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| **RSE on REM** **“KSCDID” MH RK**  | C:\Users\user\Downloads\LOGO-dvk3.png | **РГП на ПХВ КНЦДИЗ****МЗ РК** |
| **СМК-СО-04/01-2022** | **DEPARTMENT OF POSTGRADUATE EDUCATION** | **Date: 2022, February 21** |
| **Version:1** | **RULES FOR ADMISSION TO RESIDENCY** | **The page 1 of 24** |

**«Approved by»**

**The Director of**

 **RSE on REM**

 **“KSCDID” MH RK**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ А.Т. Abishev**

**«\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022 г.**

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| **RULES FOR** **ADMISSION TO THE RESIDENCE IN THE SPECIALTY "DERMATOVENEROLOGY, DERMATOCOSMETOLOGY, ADULTS, CHILDREN" FOR THE 2022-2024 ACADEMIC YEAR IN THE KAZAKH SCIENTIFIC CENTER OF DERMATOLOGY AND INFECTIOUS DISEASES** |

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**1. Introduction**

 The purpose of the Rules for admission to residency for the 2022-2024 academic year is to organize the acceptance of applicants' documents, conduct entrance examinations and enroll in the residency of the Kazakh Scientific Center for Dermatology and Infectious Diseases of the Ministry of Health (hereinafter - KNCDIZ). The rules come into force after approval by the Academic Council. In the event that certain paragraphs of these Rules come into conflict with new legislative acts, they lose their legal force and until the amendments to the Rules are made, the Institute is guided by the current legislation of the Republic of Kazakhstan. Issues not regulated by these Rules are resolved by the Admission Committee of the KSCDID of the Ministry of Health of the Republic of Kazakhstan.

**1. General Provisions**

The rules for admission to the residency of KNTsDIZ are drawn up in accordance with:

The Model Rules for Admission to Education in Educational Organizations Implementing Professional Educational Programs of Postgraduate Education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 (hereinafter referred to as the Model Rules) and determine the procedure for forming a contingent of students of the residency of the scientific center.

 1. The formation of a contingent of students of the NC residency is carried out by paying for training at the expense of citizens' own funds and other sources, including targeted training at the expense of akimats.

 2. Acceptance of applications for residency is carried out from 03 to 31 July of the current year. Entrance examinations for residency are held from 10 to 21 August, enrollment - 28 August.

 3. Admission to residency is carried out in two stages: pre-selection and entrance examinations. Preliminary selection of applicants for the residency of the scientific center is carried out before the start of the entrance exams from February 1 to March 31 of the calendar year.

 4. Applicants for admission to residency pass an entrance exam - in their specialty.

 5. The specialty exam includes several sections.

 6. Retaking entrance exams is not allowed.

7. An applicant who does not agree with the results of the entrance examinations has the right to submit a written application for an appeal. After consideration of the appeal, a decision is made by the appeal commission on the assessment of the examination paper (both in the case of its increase and decrease).

**1. Procedure for accepting documents**

9. Admission to residency with an indication of the specialty of training is announced by the selection committee through the media no later than fifteen calendar days before the start date for accepting documents.

10. The selection committee accepts the following documents from applicants within the established time limits:

1) Application in the form in accordance with Appendix 1 addressed to the head of the organization;

2) a copy of the identity card;

3) personal sheet for personnel records;

4) address certificate;

5) a copy and original of the diploma of graduation from a medical university (bachelor's degree, internship);

6) copy and original of the supplement (transcript) to the diploma;

7) a copy of the work book, certified by the personnel department of the previous place of work (if any);

8) a health certificate (form 086 / y) with full completion of all columns and an x-ray (fluorographic) image;

9) 6 photos 3x4

10) a copy and original of a military ID or registration certificate (for those who have it);

11) a list of scientific and scientific-methodical works (if any);

12) a letter guaranteeing the conclusion of an agreement and payment of tuition fees (for applicants on a paid basis);

Information about the course of admission is recorded in Appendix No. 2. 11. All documents are provided personally by the applicant.

14. A personal file is drawn up for each applicant, in which all the documents provided by him are stored. The applicant is issued a receipt for the acceptance of documents in the form in accordance with Appendix 3 to these Rules.

15. Receipt of documents is registered in a journal of the established form with obligatory page numbering, laced and sealed with the seal of the Institute (Appendix 4). On the day of the end of acceptance of documents, entries in the journal are closed with a final line signed by the responsible secretary of the selection committee.

1. Requirements for persons entering residency

16. The previous level of education of persons wishing to master professional residency programs is basic medical (higher medical) education and internship.

