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LIMITED LIABILITY PARTNERSHIP «FOREIGN EDUCATIONAL INSTITUTION
«UNIVERSITY OF INNOVATION AND TECHNOLOGY»

«APPROVED»
By decision of the Academic Council
Minutes No. 3
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Nurlanov Sh.

ADMISSION RULES
FOR ADMISSION TO EDUCATIONAL PROGRAMS AT LLP "FOREIGN EDUCATIONAL INSTITUTION "UNIVERSITY OF INNOVATION AND TECHNOLOGY"

Almaty

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1. PURPOSE

1.1. These Rules for Admission to Educational Programs at LLP «Foreign Educational Institution «University of Innovation and Technology»» (hereinafter referred to as the Admission Rules) have been developed in accordance with the Law of the Republic of Kazakhstan «On Education» dated July 27, 2007, and on the basis of the Standard Rules for Admission to Educational Programs of Higher and Postgraduate Education implemented by educational institutions, approved by Order No. 600 of the Minister of Education of the Republic of Kazakhstan dated October 31, 2018 (hereinafter referred to as the Standard Rules).

1.2. These Admission Rules regulate the conditions and procedure for admission to LLP «Foreign Educational Institution «University of Innovation and Technology» (hereinafter referred to as Innotech, University) for study in educational programs at the following levels of education: Bachelor's and Master's degrees.

1.3. These Admission Rules apply to individuals applying for admission to Innotech educational programs, as well as to all structural subdivisions and officials of the University participating in the admission process.

2. GENERAL PROVISIONS

2.1. The admission of persons applying to the University for educational programs of higher and postgraduate education is carried out through the placement of the state educational order and state educational grants for higher education funded from the republican or local budgets, as well as through self-funded tuition by students or other sources.

2.2. The reception and processing of documents for application and enrollment at Innotech is carried out by the Admissions Committee, the composition of which is approved annually by order of the Head of the University.

2.3. The Admissions Committee consists of the Chairman - Head of the University, Vice-Rectors, heads of structural subdivisions, and representatives of the faculty members of Innotech. An Executive Secretary of the Admissions Committee is appointed.

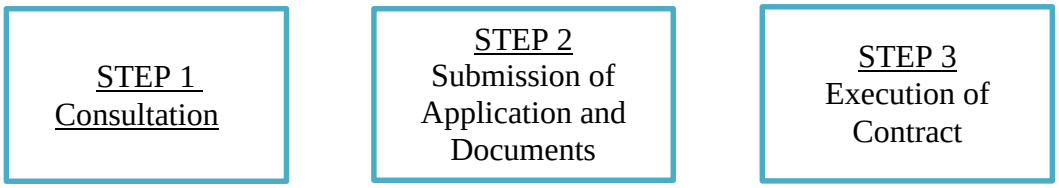
2.4. The total number of members of the Admissions Committee consists of an odd number.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

1) IELTS - International English Language Testing System
2) TOEFL - Test of English as a Foreign Language
3) SEG - State Educational Grant
4) GEP - Group of Educational Programs
5) UNT - Unified National Testing
6) CT - Comprehensive Testing
7) MSHE RK - Ministry of Science and Higher Education of the Republic of Kazakhstan
8) NTC - National Testing Center
9) HEI - Higher and/or Postgraduate Educational Institutions
10) EP - Educational Programs
11) AC – Admissions Committee
12) TS - Teaching Staff / Faculty
13) EGov Portal - Electronic Government Portal
14) RTC - Regional Testing Centers
15) EDS - Electronic Digital Signature

4. ADMISSION TO HIGHER EDUCATION PROGRAMS (BACHELOR'S DEGREE)

Admission for studies at Innotech is carried out in the following order:



4.1 STEP 1 – CONSULTATION

4.1.1 An applicant can receive a consultation regarding admission to Innotech by phone (+7 777 222 55 39), by email (info@innotech.edu.kz), on the official social media pages of the University, or by visiting the Admissions Committee in person.

4.1.2 Consultations are conducted by Admissions Committee advisors.

4.2 STEP 2 - SUBMISSION OF APPLICATION AND DOCUMENTS

4.2.1 Acceptance of applications for enrollment at Innotech on a fee-paying basis is carried out from February 1 to August 25 of the calendar year. Graduating students of 11th (12th) grades of secondary education institutions provide their document on general secondary, technical and vocational, or post-secondary education after receiving it.

