 points, in the profile discipline – not less than 7 points, in the second profile discipline – not less than 7 points.

98. Enrollment of persons to the profile master's program with English language of instruction on a fee basis is carried out according to the results of CT in accordance with the Scale of the 70-point assessment system for CT in the profile master's program with English language of instruction in according to Annex 10 to these rules: not less than 30 points, according to the profile of the group of educational programs: in the first profile discipline – not less than 7 points, in the second profile discipline – at least 7 points.

99. Enrollment in the university on a tuition-paying basis is carried out only upon payment of at least 30% of the total annual tuition fee, except for applicants whose tuition fees will be paid by private organizations or companies. In such cases, the applicant must provide a letter of guarantee from the respective organization or company.

100. Persons who have scored the highest scores in the CT and (or) entrance exam and (or) creative exams are enrolled for training under the state educational order on a competitive basis:

1) for a scientific and pedagogical master's degree – at least 75 points;

2) for specialized master's degree programs with Kazakh or Russian language of instruction – at least 30 points;

3) for a specialized master's degree program with English as the language of instruction – at least 30 points;

101. Admission to the Master's program is carried out in the following terms:

1) from August 15 to 28 of the calendar year;

2) from December 26 to January 10 of the calendar year.

102. Upon admission, if the profile of the master's educational program matches that of the previous higher education program, the learning outcomes of the previous level are recognized automatically; if the profile of the master's program does not match the previous higher education program, the master's student is assigned prerequisites to be completed.

4. THE PROCEDURE FOR ADMISSION TO THE DOCTORAL STUDIES

103. Citizens of the Republic of Kazakhstan and foreign citizens with a Master's degree and work experience of at least 9 months are accepted for doctoral studies.

104. Admission to doctoral studies is carried out on a competitive basis based only the results of entrance examinations for groups of educational programs.

105. For applicants to the doctoral program, the admissions committee carries out:

1) advising applicants on the issues of the selected group of educational programs of postgraduate education, familiarization with the entrance exam procedure;

2) organization of reception and verification of incoming documents;

3) organization of the entrance exam for groups of educational programs.

106. The entrance exam for doctoral studies in computer format consists of the following blocks:

1) an interview with the applicant conducted by the examination commission of the OHPE;

2) writing an essay;

3) answers to examination questions on the profile of the group of the educational program.

107. The final score is a set of points obtained by summing up the results of assessment of the essay, the answer to the examination questions on the profile of the group of the educational program and the interview in accordance with Appendix 11.

108. The entrance exam for doctoral studies is given 3 hours and 30 minutes (210 minutes), including:

- for an interview – 20 minutes;
- 190 minutes (3 hours and 10 minutes) to write an essay and answer exam questions on the profile of the group of the educational program.

109. Interviewing for persons entering the doctoral program is carried out by OHPE independently before passing the entrance exams in the blocks "Writing essays", "Answers to exam questions on the profile of a group of educational programs". The interview is aimed at assessing the professional and personal qualities of the applicant, the potential for conducting research or experimental research work.

110. The interview is conducted in person and (or) remotely with the mandatory use of video communication. The video is stored in the archive for at least three years. The interview is formalized by a protocol, which is signed by the chairman, members and secretary of the examination commission.

111. In case of non-appearance of the applicant for the interview, 0 points are awarded, a protocol is drawn up, which is signed by the chairman, members and secretary of the examination commission. A applicants who has not passed the interview are not allowed to participate in the competition for training under the state educational order and are not enrolled in the OHPE on a fee basis.

112. Materials for the entrance exam (the subjects of the essay, examination questions on the GOP) are developed by the university.

113. The exam on the profile of the group of educational programs includes 3 blocks of questions, of which: the 1st question determines the level and consistency of theoretical knowledge; the 2nd question reveals the degree of formation of functional competencies; the 3rd question is aimed at determining system competencies. The maximum number of points is 50.

114. Applicants can get acquainted with the results of the entrance exam on the next day of entrance exams through a notification in their personal account.

115. Examination materials that meet the requirements of the NTC must be received by the NTC no later than the deadline set by the authorized body.

116. For the period of the entrance examinations to doctoral studies, examination commissions for groups of educational programs are created in the OHPE. It is allowed to create one examination commission in related areas of training.

117. Examination commission for groups of educational programs are formed from the among the teaching staff of OHPE, employees of OHPE who have the academic degree of doctor or candidate of sciences, or the degree of Doctor of Philosophy (PhD) in the corresponding profile.

118. The examination commission does not include members of the appeal commission.

119. The examination commissions of the OHPE check the papers according to the individual code of the applicant and send the results of the examination through the information system to the NTC for further publication of the results.

120. Persons entering groups of educational programs in the fields of education "Pedagogical Sciences", "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and Construction industries", as well as the areas of training "Humanities", "Social Sciences", "Business and Management" they are exempt from entrance exams to doctoral studies in the presence of an international certificate of passing the standardized test Graduate Record Examinations test GRE with points according to Appendix 12 to these rules.