**1. Organization and conduct of the entrance exam in the specialty**

18.Examination in the specialty includes 4 sections, evaluated by 100

point scale of assessment, where:

20% is the sum of the average GPA score for the period of study in the internship (10%) and the average GPA score for 5 years of study (10%);

40% - assessment of independent MCQ-testing of the final state certification (IGA) of the 7th year;

30% - the interview will be evaluated in order to identify motivation for the chosen specialty in the scope of the program of previous education;

10% - assessment of scientific and other achievements corresponding to the profile of the specialty: scientific publications, including those in rating scientific publications; certificates of scientific developments; certificates of awarding scientific scholarships; grants; certificates/diplomas for participation in scientific conferences and competitions, etc. Supporting documents must be attached.

The interview includes questions on the profile specialty,

related disciplines and is formed by the department of postgraduate education on the basis of standard programs in the disciplines of higher education (Appendix 6), considered at the production meeting and the Academic Council, approved by the order of the director.

19. The schedule for the entrance examinations is compiled by the admissions committee in the form in accordance with Appendix 7 of these Rules, approved by the chairman of the selection committee or his deputy no later than 20 days before they are sent to the authorized body in the field of healthcare and posted on the website of the scientific center, stands of the selection committee .

 20. For the period of entrance examinations to residency, the selection committee creates examination committees for specialties, approved by order of the chairman of the selection committee. The composition of the examination committees for specialized specialties consists of the following proportions:

50-60% - teaching staff from among the employees of the scientific center who have the degree of doctor / candidate of medical sciences or doctor of philosophy (PhD);

20-30% - representatives of practical healthcare (doctors with the first / highest qualification category);

21. Absence of the applicant for the entrance exam for an unexcused reason is estimated at "0" points.

22. Retaking entrance exams is not allowed.

23. The presence of outsiders (including inspecting bodies) at the entrance exams without the permission of the executive secretary of the selection committee is not allowed.

24.Entrance to the classroom for the exam is carried out with an identity card and passes (Appendix 8).

25. The results of the exam are announced on the day of its holding with publication for general viewing on the information stands of the Admissions Committee and on the website of the scientific center. In the lists with the points received, the names of the applicants are replaced by the digits of the individual identification number (IIN).

1. **Rules of conduct for the applicant at the entrance exam**

26. Applicants are not allowed to take the exam in the presence of hand luggage,

foreign objects (bag, borset, educational, educational literature, cheat sheets, cameras, mobile communications, laptops, players, etc.)

27. You can not leave the audience without permission and accompaniment.

28. It is not allowed to transfer from place to place, to talk.

29. It is not allowed to use cheat sheets, cell phones and electronic devices, textbooks and other methodological literature, as well as information that reveals the content of tests and codes of correct answers to them.

30. If the applicant is found during testing cheat sheets, textbooks, educational literature, calculators, cameras and mobile devices (pagers, cell phones, tablets, iPad, iPod, iPhone, SmartPhone), laptops, players, the responsible secretary together with the person on duty for the audience in the presence of the applicant draw up an "Act for identifying prohibited items and removing the applicant who violated the rules of conduct in the audience" (Appendix 9). Test results are cancelled.

31. For the transparency of the entrance examination for residency specialties, video filming is provided.

1. **Organization of consideration of applications for revising the results of entrance exams**

32. In order to resolve disputes, the selection committee creates an appeal committee. The composition of the appeal committee at the Institute is approved by order of the chairman of the selection committee.

33. Appeal commissions are created to consider applications from persons who disagree with the results of entrance examinations.

34. An application for an appeal indicating the reason (incorrect assignment or its inconsistency with the curriculum of the discipline) Appendix 10 is submitted by the applicant to the chairman of the NC appeal commission after the announcement of the results of the entrance exam until 13.00 the next day, and are considered by the appeal commission within one day from the date of filing statements.

35. An appeal is considered only if the applicant in the application indicates the incorrectness of the assignment or its inconsistency with the curriculum of the discipline.

36. The Appeals Commission must consider the application within 24 hours and make an appropriate decision on revising the assessment or maintaining the original assessment, drawing up the minutes of the commission meeting. The decision of the appeal commission is made on the basis of the commission's consideration of the results of the exam. If the student

received a grade lower than the one he received in the exam, then the last grade is entered in the protocol and counted.

37. The Appeal Commission works with each applicant on an individual basis. If the applicant does not appear at the meeting of the appeal commission, his application for appeal is not considered.

38. When considering an application by the appeal commission, the person who filed the appeal shall present an identity document.

39. The Appellate Commission of the National Center makes a decision on adding points to a person who appeals the results of entrance exams in a specialty. Decisions of the Appeals Commission are made by a majority vote of the total number of members of the Commission. In case of equality of votes, the vote of the chairman of the commission is decisive.

40. The decision of the appeal commission is final.

41. By decision of the appeal commission, the decision of the appeal commission is filled in the application form and brought to the attention of the applicant

under the signature (Appendix 10). The application with the decision of the appeal commission is kept in the personal file of the applicant.

