


CASPIAN PUBLIC UNIVERSITY

**Approved
By Rector,
chairman of the Admissions committee
Nussenov Zh.M.
Protocol No. 1
dated 09.06.2021**

**Rules for admission to undergraduate, specialized and scientific-pedagogical
Master's and PhD programs
for 2021 - 2022 academic year**

Almaty, 2021

General provisions

These rules for admission to study at the EI "Caspian Public University" (hereinafter referred to as CPU) have been developed in accordance with:

- ✓ Standard rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education, order No. 600 of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018, developed in accordance with subparagraph 11) of Article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On education";
- ✓ Appendices 1, 1-1, 9 to the order of the Minister of Education and Science of the Republic of Kazakhstan dated 05.24.2021 No. 241;
- ✓ Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 241 dated May 24, 2021 On amendments and additions to the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 "On approval of the Model rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education";
- ✓ Letter of instruction on admission to higher educational institutions in 2021 from the Department of Higher and Postgraduate Education of the Ministry of Education and Science of the Republic of Kazakhstan for ref. No. 14-3/1042-VN dated May 27, 2021;
- ✓ Internal regulations of the EI "Caspian Public University" (hereinafter referred to as CPU, University) and determine the procedure for admission of persons to undergraduate, graduate and doctoral PhD programs of the University;
- ✓ By the decision of the head or the person acting his duties, a selection committee is created. The selection committee includes the head of educational programs of higher and (or) postgraduate education (hereinafter referred to as EPHPE), vice-rectors, heads of structural divisions and representatives of the teaching staff of EPHPE. The quantitative composition of the selection committee consists of an odd number of members. The chairman of the selection committee is the head of the EPHPE. By order of the head of the EPHPE or the person acting in his capacity, the responsible secretary of the selection committee is appointed.

Admission of persons entering the EI "Caspian Public University" (hereinafter referred to as CPU) is carried out by placing a state educational order and an educational grant for higher and postgraduate education at the expense of the republican budget or the local budget, as well as paying for tuition at the expense of the student's own funds and other sources.

To organize the work on accepting documents for undergraduate programs, conducting interviews with applicants, by order of the Rector, a selection committee

is created, and technical secretaries of the selection committee are appointed.

** regulations for admission and enrollment in the EI "Caspian Public University", will be accompanied by orders of the Ministry of Education and Science of the Republic of Kazakhstan, instructive letters of the Far East Higher Professional Education and additions to the Model Rules, which will be received during the work of the admissions committee in 2021*

I. Undergraduate

1. General requirements for admission to the program

1.1. Undergraduate programs of the University accept persons with general secondary (general secondary), technical and vocational (secondary vocational, post-secondary), higher (higher vocational) education.

1.2. Admission of persons entering the educational organizations of the Republic of Kazakhstan, implementing educational programs of higher and (or) postgraduate education (hereinafter - EPHPE) is carried out by placing a state educational order and an educational grant of higher education at the expense of the republican budget or the local budget, as well as tuition fees for account of the student's own funds and other sources.

1.3. Graduates of organizations of technical and vocational, post-secondary education, with the qualification of "mid-level specialist" or "applied bachelor" entering related areas of training of higher education personnel, as well as higher education, providing for reduced terms of study, are admitted to the University on a paid basis, without passing the UNT.

1.4. Admission of persons to undergraduate programs is carried out according to the following forms of education: full-time form - on the basis of general secondary, technical and vocational (secondary vocational, post-secondary) education; full-time form with the use of distance technologies based on technical and vocational (secondary vocational, post-secondary) and higher (higher vocational) education.

1.5 Admission of foreign citizens to study at the university on a paid basis is carried out based on the results of the interview during the calendar year. At the same time, foreign citizens are enrolled in accordance with the academic calendar 5 (five) days before the start of the next academic period. Admission of foreign citizens on the basis of an educational grant and on a paid basis is carried out, subject to accreditation in accordance with Article 9-1 of the Law.”

1.6. Admission of persons entering the undergraduate programs is carried out according to their applications in accordance with the points of the certificate of the established form, 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 certificate UNT).

