



NAZARBAYEV
UNIVERSITY

**Amendments to the Admission Policy and Procedures to Master's programs at
the autonomous organization of education Nazarbayev University**

Category: Policy

Approval Date: 04.04.2025

Effective Date: 04.04.2025

Level of Access: Open to Public

Classification Number: 2.1 ADMS

Approving Authority: Provost

Registration Number: 55-Н/Қ

Owner: Admissions Department

Applicability: Nazarbayev University

Revision No. 1

Type of revision: Major Revision

Main IR approval date: 05.12.2024

Main IR effective date: 05.12.2024

Approving Authority: Provost

Registration Number: 130-Н/Қ



To amend the Admission Policy and Procedures to Master's programs at the autonomous organization of education Nazarbayev University, approved by the decision of the Provost dated December 05, 2024 No. 130-Н/Қ (hereinafter — the Policy and Procedures) as follows:

1. Throughout the text of the Admission Policy and Procedures the words “Admissions Department” shall be replaced with words “Admissions Office”, except for the name of the committee “Admissions Department Evaluation Committee”.

2. Clause 2.1. of the Policy and Procedures shall be amended as follows:

“2.1. Basic definitions and abbreviations used in these Policy and Procedures are:

1) **Admissions Office** – a unit of the University designated to facilitate admission to the Foundation, undergraduate, Master's and PhD programs of the University;

2) **Admissions Department Evaluation Committee (ADEC)** - a committee established within the Admissions Office with the possibility to include other staff or faculty of the University to oversee the admission to Master's programs;

3) **Applicant** – a citizen of the Republic of Kazakhstan, a foreign citizen or a stateless individual taking part in the selection process;

4) **Application form** – a form to be filled out by an applicant for admission to the Master's programs posted in the Personal account;

5) **Conditional admission/enrollment** – a type of admission/enrollment of applicants to the Master's programs with a term or terms specified in the meeting Minutes of the SBAC/ADEC at the stage of admission and/or in the decision on enrollment of the Provost of the University at the stage of enrollment;

6) **Enrollment confirmation form** – a form filled out by an applicant upon receipt of notification on admission to a Master's program of the University, which is the reason for enrollment/exclusion from enrollment to a program;

7) **External expert** – a representative of other School, the University alumni or a Partner Institution under the relevant Agreement or an internationally recognized the University or research institute, which has relevant resources (intellectual, scientific, methodological, educational, technological, technical, human), that is involved in conducting reviews and evaluations of applicants, as well as serving as external readers or evaluators to provide quality assurance;

8) **Guarantee fee** – a mandatory payment that secures the Applicant's place in Master's programs. The amount of the Guarantee fee is established and refundable in accordance with the internal documents of the University;

9) **Graduate of the University** – a person, who graduated from academic degree program of the University (bachelor's, master's, PhD, Doctor of Medicine, Residency);

10) **Minimum admission requirements (MAR)** - the criteria that applicants must meet to be eligible for admission to the University. While meeting these



requirements allows an applicant to be considered for evaluation, it does not guarantee admission. MAR may contain conditions for study applicable for certain requirements. MAR of Programs shall be developed by the Schools separately, reviewed and if necessary edited by the Admissions Office and approved by the decision of the Academic Council;

11) **Personal account** – online service providing a personal space on the University website admissions.nu.edu.kz upon application;

12) **Program** – Master’s program offered by the Schools except for Doctor of Medicine, Master of Science in Nursing and Residency programs of the School of Medicine and Executive Master of Business Administration of the Graduate School of Business;

13) **Representative of the School** – faculty, administration or leadership of the School involved in managing academic and administrative functions within the University;

14) **School-based Admission Committee (SBAC)** - a committee established within the School for the selection of applicants to Master’s programs. The final decision on admission is made by the SBAC;

15) **Schools** – the Graduate School of Business, the Graduate School of Public Policy, the Graduate School of Education, the School of Medicine, the School of Mining and Geosciences, the School of Sciences and Humanities, the School of Engineering and Digital Sciences of the University in which Master’s programs are offered;

16) **Test certificate** – standardized internationally recognized test results required for admission to the University based on program requirements;

17) **Timeline** – a sequential representation of the admission stages arranged in chronological order, indicating the time of period based on a type of funding, and the responsible office/person. Timeline specifies deadlines for different types of funding based on the application submission date.”.

3. Clause 3.1.10. of the Policy and Procedures shall be amended as follows:

“3.1.10. The relevance of academic and professional background as well as the equivalency and appropriateness of earlier degrees will be determined by the Schools (for SBAC) and Schools/Admissions Office (for ADEC).”.

4. Clause 3.2.1. of the Policy and Procedures shall be amended as follows:

“3.2.1. Depending on classification, Program should have its own SBAC, including Secretary, for consideration of applicants under any types of grants/sponsorships (including programs of the Graduate School of Business, regardless of source of funding). The SBAC is composed of faculty members and may include a Representative of the School and/or External expert determined at the discretion of a School.”.

5. Clause 3.2.4. of the Policy and Procedures shall be amended as follows:



“3.2.4. The SBAC may have a Vice Chairperson. In the absence of the Chairperson, his/her powers shall be exercised by the Vice Chairperson, if the other is not specified in the agreement with the strategic partner.”.

6. Clause 3.2.11. of the Policy and Procedures shall be amended as follows:

“3.2.11. The Secretary of SBAC is not a member of the SBAC. In the absence of the Secretary of the SBAC, the Chairperson of the SBAC appoints the temporary replacement for Secretary with indication of such replacement in the SBAC meeting Minutes.”.