121. The composition of the examination and appeal commissions is approved by the order of the Chairman of the Admissions Committee of the University.

122. Acceptance of applications for doctoral studies is carried out by the admissions Committee and (or) through the NTC information system in the following terms:

1) from July 3 to August 3 of the calendar year;

2) from October 25 to November 10 of the calendar year.

123. Entrance examinations for groups of educational programs are held in the following terms:

1) from 4 to 20 August;

2) from November 19 to December 11 of the calendar year.

124. Admission to the doctoral program is carried out in the following terms:

1) from 15 to 28 August of the calendar year;

2) from December 26 to January 10 of the calendar year.

125. Registration for the subsequent entrance exam is allowed 1 (one) time; re-registration on the website of the NTC is not allowed.

126. Acceptance of documents is carried out on the website of the NTC, the applicant fills in personal data, selects 1 (one) university for admission to doctoral studies and 1 (one) GOP, chooses the place of the entrance exam.

127. The NTC forms a schedule of entrance exams by region. The programs and schedules of the entrance exam are brought to the attention of applicants 3 (three) days before the start of the entrance exam.

128. Applicants for doctoral studies must submit the following set of documents:

1) an application in any form;

2) a document of education (original, when submitting documents to the admissions committee);

3) an identity document, or an electronic document from the digital document service (required for identification);

4) Official certificate of passing the State Language exam (KAZTEST) issued by the NTC;

5) certificate confirming proficiency in a foreign language:

English: IELTS Academic (International English Language Testing System Academic) threshold score – not less than 5.0.

TOEFL IBT (Test of English as a Foreign Language Internet-based test), threshold score – at least 35;

TOEFL ITP (Test of English as a Foreign Language Institutional Testing Programm), threshold score – at least 417;

TOEIC (Test of English for International Communication Test of English фо Интернейшнал комуникэйшнfor International Communication), threshold score – not less than 550;

Duolingo English Test, with a threshold score of at least 80.

German: Deutsche Sprachpruefung fuer den Hochschulzugang (DSH, NiveauB1/level B1), TestDaF-Prufung (Niveau B1/level B1);

French: TFI (Test de Français International™ – not lower than level B1 in reading and listening sections), DELF (Diplome d'Etudes en Langue française) - level B1, DALF (Diplome Approfondi de Langue française – - level B1, TCF (Test de connaissance du français) – not lower than level B1.

The authenticity and validity period of the submitted certificates are checked by the admissions committees of OHPE.

6) a medical certificate in the form 075/y in electronic format, approved by order No. KR DSM-175/2020.

In cases of restrictive measures, the introduction of a state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, a medical certificate is provided directly to the educational organization as these measures are withdrawn;

7) 6 photos measuring 3x4 cm;

8) a personal personnel registration form or other document confirming employment, certified by the personnel service at the place of work;

9) a list of scientific publications for the last 3 calendar years (if any), a research plan and an essay;

The documents listed in subclauses 5) and 6) are provided in originals and copies, after verification of which the originals are returned to the applicant. When providing an incomplete list of documents specified in this paragraph, the admissions committee does not accept documents from applicants.

129. Applicantswho have a certificate TOEFL ITP take additional testing for English language proficiency before the start of the entrance exam for doctoral studies.

130. The number of test tasks for additional English language proficiency testing is 100 questions. The maximum number of points is 100 points.

131. Additional English language proficiency testing is evaluated in the form of "admission" or "non-admission". To get the "admission" score, you must score at least 75 points.

132. Additional English language proficiency testing is conducted by the NTC in organizations designated by the authorized body in the field of education.

133. The date, time and place of the additional English proficiency test are brought to the attention of applicants through their personal account.

134. The electronic certificate of the entrance exam is confirmed on the NTC website. The certificate of the entrance examination held from August 4 to August 20 is valid until December 1 of the current calendar year. The certificate of the entrance examination held between November 18 and December 11 is valid until March 1 of the following calendar year.

135. Persons who have completed foreign OHPE in countries whose state or official language is English and have specialized accreditation of foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the Member States of the Organization for Economic Cooperation and Development (OECD) for 5 years do not provide international certificates confirming foreign language proficiency in accordance with the pan-European competences (standards) of foreign language proficiency, as indicated above.

136. An application for appeal is accepted the next day from 13:00 to 13:40 hours after the announcement of the results of the entrance exam to the NTC through the personal account of the applicant.

137. Applications for appeal are considered by the Appeal Commission of the University within one day from the date of submission of the application.

138. The specific facts stated in the application for appeal are subject to review.

139. An appeal of the doctoral entrance exam in computer format is given 40 minutes in terms of content.

140. An appeal on the content of test items is considered in the following cases:

1) the correct answer does not match the code of correct answers (the correct answer option is indicated);

2) there is no correct answer;

3) there is more than one correct answer in test tasks with the choice of one correct answer from all offered (all options of correct answers are indicated).

