

Amendments and supplements to the Admission Policy and Procedures to PhD programs at the autonomous organization of education Nazarbayev University

Category: Policy

Approval Date: 01.07.2024

Effective Date: 01.07.2024

Level of Access: Open to Public

Classification Number: 2.1 ADMS

Approving Authority: Provost

Registration Number: 91-Н/К

Owner: Admissions Department

Applicability: Nazarbayev University

Revision # 1

Type of revision: Major Revision

Main IR approval date: 23.10.2023

Main IR effective date: 23.10.2023

Approving Authority: Provost

Registration Number: 110-Н/К



To amend the Admission Policy and Procedures to PhD programs at the autonomous organization of education Nazarbayev University approved by the decision of the Provost # 110-Н/К dated October 23, 2023 (hereinafter referred to as the Policy and Procedures) as follows:

1. Clause 2.1.18 should be added to the Policy and Procedures:

“2.1.18. **Guarantee fee** – a mandatory payment that secures the Applicant’s place in PhD programs, unless the Program is exempted from payment of the guarantee fee by the Managing Council of the University. The amount of guarantee fee is established by internal documents of the University;”.

2. Subclause 2.1.19 should be added to the Policy and Procedures:

“2.1.19. **Graduate of NU** – a person who graduated from academic degree program of NU (bachelor’s, master’s, PhD, MD, Residency).”.

3. Clause 3.1.8 should be added to the Policy and Procedures:

“3.1.8. Readmission of applicants is carried out according to internal documents of the University.”.

4. Clause 3.2.1 of the Policy and Procedures should be amended as following:

“3.2.1. To participate in the competition of Program, applicants apply on the admissions portal (www.admissions.nu.edu.kz) and before the indicated deadline in the Personal account are required to:

1) accept the consent for personal data processing and fill out and upload the online Application form;

2) upload scanned copies of documents (with exception for valid test certificates: test certificates can be uploaded scanned or electronic copies) required in accordance with the minimum admission requirements to a Program;

3) pay a non-refundable application fee, unless exempted by the Managing Council of the University, and submit the application. The amount of application fee is set by the University’s internal documents.”.

5. Clause 3.2.2 of the Policy and Procedures should be amended as following:

“3.2.2. Graduates of higher educational institutions, except for graduates of the University and applicants who meet the requirements specified in subclause 3) of the clause 3.1.4., must upload an official electronic report of valid test certificates required by the Programs. The test report shall be provided to the University through an electronic version from a Test Administrator with the obligation to submit a scanned copy or electronic copy of the test certificate.”.

6. Clause 3.2.4 of the Policy and Procedures should be amended as following:

“3.2.4. Admission period, number of rounds, and all deadlines related to admission to the Program are set by the Admissions Department and approved by a Dean of School or his/her designated person and are published on the website of the University.

At the discretion of the School, in case of the extension of the application deadline, the School should notify the Admissions Department by sending a Memo no later than one day before the approved application deadline.”.

7. Clause 3.5.2 of the Policy and Procedures should be amended as following:

“3.5.2. The admission process to the Program within one admission round consists of the following stages:



1) First Stage – the Admissions Department reviews application packages in the Personal account and checks the compliance with the minimum entry requirements for the Program according to the minimum admission requirements to these Policy and Procedures.

The Admissions Department provides the Admissions Committees with information on applicants' status on compliance with the entry requirements and complete package of documents before an applicant can progress to the next stage of the selection process.

2) Second Stage – the members of the Admissions Committee review application packages that meet admission requirements according to the methodology developed by the Admissions Committee. The number of Admissions Committee members evaluating application packages is specified in the methodology.

3) Third Stage – the members of the Admissions Committee conduct an interview with applicants. All applicants meeting entry requirements can be interviewed either in person or via videoconference by the Admissions Committee. If necessary, the Admissions Committee may assign interviewers who are not members of the Admissions Committee: representatives of Schools, the University alumni, external experts or representatives of a strategic partner. The number of designated interviewers for interviewing applicants shall not be less than 2 (two).

4) Fourth Stage – the Admissions Committee members create a ranking of applicants progressed to the Second stage and Third stage results and make recommendations on admission. The weight of each stage is left to be decided by the admission committee. The University graduates with honors can be recommended for admission to a relevant discipline without placing into ranking. Relevancy of a discipline is determined by the Admissions Committee.”.

8. Clause 3.5.11 of the Policy and Procedures should be amended as following:

“3.5.11. Applicants recommended for admission by the Admissions Committee who received notifications on admission must officially notify the University by accepting or refusing the admission offer in accordance with dates written in an admission offer by filling the Enrollment confirmation form. In case of acceptance of the admission offer applicants (except for PhD programs on a fee-paying basis sponsored by legal entities) must also fill out the Consent form on guarantee fee payment via Personal account and have to make a payment of a Guarantee fee via Personal account. Otherwise, applicants will not be enrolled in a program and admission offers will be sent to the next most highly ranked applicants from a waiting list.

A mandatory Guarantee fee is refundable in the second semester of the Program in case of completion of the following cumulative conditions:

- 1) bilateral signing of the Agreement on Provision of Education Services at Nazarbayev University;
- 2) student's participation in Orientation week;
- 3) student's completion of the first semester of classes with good academic standing in accordance with the Academic Policies and Procedures for the relevant University programs of study.



The guarantee fee can be refunded without completion of the above-mentioned conditions in case of the death of an applicant/student before the second semester of the program.”

9. Clause 3.5.13 of the Policy and Procedures should be amended as following:

“3.5.13. Decision on Enrollment shall specify the source of funding for each admitted applicant.”