1.7 To participate in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget, persons

with secondary, technical and vocational or post-secondary education are allowed, with the exception of those entering related areas of higher education training, providing for shortened training periods, who have passed the UNT and scored according to its results: in the field of education "Healthcare" - at least 70 points, in the educational programs of CPU - at least 50 points. At the same time, for each subject of the UNT and (or) a creative exam, you must score at least 5 points.

1.8 To participate in the competition for the award of an educational grant of higher education at the expense of the republican budget or the local budget for training in related areas of training of higher education personnel, providing for reduced training periods, persons with technical and vocational, post-secondary education who have passed the UNT and scored on it results of at least 25 points, including at least 5 points for each UNT discipline and (or) creative exam.

1.9 Admission to paid education, entering on the basis of secondary education, is carried out on the basis of the UNT points approved by the admission committee of the CPU, within the framework of a group of educational programs.

Name of the direction of training	Name of the group of educational programs	Minimum allowable UNT score
6B021 Art	B031- Fashion, interior design and industrial design	50
6B023 Languages and Literature	B036 – translation studies	50
6B031 Social sciences	B041 - Psychology	55
6B041 Business and management	B044 – Management	50
	B045 - Audit and taxation	
	B046 – Finance, economics, banking and insurance business	
	B047 – Маркетинг и реклама	
6B042 Law	B047 – Law	55
6B061 Information and Communication Technologies	B057 – Information Technology	50
6B071 Engineering	B063 – Electronics and automation	50
6B072 Manufacturing industries	B071 – Mining and mineral production	50
6B073 Architecture and construction	B073 - Architecture	50
	B074 – Urban planning, construction works and civil engineering	
6B101 Healthcare	B084- Nursing	70
6B112 Hygiene and labor protection at work	B094 – Санитарно-профилактические мероприятия	50

1.10 Admission to study in groups of educational programs of higher education

requiring special and (or) creative training - "Health", "Art", "Architecture and Construction" is carried out taking into account the results of special and (or) creative exams.

1.11 Persons holding certificates of international standardized tests SAT (SAT - SAT), ACT (ACT), IB (IB) 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 for transferring points, in accordance with Appendix 2-1 to the Model Rules . The transfer of SAT points (CAT) to UNT is subject to the availability of SAT reasoning (CAT rezoning) and SAT subject (CAT subject) certificates. At the same time, the results of the SAT subject (SAT subject) are converted into UNT points, provided that the profile subjects match.

2. Procedure for accepting documents

2.1 Admission of persons entering the EPHPE is carried out on their applications on a competitive basis in accordance with the points of the certificate of the established form, 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 documents of strict accountability, used by educational organizations in educational activities" (registered in the Register of State Registration of Normative 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 certificate UNT) from June 20 to August 25.

2.2 Admission of persons with technical and vocational, post-secondary education (on the basis of a college) to related specialties with a reduced period of study (3 or 2 years of study) is carried out according to the correspondence table of the Classifier of specialties of higher and postgraduate education of the Republic of Kazakhstan and the Classifier of professions and specialties of technical and professional, post-secondary education on the basis of the state order and a paid basis, without passing the UNT.

2.3 Admission of persons to educational programs of higher education (undergraduate) with technical and professional, post-secondary education (on the basis of a college) that do not correspond to the profile of higher education is carried out based on the results of the UNT for a full program with a term of study of 4 years on the basis of a state order and a paid basis.

2.4 Admission of persons to reduced educational programs on a paid basis on the basis of technical and professional, post-secondary education (on the basis of a college) and higher education is carried out in the form of an interview, by the University's admission committee, with the exception of educational programs "Nursing Management" and "General Medicine" , Architecture and Design.