4) incorrectly composed test task.

141. When submitting an application on the content for reviewing test tasks, the applicant indicates a reasoned justification (full explanation).

142. Applications for an appeal to review all test items without indicating a motivated reason (full explanation, step-by-step problem solving) are not subject to consideration.

143. An Appeal based on the results of writing essays and answers to examination questions on the profile of the group of the educational program and interviews carried out by the OHPE appeal commissions.

144. Enrollment to doctoral studies on a fee basis is carried out on the basis of an international certificate confirming foreign language proficiency in accordance with the pan-European competencies (standards) of foreign language proficiency and based on the results of the entrance exam for the profile of a group of doctoral educational programs and having scored at least 75 points out of a possible 100 points.

145. Enrollment in the university on a tuition-paying basis is carried out only upon payment of at least 30% of the total annual tuition fee, except for applicants whose tuition fees will be paid by private organizations or companies. In such cases, the applicant must provide a letter of guarantee from the respective organization or company.

146. Persons who have scored at least 75 points on the entrance exam are enrolled for doctoral studies under the state educational order on a competitive basis.

147. In the case of the same indicators of competitive scores, persons with the highest mark in the entrance exam according to the profile of the group of the educational program receive the priority right when enrolling in doctoral studies. Then, scores for essays, scientific achievements corresponding to the profile of the educational program are taken into account: scientific publications, including those in rating scientific publications included in the 1st, 2nd quartile according to the Journal Citation Reports of the company's Web of science database Clarivate Analytics for the last 3 calendar years; certificates of scientific developments; certificates of awarding scientific scholarships, grants; certificates/diplomas for participation in scientific conferences and competitions.

5. PROCEDURE FOR ADMISSION OF FOREIGN CITIZENS

148. Admission of foreign applicants for bachelor's, master's and doctoral studies for paid tuition is carried out by the admission committee in the form of an interview during the calendar year. The interview is conducted in Kazakh or Russian (at the applicant's choice). Except these EP interview will be only in English language: "6B02303 Foreign Philology", "7M02303 Foreign Philology", "8D02303 Foreign Philology", "6B06107 Computer Engineering", "6B07108 Electrical and electronic Engineering", "6B07209 Petroleum Engineering and Energy Management".

149. The receipt of free education by foreigners on a competitive basis in accordance with the state educational order is determined by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program.

150. Enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the beginning of the next academic period.

151. A commission is created by order of the chairman of the admissions committee to conduct an interview. Based on the results of the interview, the members of the commission decide on a recommendation for “enrollment” / “non-enrollment” of applicants to the university's educational programs. The results of the interview are drawn up by a statement signed by the members of the commission.

152. The decision on non-admission to the university may be made by the commission at a low level of interview results, inconsistencies with the requirements of the submitted educational document (absence of a notarized translation, defects and errors in registration).

153. For the period of the interview, in order to comply with uniform requirements and resolve disputed issues of applicants, an appeal commission is created.

154. The chairman and the composition of the appeal commission shall be approved by the Chairman of the Admissions Committee. The composition of the appeal commission is formed from the number of teachers in the subjects. Applications for appeal are accepted until 13.00 hours of the next day after the announcement of the results of the interview, and are considered by the appeals commission within one calendar day.

155. The decision on applications is made by a majority vote of the total number of members of the appeal commission. In case of votes, the vote of the chairman of the commission is decisive. The work of the appeal commission is formalized by the minutes of the meeting of the appeal commission, signed by the chairman and all members of the commission. The decision of the appeal commission is final and is not subject to revision. The Appeal commission informs the applicant about the results of the appeal.

156. The admission of students to the university is carried out by the admission committee from August 10 to August 25 of the calendar year by order of the Chairman of the Board - the Rector of the University or a person acting as his / her duties.

157. Holders of an educational grant at the expense of the republican budget or local budget, or funds received from the republican budget within the framework of targeted transfers, as well as tuition fees at the expense of their own funds of citizens and other sources choose an educational program from the corresponding group of educational programs.

158. To the admission committee of the university, applicants to the application for admission shall attach:

1) an application in any form;

2) a document on general secondary, technical and professional, post-secondary or higher education (original) and a notarized translation of the document into the state or Russian language;

3) 6 photo cards measuring 3x4 cm;

4) a medical certificate in the form 075-U, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KR DSM-175 / 2020 "On approval of forms of accounting documentation in the field of healthcare";

5) UNT certificate (for the Kazakh diaspora);

6) extract from the statement (for applicants for an interview)

7) certificate of award of an educational grant (for the Kazakh diaspora)

8) a copy of the passport (with a notarized translation into the state or Russian language).