4.2.2 For enrollment in Innotech, applicants submit a package of documents according to **Appendix 1**, through the Admissions Committee of the University or via the "Digital Government" web portal (hereinafter – the portal).

4.2.3 In case of applying via the portal, a status regarding the acceptance of the request for state service is sent to the applicant's "personal account", along with a notification indicating the date and time of receiving the result of the state service.

4.2.4 After receiving the notification, the applicant submits original documents to the University within the period from June 20 to August 25 of the calendar year.

4.2.5 A mandatory requirement when submitting documents is the availability of an international certificate confirming foreign language proficiency. The authenticity and validity period of the submitted certificates are verified by the Admissions Committee. Required threshold values are presented in **Table 1** below.

TABLE 1 - Threshold values of international certificates confirming foreign language proficiency (Bachelor's Degree)

International Certificate	Threshold Score
IELTS	Not less than 6.0 (each section not less than 5.5)
TOEFL IBT	Not less than 4.0
TOEFL ITP	Not less than 498 points

4.2.6 In case of submitting documents through the University Admissions Committee, an employee accepts the package of documents, registers them, and issues a receipt confirming document acceptance on the day the application is submitted. If an incomplete package of documents or expired documents are provided, acceptance is rejected.

4.2.7 Applicants belonging to social categories of citizens eligible for preferential tuition rates at Innotech are required to provide supporting documents.

4.2.8 Acceptance of documents for admission of citizens with general secondary education who have completed compulsory military service is carried out only for the fee-paying department within two years after service completion based on an interview conducted by the Admissions

Committee during the calendar year. Enrollment is carried out in accordance with the academic calendar 5 (five) days prior to the start of the next academic period.

4.2.9 Citizens with general secondary education who have completed compulsory military service must provide supporting documents (eGov certificate and military ID) indicating the period of service.

4.2.10 Citizens with general secondary education who have completed compulsory military service have the right not to submit a UNT certificate upon admission.

4.2.11 In case of providing unreliable information and forged data, applicants are denied acceptance of documents. Cases of document forgery or knowingly false information are referred to law enforcement agencies in accordance with RK legislation.

4.2.12 Documents in a foreign language must be provided with a notarized translation into Kazakh or Russian.

4.2.13 Educational documents issued by foreign educational organizations undergo the procedure of recognition and nostrification in accordance with RK legislation after enrollment during the first academic period of study.

4.2.14 If necessary, an interview with the applicant is conducted by the Dean of the relevant School.

4.2.15 Application for participation in the State Educational Grant (SEG) competition is carried out in accordance with regulatory acts of MSHE RK.

4.2.16 The deadline for accepting documents to participate in the SEG award competition is from June 20 to July 20 of the calendar year.

4.2.17 To participate in the SEG competition, applicants must hold a UNT certificate meeting the threshold set by Innotech for the chosen field. A minimum of 5 points in History of Kazakhstan and two specialized UNT subjects, and at least 3 points in Reading Literacy and Mathematical Literacy, is required.

4.2.18 Results of the SEG competition are published by August 10.

4.2.19 State educational grants for higher education (Bachelor's) from the republican budget are awarded competitively for specific groups of educational programs, language departments, and study modes according to UNT certificate scores in accordance with the order of preference declared by applicants.

4.2.20 Holders of a higher education grant funded by republican or local budgets submit an application for admission to the University specified in the certificate.

4.2.21 The grant certificate is issued electronically or printed out at the Admissions Committee.

4.3 STEP 3 - EXECUTION OF CONTRACT

4.3.1. Enrollment of applicants as students funded by republican/local budgets or on a fee-paying basis is conducted by the Admissions Committee between June 20 and August 25 of the calendar year. Enrollment is carried out separately for each higher education program.

4.3.2. Enrollment in Innotech is conducted separately for each higher education degree program.

4.3.3. Applicants execute an educational services agreement in the form approved by Innotech before August 25 of the calendar year.

4.3.4. Individuals with secondary, technical and vocational, or post-secondary education who have not scored the UNT threshold are enrolled at Innotech in full-time education on a fee-paying basis with listener/non-degree student status.

4.3.5. Individuals who fail to score the threshold based on UNT results taken upon completion of the first academic year are subject to dismissal from the University.

4.3.6. Citizens of the Republic of Kazakhstan admitted under state educational grants enter into an educational services agreement with a condition of mandatory work placement/service in the manner determined by MSHE RK regulations.