**8. Organization and procedure for enrollment**

42. Enrollment of applicants in the number of students based on the results of competitive selection is carried out at a meeting of the Admissions Committee in the manner prescribed by the Model Rules.

43. For the competitive selection, the responsible secretary fills out a report on the results of entrance examinations for admission to residency, which is the basis for making a decision on enrolling the applicant in the number of students (Appendix 11).

# 44. In the case of the same indicators of competitive points, persons with the highest mark in their specialty receive the priority right in enrollment.

**9. Organization of informing applicants**

53. The Scientific Center provides applicants with the opportunity to get acquainted with the content of the main educational programs, as well as other documents regulating the organization of the educational process by posting the necessary documentation on the official website of the NC. The documents regulating the work of the Admissions Committee are posted on the official website and stand of the Admissions Committee.

54.During the period of acceptance of documents, the Admissions Committee informs about the progress of acceptance of documents in accordance with Appendix 4 of these Rules on paper and on the official website of the NC.

55. The selection committee informs applicants about the results of entrance examinations.

56. On the basis of the decision of the Admissions Committee, an order is issued on enrollment in the number of students in a timely manner, which is brought to the attention of applicants by publishing them on the official website and information stands of the Admissions Committee.

**Application No. 1**

To director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

address:

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telephone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

е-mail:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information about the previous level of education

year of graduation and name of the educational institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**АPPLICATION FORM**

**Please accept my documents for admission to residency 7R09112 to the specialty "Dermatovenereology, dermatocosmetology, for adults and children "(on a budgetary basis under a contract with payment of tuition fees) with a period of study of a year (s) in and allow me to pass entrance exams in a special discipline.**

 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECEIPT No.**

**(No. according to the register of applicants' documents)**

**in the acceptance of documents for the specialty from (surname, name, patronymic name of the applicant)**

**Accepted documents:**

|  |  |
| --- | --- |
| №/ | Document |
| 1. | application addressed to the chairman of the selection committee (standard form) |
| 2. | copy of ID card or passport |
| 3. | registration card with a photo (standard form) |
| 4. | medical school diploma (original) |
| 5. | diploma supplement (original) |
| 6. | certificate of completion of the internship (original) |
| 7. | labor book |
| 8. | health certificate (form 086/U) |
| 9. | copy of military ID (for girls) |
| 10. | a copy of a military ID or registration certificate (for boys) |
| 11. | list of scientific and scientific-methodical works (as available) |
| 12. | a letter guaranteeing the conclusion of the contract and payment of tuition fees forapplicants on a paid basis (as available) |
| 13. | photos 3×4 (6 pics.) |

**I am familiar with the Admission Rules\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (signature)

Accepted by the responsible officer of the admissions committee

(signature) (Surname, initials)

Date:

# Appendix №4 №3 form Applicant Statement Log

Approved by

Director

Name, surname

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| №  | Ф.И.О. претендента (полностью) | Nationality  | Gender  | Citizenship  | Date of birth | № ID | Specialty Code | Form of preparation | Applicant's signature |
| 1. |  |  |  |  |  |  |  |  |  |

Responsible

SC

(signature) (surname, initials)

L.S. Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **№**  | **Residency Education Program** | **Specialty (profile) internship** | **Prerequisites in credits (1 credit - 45 hours)** |
| **Medical diseases**  | **Childhood diseases** | **Psychiatry, narcology** | **Nevrology**  | **Оncology**  | **Infectious diseases**  | **Рhthisiology** | **Intensive therapy** | **Pediatric phthisiology** | **Pediatric surgery** | **Pediatric neurology** | **Intensive therapy for children** | **Infectious diseases for children** | **Neurosurgery** | **General surgery** | **Traumatology and Orthopedics** | **Ophthalmology**  | **Otorhinolaryngology** | **Аnaesthesiology** | **Оbstetrics and gynecology** | **Clinical anatomy and operative surgery** |
| 1. | 7R09112Dermatovenereology, dermatocosmetology,adult, child | Оbstetrics and gynecology | **2** | **2** |  |  |  | **2** |  |  |  |  |  |  | **2** |  |  |  |  |  |  |  |  |
| Surgery | **2** | **2** |  |  |  | **2** |  |  |  |  |  |  | **2** |  |  |  |  |  |  |  |  |
| Тherapy |  | **2** |  |  |  |  |  |  |  |  |  |  | **2** |  |  |  |  |  |  |  |  |
| Pediatrics | **2** |  |  |  |  | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Genaral practice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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# «Approved by» Appendix №6

The director of КSCDID MH RK

 N.S.P.

Report №

2022, \_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_\_”.