159. Documents in a foreign language are provided with a notarized translation into Kazakh or Russian. Documents on education issued by foreign educational organizations undergo the nostrification procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons during the 1st (first) academic period of study.

6. PROCEDURE FOR THE ADMISSION OF STUDENTS TO DOUBLE-DEGREE EDUCATIONAL PROGRAMME GROUPS OF K. ZHUBANOV AKTOBE REGIONAL UNIVERSITY (KAZAKHSTAN) AND HERIOT-WATT UNIVERSITY (UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND)

160. The rules for the admission of students to the groups of double-degree educational programmes of K. Zhubanov Aktobe Regional University (Kazakhstan) and Heriot-Watt University (United Kingdom of Great Britain and Northern Ireland) (hereinafter referred to as KZ-UK programmes) have been developed on the basis of the following regulations:

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007;

- Standard Rules for Admission to Educational Organizations Implementing Educational Programmes of Higher and Postgraduate Education, approved by Order No. 600 of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018;
- Rules for Conducting the Unified National Testing, approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan dated May 2, 2017;
- Rules for awarding educational grants to pay for higher or postgraduate education with the award of "Bachelor" or "Master" degrees, approved by Resolution No. 443 of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023;
- Memorandum of Cooperation between the Ministry of Science and Higher Education of the Republic of Kazakhstan, Heriot-Watt University, and K. Zhubanov Aktobe Regional University dated February 1, 2023.

161. These Rules determine the procedure for admission to study under the KZ-UK programmes.

162. The formation of the student contingent for KZ-UK programmes is carried out through the placement of higher education grants funded by the republican budget or local budget, as well as through tuition payment by citizens' own funds and other sources.

163. At K. Zhubanov Aktobe Regional University, in agreement with Heriot-Watt University, by the decision of the Chairman of the Board – Rector or the person performing his duties, a Commission for conducting the Special Examination in English shall be established. The programme and content of the Special Examination are developed by Heriot-Watt University. The composition of the Commission includes representatives of Heriot-Watt University, Vice-Rectors of K. Zhubanov ARU, representatives of structural subdivisions, as well as representatives of public organizations and mass media. The Commission shall consist of an odd number of members; a representative of Heriot-Watt University shall be appointed as the Chairman.

164. Persons who have general secondary, technical and vocational, or post-secondary education, who have passed the UNT (Unified National Testing) and scored the required number of points based on its results, are admitted to participate in the competition for the award of a higher education grant at the expense of the republican budget and (or) local budget and for study on a fee-paying basis under KZ-UK programmes:

No.	Group of Educational Programs	Threshold Score for a scholarship	Threshold score for paid tuition
1	B057 (KZ-UK) Information Technologies	65	50
2	B062 (KZ-UK) Electrical Engineering and Power Engineering	65	50
3	B071 (KZ-UK) Mining and Extraction of Mineral Resources	65	50

165. In this regard, based on the UNT results, it is required to score at least 5 points in the History of Kazakhstan and the two profile subjects, and at least 3 points in Mathematical Literacy and Reading Literacy (language of instruction):

No.	Group of Educational Programs	UNT Profile Subjects
1	B057 (KZ-UK) Information Technologies	Mathematics – Informatics
2	B062 (KZ-UK) Electrical Engineering and Power Engineering	Mathematics – Physics

3	B071 (KZ-UK) Mining and Extraction of Mineral Resources	Mathematics – Physics

166. Persons with general secondary, technical and vocational, post-secondary, higher, or postgraduate education are admitted to KZ-UK programmes. The form of study is full-time.

167. Participation in the competition for the award of an educational grant at the expense of the republican or local budget is carried out based on UNT results obtained in the period from May 16 to July 5; the possibility of taking the UNT twice within the specified period is provided.

168. When taking the UNT in electronic format, an applicant participates in the competition for the award of a higher education grant at the expense of the republican budget or local budget with one of the two UNT results that has the required number of points indicated in the paragraph above.

169. Persons holding certificates of international standardized tests SAT, ACT, and IB participate in the competition for the award of an educational grant and (or) are admitted to the paid department of higher education institutions according to the score conversion scale in accordance with Appendix 1 to these Rules. In this case, SAT Subject results are converted to UNT points provided the profile subjects correspond.

170. Graduates of "Nazarbayev Intellectual Schools" (AEO) who possess UNT certificates obtained through the conversion of external assessment results (in accordance with the scale specified in Appendix 2-2 of these Standard Rules) may participate in the educational grant competition and/or apply for admission on a fee-paying basis.

171. For admission, a valid IELTS 5.0 certificate or a certificate of passing the Special Examination in English by Heriot-Watt University, conducted at the base of K. Zhubanov ARU, is required.

172. Acceptance of applications for the Special Examination is conducted online via Google Form or offline at the Admissions Committee.