2.5 Applicants (service recipients) to the University Admissions Committee or through the "electronic government" web portal www.egov.kz (hereinafter referred to as the portal) a package of documents provided for in paragraph 8 of the Public Service Standard "Admission of documents and enrollment in higher

educational institutions for training in educational higher education programs” (hereinafter referred to as the Public Service Standard), in accordance with Appendix 1 to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 24, 2021 No. 241 and Appendix 3 to the Model Rules. Applicants submit the following documents:

Application for admission addressed to the rector in the form prescribed by the university;

- ✓ Document on general secondary, technical and vocational, post-secondary or higher education (original with attachment)
- ✓ Identification document and a copy of the identity document
- ✓ 6 photos in size 3x4
- ✓ Medical certificate in the form 075 / y in electronic format, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KR DSM-175/2020
- ✓ UNT certificate;
- ✓ an extract from the register (for applicants for educational programs of higher education requiring special and (or) creative training, including in the areas of education "Healthcare;
- ✓ Electronic certificate of awarding an educational grant (if available)

2.6 Service recipients are citizens from among disabled people of groups I, II, disabled people with childhood, disabled children, persons equated in terms of 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 care, as well as citizens of the Republic of Kazakhstan from among the youth , who have lost or left without parental care until the age of majority, additionally submit documents confirming the granting of a pre-emptive right and a quota.

Persons who have documents on technical and vocational, post-secondary education, who have confirmed their qualifications and have work experience in their specialty for at least one year, additionally submit one of the documents provided for in Article 35 of the Labor Code of the Republic of Kazakhstan.

The document listed in subparagraph 1) is provided in the original and a copy, after verification of which the original is returned to the service recipient;

2.7. When contacting through the portal:

- ✓ application in the form of an electronic document signed by the service recipient's EDS;
- ✓ an electronic copy of documents on general secondary (secondary general), technical and professional (primary and secondary vocational, post-secondary) or higher education (in the absence of information in information systems);
- ✓ 3x4 digital photo;
- ✓ medical certificate in the form 075 / y in electronic format, approved by order No. KR DSM-175/2020).

In cases of implementation of restrictive measures, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature in a certain territory, a medical certificate is provided directly to the

educational organization as these measures are removed; UNT certificate;

- ✓ electronic certificate of awarding an educational grant (if available).
- ✓ information about an identity document, about general secondary (secondary general), technical and vocational (primary and secondary vocational, post-secondary) education medical certificate, electronic UNT certificate and electronic certificate of educational grant award (if available in information systems), service provider receives through the information system from the relevant state information systems through the "electronic government" gateway.

The university refuses to accept documents for the following reasons:

- ✓ establishing the unreliability of the documents submitted by the applicant for the public service, and (or) the data (information) contained in them;
- ✓ an applicant or an authorized lyceum submitted an incomplete package of documents for receiving a public service;
- ✓ the applicant or an authorized person submitted a package of documents later than the established deadlines.

2.8. The Technical Secretary of the University accepts the package of documents, registers them and issues a receipt to the applicant (applicant) on the acceptance of the package of documents on the day of receipt of the application, or in case of submission of an incomplete package of documents by the applicant, refuses to accept the documents.

2.9. In the case of an application through the portal, the service recipient (incoming) is sent to the "personal account" the status of acceptance of the request for acceptance of documents, as well as a notification indicating the date and time of receipt of the result of the service.

2.10 From the moment they are received, the Technical Secretary of the University Admissions Committee checks the completeness of the submitted documents, in case of incompleteness, prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant in the "personal account" on the portal.

2.11. If applicants provide a complete package of documents, the University is notified of the acceptance of documents for enrollment in KOU. After receiving the notification, the applicant (applicant) submits the original documents to the University within the period from 10 to 25 August of the calendar year.

2.12. Admission of foreign citizens to study at the university on a paid basis is carried out based on the results of an interview conducted by the admission committee of the university during the calendar year. At the same time, foreign citizens are enrolled in accordance with the academic calendar 5 (five) days before the start of the next academic period.

Admission of foreign citizens on the basis of an educational grant and on a paid basis is carried out, subject to accreditation in accordance with Article 9-1 of the Law. "Документы, представляемые на иностранном языке, должны иметь нотариально засвидетельствованный перевод на казахский или русский язык.

2.13. If the applicant has a document confirming the education of a foreign

educational institution, it is necessary to have a certificate of nostrification of the document of education or a certificate from the public service center confirming the submission of documents for nostrification. A document confirming the passage of nostrification must be submitted before the end of the 1st semester in accordance with the academic calendar.

2.14. Persons with disabilities (various groups of disabilities) in the selection committee are provided with organizational and technical support for the formation of a package of documents and submission for participation in the competition for obtaining a state grant for education or enrollment on a paid basis.