**EXAMINATION PROGRAM FOR ADMISSION TO RESIDENCY**

Speciality *(name according to SES)*

 Training period –

Department

The program of the exam for admission to residency in the specialty

 , training period, year\_\_\_\_\_\_\_\_\_\_\_

 discussed at a department meeting 20\_\_\_ year.,\_\_\_\_\_\_\_\_\_\_\_\_ « »\_ report № .

Head of department \_\_\_

*(N.S.P.) (name of departmnent) (signature)*

The program consists of two obligatory sections: main and special.

2.

3.

…

2.

3.

…

Main literature:

Additional literature:

Questions of main part

 1.

Questions of special part

1.

Recommended literature

# Appendix №7

Approved by

Chairman / Deputy Chairman

Admission Committee of KSCDID MH RK

«\_ »\_ 20 г.

**Schedule of entrance exams**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| №/ | Speciality | Date | Time | Location |
|  |  |  |  |  |

Responsible Secretary of

 the Admissions Committee full name

# Appendix №8 Pass and rules of behavior of the applicant at the entrance exam

|  |  |
| --- | --- |
| **PASS** | **RULES OF BEHAVIOR** **of the applicant at the entrance exam** |
| Surname Name Patronymic Date of exam Time of beginning **Location:** | 1. 1. Applicants are not allowed to take the exam in the presence of hand luggage, foreign objects (bag, borset, educational, educational and methodical literature, cheat sheets, cameras, mobile communications, laptops, players, etc.)
2. 2. Leave the audience without permission and escort.
3. 3. Change from place to place, talk.
4. 4. Use cheat sheets, cell phones and electronic devices, textbooks and other methodological literature, as well as information that reveals the content of tests and codes for correct answers to them.
5. If the applicant is found during testing cheat sheets, textbooks, educational literature, calculators, cameras and mobile devices (pagers, cell phones, tablets, iPad, iPod, iPhone, SmartPhone), laptops, players, the responsible secretary together with the audience attendant in the presence of the applicant, they draw up an "Act for identifying prohibited items and removing the applicant who violated the rules of conduct in the audience." Test results are cancelled.
6. I am familiar with the rules of conduct at the entrance exam and have no complaints.
7. Personal information corresponds to an identity document
 |
|  |  |
|  | Аpplicant's signature  Date  |

**Appendix №9**

**The act of identifying prohibited items and removing from the audience an applicant who has violated the rules of conduct in the audience**

Executive Secretary

(full name)

Audience attendant

(full name)

Full name of applicant from audience

№ while testing

is found

(name (brand, number) of found item)

which is violation of rules.

Considering this fact, it was decided:

remove from the audience № and cancel the test results of the applicant:

 Signature and full name of people made this act

# Information about the applicant: full name Appendix №10

Chairman of the Appeal Commission

Identity document

**STATEMENT FOR APPEALS**

I ask you to review the results of the exam in my specialty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because of test exercises

*(indicate the reason for filing an application for appeal - the incorrectness of the task or its inconsistency with the educational*

*discipline program).*

Exam result announcement date

/ / / / signature full name date

DECISION OF THE APPEALS COMMISSION

As a result of consideration of the applicant's work,

the commission found that the number of points (in words and numbers)

Delivered (correct / incorrect)

Correction (subject / not subject)

I am familiar with the results of the appeal commission:

/ / / / signature full name date

 Chairman of the Appeal Commission: (signature) (full name of signature)

Members of commision:

(signature) (full name of signature) (signature) (full name of signature)

# Appendix №11

**Report on the results of entrance examinations for admission to residency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of speciality  | Number of given entrances | Full name  | Report on the results of entrance examinations for admission to residency | Remark |
| Soecialities |  |  |
|  |  |  |  |  |  |

Chairman of the Appeal Commission: full name

# Appendix №12

**PROTOCOL No.**

**Admission committee meetings**

(to be completed for each applicant)

20 y, \_\_\_\_\_\_”\_\_\_” hours min. till hours min

Present :

Chairman of the State Attestation Commission

(full name)

Members of commision

(full name)

 (full name)

 (full name)

about passing the entrance exam in the specialty of residency

Applicant for residency is being examined

(full name, speciality)

(test results for parts of disciplines)

1.

2.

3.

* 1. Recognize that the applicant for residency

(surname, initials)

passed entrance exam

(name of speciality)

The mark is

(mark by point-rating letter system)

Chairman (signature) Members of commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signatures)

 (signatures)

 (signatures)

 (signatures)

Executive Secretary (signature)

**Change Registration Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part** | **Number of changing**  | **Replacement date** | **Full name of person who made the change** | **Signature of the person who made the changes** |
| **№**  | **The name of part** |
| 1 | 2 | 3 | 4 | 5 | 6 |
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**Review worksheet**

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| --- | --- | --- | --- |
| **Full name** | **Job position**  | **Date** | **Signature**  |
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