173. The programme and content for conducting the Special Examination are developed by Heriot-Watt University. The examination includes verification of reading and academic writing skills, as well as readiness for learning in an English-speaking academic environment and research activities.

174. Admission of the applicant to the auditorium where the Special Examination is held is carried out upon presentation of an identity document.

175. The Special Examination is held at K. Zhubanov ARU and assessed by Heriot-Watt University.

176. Heriot-Watt University sends the results of the Special Examination in English to the Admissions Committee within 10 working days from the date of testing.

177. Upon receipt of the results, the Admissions Committee sends the official results to the applicants within 5 working days. The certificate is issued only to applicants who have shown a positive result and is valid for admission in the 2025-2026 academic year.

178. The results of the Special Examination are formalized by a protocol. The protocol is signed by the Chairman and all participating members of the Commission.

179. Applications for participation in the competition for awarding educational grants at the expense of the republican budget are accepted from July 13 to July 20 of the current year.

180. To participate in the competition for awarding a higher education grant at the expense of the republican or local budget, the following documents must be submitted:

- Document on education (certificate/diploma);
- Identity card;
- UNT certificate;
- Certificate of the Special Examination in English or IELTS 5.0 certificate;
- Documents confirming the right to benefits (if any).

181. Based on the decision of the Republican Commission, an order of the authorized body in the field of science and higher education is issued, and certificates are awarded to entrants.

182. Lists of holders of higher education grants are published in the mass media.

183. Admission to the ranks of students of KZ-UK programmes at the expense of the republican budget, local budget, or on a fee-paying basis is carried out by the Admissions Committee from June 20 to August 25 of the calendar year by order of the first head of the university or the person performing his duties.

184. Entrants shall attach the following to the application for admission to the University Admissions Committee:

- Document on general secondary, technical and vocational, post-secondary, or higher education (original);
- Identity card (copy);
- 2 photographs measuring 3 x 4 centimetres;
- Medical certificate in Form 075-U, approved by Order No. KR DSM-175/2020 of the Acting Minister of Healthcare of the Republic of Kazakhstan dated October 30, 2020 "On approval of forms of record documentation in the field of healthcare";
- UNT certificate (copy);
- Certificate of the Special Examination in English or IELTS certificate with a score of at least 5.0 (copy);
- Electronic certificate of the award of an educational grant (if any).

185. Documents in a foreign language shall be submitted with a notarized translation into Kazakh or Russian. Documents on education issued by foreign educational organizations shall undergo the procedure of recognition of documents on education in the manner prescribed by the legislation of the Republic of Kazakhstan within 1 (one) academic period of study after the persons are enrolled.

186. Foreign citizens are admitted to study at their own expense or at the expense of the republican budget under the quota for persons of Kazakh ethnicity who are not citizens of the Republic of Kazakhstan.

186.1. Admission of persons of Kazakh ethnicity who are not citizens of the Republic of Kazakhstan to study at the expense of the republican budget is carried out based on the UNT.

186.2. Admission of foreign citizens to study on a fee-paying basis is carried out based on the results of an interview and the Special Examination in English or an IELTS certificate with a score of not less than 5.0.

186.3. A subject commission for the interview is established by the order of the Chairman of the Admissions Committee. The composition includes a chairman and members of the academic staff. The number of commission members must be odd.

186.4. The results of the interview are formalized via a sheet (protocol) signed by the commission members. The result of the interview for each applicant is issued in the form of an "Extract from the Interview Sheet."

187. Entrants shall attach the following to the application for admission to the University Admissions Committee:

- Document on general secondary, technical and vocational, post-secondary, or higher education (original) together with a notarized translation into Kazakh or Russian. Documents on education issued by foreign educational organizations shall undergo the procedure of recognition of documents on education in the manner prescribed by the legislation of the Republic of Kazakhstan within 1 (one) academic period of study after the persons are enrolled;
- Copy of passport (with a notarized translation into the state or Russian language);
- 2 photographs measuring 3 x 4 centimetres;
- Medical certificate in Form 075-U, approved by Order No. KR DSM-175/2020 of the Acting Minister of Healthcare of the Republic of Kazakhstan dated October 30, 2020 "On approval of forms of record documentation in the field of healthcare";
- UNT certificate (copy);
- Certificate of the Special Examination in English or IELTS certificate with a score of at least 5.0 (copy);

- Electronic certificate of the award of an educational grant (if any);
- Extract from the interview protocol.

188. After the acceptance of the complete package of documents provided for in paragraphs 184 and 187 above, a contract for the provision of educational services is concluded between the head of K. Zhubanov ARU and the service recipient.

189. Based on the accepted documents, the Chairman of the Board – Rector or the person performing his duties issues an order on the enrollment of the service recipient into the ranks of students of KZ-UK programmes.

190. Enrollment in KZ-UK programmes is carried out on the basis of the order of the Rector of K. Zhubanov ARU in accordance with the documents of the authorized body on the awarding of a state educational grant.