7. Clause 3.2.21. of the Policy and Procedures shall be amended as follows:

“3.2.21. The final decision on admission of applicants considered on a full tuition fee-paying basis (except for the programs of Graduate School of Business) can be made without placing them in the ranking, provided they comply with the MAR. In this case, applicants should be approved by the School Department Chair or his/her designee/equivalent within the deadlines approved according to Clause 3.4.1. of these Policy and Procedures. The final list of such applicants should be stated in the SBAC meeting Minutes with their final admission statuses.”.

8. Clauses 3.3.2.-3.3.3. of the Policy and Procedures shall be amended as follows:

“3.3.2. The ADEC shall be established, composed of members from the Admissions Office, with the Associate Provost for Graduate Studies of the University or his/her designee serving as the Chairperson, Vice Chairperson and Secretary appointed from the Admissions Office. The ADEC will be approved by the Decision of the Provost. The ADEC must consist of at least 5 (five) voting members. The Secretary of the ADEC is not a member of the ADEC. In the absence of the Secretary of the ADEC, the Chairperson of the ADEC appoints the temporary replacement for Secretary with indication of such replacement in the ADEC meeting Minutes. In addition to voting members, the ADEC may include non-voting members.

3.3.3. The ADEC will review applications and provide preliminary rankings to the School Department Chair or his/her designee/equivalent via corporate email based on the evaluation results according to School’s methodology (selection criteria) and MAR. The School Department Chair or his/her designee/equivalent is responsible for approving the ranking made by the ADEC for their respective Master’s program(s) within 5 (five) working days.”.

9. Clause 3.3.5. of the Policy and Procedures shall be amended as follows:

“3.3.5. Final admission decisions will be based on the final ranking approved by the School Department Chair or his/her designee/equivalent.”.

10. Clause 3.3.8. of the Policy and Procedures shall be amended as follows:

“3.3.8. The final decision on admission of applicants considered on a full tuition fee-paying basis can be made without placing them in the ranking, provided they comply with the MAR. In this case, the decision will be made by the Admissions Office upon approval of the School within the deadlines approved according to



Clause 3.4.1. of these Policy and Procedures. The final list of such applicants should be stated in the ADEC meeting Minutes with their final admission statuses.”.

11. Subclause 3) of Clause 3.4.3. of the Policy and Procedures shall be amended as follows:

“3) pay a non-refundable application fee via Personal account unless exempted by the Managing Council of the University. If it is proven impossible to make payment via Personal account, the applicant should notify the Admissions Office so that alternative payment methods can be approved. The amount of application fee is set by the University internal documents.”.

12. Clause 3.4.7. of the Policy and Procedures shall be amended as follows:

“3.4.7. The SBAC or the Admissions Office may request additional documents/information if necessary.”.

13. Subclause 1) of Clause 3.5.1. of the Policy and Procedures shall be amended as follows:

“1) First Stage – the Admissions Office reviews application packages of all applicants in their Personal accounts and checks the compliance with the MAR for the Programs. For SBAC, the Admissions Office provides the respective SBAC with information (table) on applicants’ status regarding compliance with MAR before applicants can progress to the next stage of the selection process. For ADEC, the members of ADEC review and evaluate application packages.”.

14. Clauses 3.5.6.-3.5.8. of the Policy and Procedures shall be amended as follows:

“3.5.6. Subclauses 2)-3) of Clause 3.5.1. of these Policy and Procedures do not apply to applicants considered for admission on a full tuition fee-paying basis (except the programs of Graduate School of Business) indicated in Clauses 3.2.21. and 3.3.8. of these Policy and Procedures. Such applicants can be recommended for admission without ranking and enrolled based on approved quota for allocated sources of funding and available seats.

3.5.7. Applicants recommended for admission who receive notifications on admission (regardless of the type of funding) must officially notify the University by accepting or refusing the admission offer in accordance with dates written in an admission offer by filling out the Enrollment confirmation form. In case of acceptance of the admission offer, applicants must also fill out the Consent form on Guarantee fee payment and make payment of a Guarantee fee via Personal account. Applicants must provide electronic/scanned copies of application documents indicated in the MAR. Otherwise, applicants will not be enrolled in a program. The admission offer can be with or without conditions and terms. The admission offer can be revoked by the decision of the University prior to enrollment.

3.5.8. The conditions of refunding of a mandatory Guarantee fee are specified in the internal document of the University or Consent form for Guarantee fee payment.”.

15. Clause 3.5.15. of the Policy and Procedures shall be amended as follows:



“3.5.15. Applicants who have already earned a Master’s degree under the Republic of Kazakhstan state educational order and/or Bolashak international scholarship are not eligible for admission under the state educational order or other types of grants to the University’s Master’s degree programs. If this is discovered at any stage, the Admissions Office reserves the right to revoke the admission offer. In case of enrollment, the student will be dismissed from the Program.”.

16. Clause 3.5.23. of the Policy and Procedures shall be amended as follows:

“3.5.23. Deferred admission may be granted for 1 (one) academic year by the Deans of the Schools or his/her designee prior to the Decision on enrollment of the Provost of the University. Deferred admission cannot be granted to applicants recommended for conditional admission.”.

17. Clause 3.5.28. of the Policy and Procedures shall be amended as follows:

“3.5.28. The SBAC in cooperation with the Admissions Office or the ADEC in cooperation with the School shall resolve issues not regulated by these Policy and Procedures independently, except for issues the consideration of which falls within the competence of bodies or authorized persons of the University. Resolution of these issues must be included in the respective meeting Minutes.”.