4.3.7. In case of an educational loan issued by second-tier banks, the applicant is enrolled as an Innotech student upon presenting a bank certificate stating that documents are under review.

4.3.8. In this case, the student is granted a deferment for payment specified in the agreement to be paid prior to enrollment, for the loan processing period not exceeding 4 (four) weeks from the date of receiving the bank statement.

4.3.9. Within 10 (ten) calendar days after enrollment is completed, the University submits a final report on student enrollment to the authorized body in the field of science and higher education.

5. ADMISSION RULES FOR POSTGRADUATE EDUCATIONAL PROGRAMS (MASTER'S DEGREE)

5.1 When admitting applicants to Master's degree programs, the Admissions Committee performs the following functions:

– Consulting applicants on admission and study in postgraduate educational programs;

– Acceptance, verification of completeness, and compliance of submitted documents with established requirements;

– Processing and executing educational service agreements with applicants in the form approved by Innotech.

5.2 Admission to Master's programs is conducted independently by Innotech based on entrance examinations in the form of an interview, as well as international certificates confirming foreign language proficiency.

5.3 The date and time of the interview are appointed via electronic communication. The interview may be conducted using remote information technologies.

5.4 A mandatory requirement when submitting documents is the presence of an international certificate confirming foreign language proficiency. The authenticity and validity period of submitted certificates are verified by the Admissions Committee. Necessary threshold values are listed below in Table 2.

TABLE 2 - Threshold values of international certificates confirming foreign language proficiency (Master's Degree)

International Certificate	Threshold Score
IELTS	Not less than 7.0 (each section not less than 6.0)
TOEFL IBT	At least 5.0
TOEFL ITP	At least 600 score

5.5 An examination committee for conducting entrance examinations for Master's programs is established for one academic year. The committee is formed from among Innotech employees: heads of structural units, faculty/research staff holding a doctoral degree, candidate of science degree, PhD degree in the relevant field, or Doctorate in Business Administration (DBA) degree. The composition, including the Chairman, is approved by order of the Head of the University.

5.6 When submitting documents to the Admissions Committee, applicants to Master's programs submit documents according to the list provided in Appendix 2.

5.7 In case of providing an incomplete set of documents, the Admissions Committee refuses to accept documents from applicants.

5.8 Educational documents issued by foreign educational institutions undergo recognition procedures in accordance with RK legislation after enrollment during the first academic period of study.

5.9 Documents in a foreign language must be provided with a notarized translation into Kazakh or Russian.

5.10 Applicants who successfully pass entrance examinations execute an educational services agreement with Innotech in the form approved by the University.

5.11 Based on personal data of international applicants, signed agreements, and enrollment orders, petitions are processed and submitted to the migration service department for issuing entry study visas.

5.12 An entry study visa to the Republic of Kazakhstan is issued by foreign establishments based on an invitation to study at Innotech and notification from the migration service department approving the invitation.

5.13 Stateless persons are subject to all provisions regarding the admission of foreign citizens in these Admission Rules.

5.14 Acceptance of applications, entrance examinations, and enrollment of Master's applicants are conducted throughout the year.

5.15 Studies in Master's degree programs are conducted on a fee-paying basis.

6. PROCEDURE RISKS

6.1. In the course of executing the actions regulated by this Procedure, the following risks may arise:

№	Risk Description	Preventive Actions	Corrective Actions	Risk Owner
1	Risk of reputational damage to Innotech due to critical publications in media and social networks	Compliance with anti-corruption policy, code of business ethics, MSHE RK requirements, these Rules, as well as collection and processing of complaints/suggestions from applicants and their parents/guardians	Identifying the root cause of the critical article/post, taking measures to resolve the established issue	Members of Admissions Committee
2	Risk of failing to meet the recruitment plan due to non-allocation of SEG to Innotech GEPs	Sending an official request to MSHE RK to receive SEG for GEPs	Closing recruitment for specified directions	Members of Admissions Committee

7. RESPONSIBILITY

7.1 Members of the Admission Committee, approved by Order of the Head of the University, are responsible for compliance with these Admission Rules.