191. After enrollment in KZ-UK programmes, students proceed to registration at Heriot-Watt University in the manner prescribed by the registration procedures and academic regulations of Heriot-Watt University.

AGREED

Director of the Department admissions and career development **_____ A.Kh. Zhumagaziyev**

Member of the Board – Vice-Rector for Academic Affairs **_____ L.N. Myasnikova**

Appendix 1

The scale of the conversion of the points of the SAT, ACT, IB, A-Level, TOEFL ITP, TOEFL IBT, IELTS

The scale of the conversion of the points of the international standardized SAT test certificate into UNT points

Table 1. Scale of conversion of International Standardized Test certificate SAT scores to UNT scores

SAT International standardized test		**UNT**	
Types of tests	**Points**	**Types of tests**	**Points**
SAT reasoning	At least 950points (out of 1600 points)	Reading literacy	7 out of 10
		Math literacy	7 out of 10
	At least 1050 points(out of 1600 points)	Reading literacy	8 out of 10
		Math literacy	8 out of 10
	At least 1150 points (out of 1600 points)	Reading literacy	9 out of 10
		Mathematical literacy	9 out of 10
	At least 1250 points(out of 1600 points)	Reading literacy	10 out of 10
		Math literacy	10
SAT subject	At least 625 points (out of 800 points) for each of the 2 profile subjects*	1 profile subject 2 profile subject	44 out of 50 44 out of 50
	At least 650 points (out of 800 points) for each of the 2 profile subjects*	1 profile subject 2 profile subject	46 out of 50 46 out 50
	At least 675 points (out of 800 points) for each of the 2 profile subjects*	1 profile subject 2 profile subject	48 out of 50 48 out of 50
	At least 700 points (out of 800 points) for each of the 2 profile subjects*	1 profile subject 2 profile subject	50 out of 50 50 out 50

* for the subject "English", IELTS results are taken into account

Note: SAT scores can be converted to UNT scores in the following cases:

1) if you have SAT reasoning and SAT subject certificates. At the same time, the applicant passes the UNT on the history of Kazakhstan and SAT subject points are converted to UNT points only if the profile subjects match;

For students with a valid SAT Reasoning certificate

Table 2. Scale of conversion of SAT Reasoning Certificate scores to UNT scores

SAT international standardized test		**UNT**	
Types of tests	**Points**	**Types of tests**	**Points**
SAT reasoning	At least 950 (out of 1600 points) points	Reading literacy	7 out of 10
		Math literacy	7 out of 10
	At least 1050 (out of 1600 points) points	Reading literacy	8 out of 10
		Math literacy	8 out of 10
	At least 1150 (out of 1600 points) points	Reading literacy	9 out of 10
		Math literacy	9 out of 10
	At least 1250 (out of 1600 points) points	Reading literacy	10 out of 10
		Math literacy	10 out of 10

* for the subject" English", IELTS results are taken into account

Note: If you have SAT reasoning certificates. At the same time, the applicant passes the UNT in the history of Kazakhstan and two specialized subjects.

Scale of conversion of points of the international certificate of the standardized test ACT into UNT points

Table 3. Scale of conversion of points of the international certificate of the ACT standardized test into UNT points

ACT International Standardized test		**UNT**	
Types of test	**Points**	**Types of test**	**Points**
English Mathematical Reading	at least 19 points (out of 36 points) for each section	Reading literacy	7 out of 10
		Mathematical Literacy	7 out of 10
English Mathematical Reading	at least 21 points (out of 36 points) for each section	Reading literacy	8 out of 10
		Mathematical literacy	8 out of 10
English Mathematical Reading	at least 23 points (out of 36 points) for each section	Reading literacy	9 out of 10
		Mathematical Literacy	9 out of 10
English Mathematical Reading	at least 26 points (out of 36 points) for each section	Reading literacy	10 out of 10
		Mathematical literacy	10 out of 10
Science (biology, geography, chemistry, physics)	At least 19points* (out of 36 points)	2 specialized subjects	44 out of 50 44 out of 50
Science (biology, geography, chemistry, physics)	At least 21points* (out of 36 points)	2 specialized subjects	46 out of 50 46 out of 50
Science (biology, geography, chemistry, physics)	At least 23points* (out of 36 points)	2 specialized subjects	48 out of 50 48 out of 50
Science (biology, geography, chemistry, physics)	At least 26points* (out of 36 points)	2 profile items	50 50

Note: ACT points when passing the UNT on the history of Kazakhstan are converted into UNT points only if the profile subjects correspond;

Scale for converting IB certificate or diploma points to UNT points

Table 4. Scale of conversion IB certificate or diploma points to UNT points

№	IIIBCertificate/ diploma details IB		IB						
			1	**2**	**3**	**4**	**5**	**6**	**7**
1	Mathematics / Maths (mathematical literacy)	**UNT SCORES**	3	5	6	7	8	9	10
2	profile subjects		16	26	32	40	46	49	50

Note: The transfer IB points to UNT points is carried out if the UNT is passed in the subjects History of Kazakhstan and Reading Literacy, and IB (AIB) points are transferred to UNT points if the profile subjects match.

Scale of transfer of points of the international baccalaureate program A Level to UNT points

Table 5. Scale of transfers of points of the international baccalaureate A Level program to UNT points

№	Subjects / grades		A Level						
			U	E	D	C	B	A	A*
1	Mathematics/ Maths (Mathematical Literacy)	UNT scores	3	5	6	7	8	9	10
2	profile subjects		16	26	32	40	46	49	50

Note: The international standardized tests SAT, ACT, IB, A-Level are not converted to UNT scores in individual subjects.

Scale of conversion of points of the certificate of international standardized tests IELTS into UNT points (profile subject/ special discipline" Foreign language(English)").

№	Type of test	Score	UNT scores in the profile subject "Foreign Language (English)"	UNT scores in the special discipline "Foreign Language (English)"
1	IELTS	6.0 and higher	50	50
2		5.5	46	46
3		5.0	42	42

Scale of conversion of points of the certificate of the international standardized tests TOEFL ibt, TOEFL itp into UNT points (profile subject/ special discipline " Foreign language (English)").

№	Type of test	Scores	UNT scores in the profile subject " Foreign Language (English)"	UNT scores in the special discipline "Foreign Language (English)"
1	TOEFL ibt	60 and higher	50	50
2		46-59	46	46
3		35-45	42	42
1	TOEFL itp	498 and higher	50	50
2		460-497	46	46
3		433-459	42	42

Appendix 2-1

Scale for converting KAZTEST certificate points into UNT points (core subject/special discipline "Kazakh language")

Type of test	Points	UNT points in the core subject "Kazakh language"	UNT points in the special discipline "Kazakh language"
KAZTEST	128-160	50	50
	96-127	46	46
	80-95	42	42

Appendix 2-2

Scale for converting points from external assessment of learning outcomes of NIS graduates into UNT certificate points

No.	Items	For graduates of JSC "NISH"							
		Maximum score	U(1)	E(2)	D(3)	C(4)	B(5)	A (6)	A* (7)
1	Kazakh language (reading literacy)	10	3	5	6	7	8	9	10
2	Kazakh language (major subject)	50	16	26	32	40	46	49	50
3	Russian language (reading literacy)	10	3	5	6	7	8	9	10
4	Russian language (major subject)	50	16	26	32	40	46	49	50
5	History of Kazakhstan	20	7	eleven	13	16	17	19	20
6	Mathematics (Math Literacy)	10	3	5	6	7	8	9	10
7	Mathematics (core subject)	50	16	26	32	40	46	49	50
8	Profile items	50	16	26	32	40	46	49	50

Appendix 3

The list of groups of educational programs for which special and (or) creative exams are conducted

	Name of groups of educational programs
	A group of educational programs that require special training
1.	Pedagogy and psychology
2.	Preschool education and upbringing
3.	Pedagogy and methods of primary education
4.	Training of teachers of mathematics
5.	Training of teachers of physics (IP)
6.	Training of teachers of computer sciences
7.	Preparation of teachers of chemistry (IP)
8.	Training of teachers of biology (IP)
9.	Training of teachers of geography
10.	Teacher training in humanitarian subjects (IP)
11.	Training of teachers of the Kazakh language and literature
12.	Training of teachers of the Russian language and literature
13.	Training of foreign language teachers
14.	Training of specialists in special pedagogy
	A group of educational programs that require creative preparation
1.	Training of physical education teachers
2.	Music teacher training
3.	Training of teachers of fine arts and drawing
4.	Choreography
5.	Fashion, design
6.	Leisure

Appendix 4

A group of educational programs that require creative preparation			
1	2	3*	4
B005	Training of physical education teachers	Standards for specialization	Standards for general physical fitness
B006	Training of Music teacher	Performing arts	Demonstration of general musical abilities
B007	Training of teachers of art work and drawing	Drawing (drawing of a human face mask made of plaster)	Painting (still life)
B028	Choreography	Performing skills	Colloquium. Practical work on the art of the choreographer
B031	Fashion, design	Abstract or presentation of an art project Drawing, painting	Colloquium Composition or drawing
B092	Leisure	Performing skills	Fundamentals of organizational and staging work

* in related areas of training higher education education personnel, providing for reduced terms of study

Appendix 5

Scale of conversion of the points of the international certificate of the standardized GRE test into CT scores for a master's degree with Kazakh or Russian language of instruction