8. DOCUMENT REFERENCES

8.1 These Rules for admission to study under educational programs of LLP «Foreign Educational Institution «University of Innovation and Technology» have been developed in accordance with the legislation of the Republic of Kazakhstan and the following regulatory legal acts:

1) The Law of the Republic of Kazakhstan dated July 27, 2007 «On Education»;

2) Model Rules for Admission to Study in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education, approved by Order No. 600 of the Minister of Education and Science of RK dated October 31, 2018, as amended and supplemented;

3) Rules for Awarding an Educational Grant to Pay for Higher or Postgraduate Education with Award of a Bachelor's or Master's Degree, approved by Order No. 443 of the Acting Minister of Science and Higher Education of RK dated August 25, 2023, as amended;

4) Rules for conducting Unified National Testing, approved by Order No. 204 of the Minister of Education and Science of RK dated May 2, 2017, as amended and supplemented;

5) Rules for conducting comprehensive testing, approved by Order No. 190 of the Minister of Education and Science of RK dated May 8, 2019, as amended;

6) Regulatory legal acts of the Republic of Kazakhstan regulating issues of admission, enrollment, and organization of training in educational programs of higher and postgraduate education;

7) Charter of the University;

8) Internal regulatory documents of the University regulating admission, enrollment, and training procedures.

FLOWCHART:

ADMISSION TO EDUCATIONAL PROGRAMS OF LLP «INNOTECH»

Process input: Application		
Action	**Responsible**	**Record**
Applicant receives a consultation on admission and educational programs at the Admissions Committee in person or by means of communication ↓	Applicant	-
Submission of documents to the Admissions Committee in person and submission of an application for the SEG competition in accordance with the procedure established by MSHE RK ↓	Applicant Admissions Committee Staff	Personal file
Execution of the educational services agreement ↓	Admissions Committee Staff Applicant Parent/guardian (if the applicant is a minor) Deputy Chairman of the Admissions Committee	Record in the University IS
Enrollment as a student	Registrar's Office	Enrollment order

APPENDIX 1

LIST OF DOCUMENTS REQUIRED FOR ADMISSION TO BACHELOR'S DEGREE PROGRAMS

№	List of Documents	Applicant Categories		
		SEG	Fee-paying Basis	Foreign Citizens
1	Application addressed to the Head of the University, using the prescribed form	✓	✓	✓
2	Applicant Registration Form	✓	✓	✓
3	ID card / passport (copy)	✓	✓	✓
4	Document on general secondary, technical and vocational, or post-secondary or higher education with annexes (original)	✓	✓	✓
5	4 photos of 3×4 size	✓	✓	✓
6	Medical certificate form 075-U with attached fluorography image (original) *	✓	✓	✓
7	Copy of Form No. 063/u	✓	✓	✓
	UNT Certificate	✓	✓	-
9	Certificate in English (one of them): 1. IELTS ≥ 6.0 TOEFL 2. IBT ≥ 4.0 3. TOEFL ITP ≥ 498	✓	✓	✓
10	Military registration certificate (for male applicants, copy)			
11	Educational documents issued by foreign educational organizations, legalized/apostilled with notarized translation (original)	✓	✓	✓
12	Certificate of laboratory testing for HIV infection, hepatitis B and C **	-	-	✓
13	Agreement / Contract	✓	✓	✓
14	Documents confirming social category for preferential rate / grant ***	✓	✓	-
15	Copy of military ID (for applicants completed compulsory service, for admission without UNT)	-	✓	-
16	Certificate confirming military service from PSC or eGOV (for service completers without UNT)	-	✓	-

** Medical certificate of form 075-U is provided by foreign students after enrollment upon arrival in Kazakhstan.*

*** Certificate for AIDS, HIV, hepatitis B & C (issued by Almaty City Anti-AIDS Center) and malaria (for citizens of African countries).*

**** Original documents must be submitted to AC for verification; copies will be retained in the personal file.*

APPENDIX 2

LIST OF DOCUMENTS REQUIRED FOR ADMISSION TO MASTER'S DEGREE PROGRAMS

№	List of Documents for Master's Degree Admission
1	Application addressed to the Rector / Chairman of the Board
2	Higher education document with transcript/supplement (original)
3	Identity document (for verification) and copy
4	Two photographs of 3×4 cm size
5	Medical certificate form 075/u (approved by Order No. KR DSM-175/2020)
6	International certificate confirming foreign language proficiency
7	Curriculum Vitae / Resume
8	Letter of recommendation from employer and/or higher education institution (if available)
9	Motivation letter in English
10	Certificate of laboratory testing for HIV infection, hepatitis B and C *

* Document specified in Item 10 is required exclusively for foreign citizens.