International standardized test GRE			Comprehensive testing	
Test sections	Points for the fields of education "Pedagogical Sciences", training areas "Humanities", "Social Sciences"	Points for the fields of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, manufacturing and construction industries", areas of training "Business and management"	Types of test	Scores
Quantitative Reasoning	at least 155 points	at least 160 points	Test for determining readiness for training	10
Analytical Writing	at least 3 points	at least 3 points		
Quantitative Reasoning	at least 160 points	at least 165 points	Test for determining readiness for training	20
Analytical Writing	at least 4 points	at least at least 4 points		
Quantitative Reasoning	at least 165 points	at least 170 points	Test for determining readiness for training	30
Analytical Writing	at least 5 points	at least 5 points		
Verbal Reasoning	at least 145 points	at least 145 points	Foreign language test	25
Verbal Reasoning	at least 155 points	at least 155 points	Foreign language test	40
Verbal Reasoning	at least 165 points	at least 165 points	Foreign language test	50

Appendix 6

The scale of conversion of the points of the international certificate of the standardized GRE test into CT scores for a master's degree with English as the language of instruction

<table>
<tr><td colspan="3">International standardized test GRE</td><td colspan="2">Comprehensive testing</td></tr>
<tr><td>Test sections</td><td>Points for the fields of education "Pedagogical Sciences", training areas "Humanities", "Social Sciences"</td><td>Points for the fields of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, manufacturing and construction industries", training areas HR department "Business and management"</td><td>Types of test</td><td>Scores</td></tr>
<tr><td rowspan="2">Quantitative Reasoning</td><td rowspan="2">at least 155 points</td><td rowspan="2">at least 160 points</td><td>Test for determining readiness for training</td><td>30</td></tr>
<tr><td>Test for the profile of a group of educational programs</td><td>70</td></tr>
</table>

Appendix 7

Scale of conversion of the points of the international certificate of the standardized GMAT test into CT scores for a master's degree with Kazakh or Russian language of instruction

International standardized test GMAT		Comprehensive testing	
Test sections	Points for the training area "Business and Management"	Types of test	Points
Quantitative Reasoning	at least 40 points	Test to determine readiness for training	15
Integrated Reasoning	at least 4 points	Test to determine readiness for training	30
Verbal Reasoning	at least 20 points	Foreign language test	25
Analytical Writing	at least 3 points		
Quantitative Reasoning	At least 50 points	Test to determine readiness for training	20
Integrated Reasoning	At least 6 points	Test to determine readiness for training	50
Verbal Reasoning	at least 40 points	Foreign language test	35
Analytical Writing	at least 4 points		
Quantitative Reasoning	At least 60 points	Test to determine readiness for training	30
Integrated Reasoning	At least 8 points	Test to determine readiness for training	70
Verbal Reasoning	at least 40 points	Foreign language test	50
Analytical Writing	at least 4 points		

Appendix 8

Scale of a 150-point assessment system for comprehensive testing for a master's degree with Kazakh or Russian language of instruction

Types of tests	Form of tasks	Language	Number	Scores
Foreign language test *	Listening Vocabulary and grammar test Reading	English / German / French	50	50
Test for determining readiness for learning	with a choice of one correct answer	Kazakh / Russian	30	30
Test for 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

*for admission to the master's program in groups of educational programs that require knowledge of Arabic, an entrance exam in Arabic is taken.

* * for admission to the master's program in groups of educational programs that require creative training, creative exams are taken.

Appendix 9

Scale of the 70-point grading system for comprehensive testing in a specialized master's program with the Kazakh or Russian language of instruction

Types of test	Form of tasks	Language	Number of tests	Scores
Test by profile groups of educational programs	with the choice of one correct answer	Kazakh/ Russian	30	30
	with the choice of one or more correct answers	Kazakh / Russian	20	40
Total			50	70

Appendix 10

Scale of the 70-point grading system for CT in the Master's program with English as the language of instruction

Types of test	Form of tasks	Language	Number of tests	Scores
Test by profile groups of educational programs	with the choice of one correct answer	English	30	30
	with the choice of one or more correct answers	English	20	40
Total			**50**	**70**

Appendix 11

The scale of the 100-point grading system for admission to doctoral studies

Types of test	**Scores**
Interview	30
Essays	20
Exam according to the profile of the group of the educational program	50
Total	**100**

Appendix 12

The scale of conversion of the points of the international certificate of the standardized GRE test into the points of the entrance exam for doctoral studies

International standardized test GRE			Entrance exams	
Test sections	Points for the fields of education "Pedagogical Sciences", training areas "Humanities", "Social Sciences"	Points for the fields of education "Natural Sciences, Mathematics and Statistics", "Information and Communication Technologies", "Engineering, Manufacturing and construction industries", training areas course "Business and Management"	Entrance Exam Blocks	Points
Verbal Reasoning	at least 149 points	at least 145 points	Essay	5
Verbal Reasoning	at least 160 points	at least 150 points	Essay	7
Verbal Reasoning	at least 165 points	at least 160 points	Essay	10