NAZARBAYEV UNIVERSITY

Admission Policy and Procedures to Master of Science in Nursing Program of the School of Medicine of the autonomous organization of education Nazarbayev University

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Section 1. Purpose and Application

1.1.   These Admission Policy and Procedures to Master of Science in Nursing Program (hereinafter – Program) of the School of Medicine at the autonomous organization of education Nazarbayev University (hereinafter – the Policy and Procedures) establish the policy and procedures for the management and compliance during the admission process.

1.2.   These Policy and Procedures are applied to the School of Medicine of the autonomous organization of education Nazarbayev University (hereinafter – the University) and its applicants applying to the Program.

Section 2. Terms / Definitions

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

1) **Admissions Office** – the structural division of the University designated to facilitate admission to the Foundation, Undergraduate, Master's, including the Program, and PhD programs of the University;

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

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

4) **Conditional admission/enrollment** – a type of admission/enrollment of applicants to Program with a term or terms specified in the decision of School-based Admission Committee of the Program at the stage of admission and decision on enrollment of the Provost at the stage of enrollment;

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

6) **Minimum admission requirements (MAR)** - the criteria that applicants must meet to be eligible for admission to the University;

7) **School-based Admission Committee (SBAC)** - a committee established within the School of Medicine for the selection of applicants to the Program;

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

9) **School** – School of Medicine of the University;

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

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

2.2. Terms and definitions not used in these Policy and Procedures shall be defined by the internal documents of the University.

2.3. The School shall follow these Policy and Procedures during the admissions process for all students applying to the Program.

Section 3. Main Provisions

3.1 Minimum Admission Requirements

3.1.1. Admission to Program shall be on a competitive basis except for the cases stated in Clauses 3.4.18. and 3.4.19. of these Policy and Procedures.

3.1.2. In order to be eligible for inclusion in the selection process for admission to the Program, all applicants must meet the provisions of these Policy and Procedures.

3.1.3. Applicants who are citizens of the Republic of Kazakhstan and applicants who can speak the Kazakh or Russian Language must meet the following MAR:

1) graduated from an academic bachelor's degree in nursing (or equivalent); or students in the final program year of an academic bachelor's degree in nursing (or equivalent). During the application period, final year students may submit official current transcripts for consideration; or graduated from a medical doctor program (or equivalent) who are teaching in nursing programs or working as a nurse for at least 1 year (applicable for citizens of Kazakhstan only). Official confirmation of at least 1 (one) year experience in any area of practice in nursing (i.e., teaching in a nursing program or working as a nurse in a hospital) is required;

2) Minimum CGPA 2.50 out of 4.00 on applicant's bachelor's degree (or equivalent).

3) Evidence of eligibility to practice nursing in Kazakhstan or in country of origin (e.g. Certificate of Specialist in Nursing, nursing license, labor records). This document can be in Kazakh, Russian or English. This requirement is not applicable for applicants graduated from a medical doctor program (or equivalent);

4) personal statement of purpose for Program graduate studies, including a potential research problem in the intended practice area. This document can be in Kazakh, Russian, or English;

5) Two official letters of reference in Kazakh, Russian, or English. One letter must be from the employer of the applicant;

6) Confirmation of knowledge of Kazakh, Russian or English should be verified during interview.

3.1.4. Applicants who are foreign citizens or stateless individuals who do not Speak the Kazakh or Russian language must meet the following MAR:

1) Graduated from an academic bachelor's degree in nursing (or equivalent); or

Students in the final program year of an academic bachelor's degree in nursing (or equivalent). During the application period, final year students may submit official current transcripts for consideration;

2) Minimum CGPA 2.50 out of 4.00 on applicant's bachelor's degree (or equivalent);

3) Minimum admission requirement for English language proficiency:

an overall IELTS test score of 6.0 or higher (with no sub-score less than 6.0 in writing and 5.5 in other sections) or the equivalent TOEFL score (except home edition) as posted on the ETS website;

Applicants to the Program, at the discretion of the SBAC, can be exempted from submitting the language proficiency test report if:

one of their earlier academic degrees was earned in a country with English or Russian as the language of official communication, academic instruction, and daily life (Confirmation of knowledge of Russian or English should be verified during interview),

an undergraduate or graduate degree was earned in a program that was officially taught in English or Russian (Confirmation of knowledge of Russian or English should be verified during interview). At least 70% of all subjects must be taught in English or Russian, with official confirmation from the university where the studies were conducted in any languages other than English or Russian

the applicant is a graduate of Nazarbayev University.

4) Evidence of eligibility to practice nursing in their country of origin (i.e., active nursing license).

5) A personal statement in English of purpose for applying to the Program, including a potential research problem in the intended practice area.

6) Two official letters of reference in English.

3.1.5. Transfer of credits of applicants is carried out according to Academic Policies and Procedures for graduate programs of the University.

3.1.6. Readmission of applicants is carried out according to internal documents of the University.

3.1.7. The relevance of academic and professional background and the equivalency and appropriateness of earlier degrees will be determined by the SBAC.

3.2. School-based Admission Committee (SBAC)

3.2.1. The SBAC is composed of faculty members and may include external experts and/ or a representative of a strategic partner.

3.2.2. The total number of voting members of the SBAC shall not be less than 5 (five).

3.2.3. Members of the SBAC, including the Chairperson, as well as determination of Secretary of SBAC shall be approved by the decision of the Provost or his/her designee. The activities of the SBAC and Secretary are managed by the Chairperson of the SBAC.

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.

3.2.5. In addition to voting members, the SBAC may include non-voting members.

3.2.6. Methodology (selection criteria) must be applied equitably during the selection processes and should be attached to the Minutes of the first meeting of the SBAC for the corresponding academic year.

3.2.7. The SBAC is authorized to review applications, evaluate applicants and make recommendations with respect to admission decisions.

The SBAC must be familiarized and comply with the internal documents on conflict of interests and confidentiality of the University.

3.2.8. The SBAC members are responsible for ensuring that the admission procedures comply with these Policy and Procedures and the MAR.

3.2.9. The number of SBAC members evaluating application packages and interviewing applicants is specified in the methodology.

3.2.10. Interviews are conducted either in person or via video conference. If necessary, the SBAC may assign interviewers who are not members of the SBAC: 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) per applicant.

3.2.11. The Secretary of SBAC is not a member of the SBAC and shall not have the right to vote. 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.

3.2.12. The Secretary of the SBAC is responsible for:

1) Accuracy of information containing the SBAC meetings Minutes;

2) coordination of activities of the SBAC, and organization of the SBAC meetings;

3) invitation of shortlisted applicants to an interview;

4) execution of the Minutes of the SBAC meetings;

5) ensuring the match of the language versions of the Minutes of the SBAC meetings;

6) maintaining applicants' application packages;

7) maintaining applicants' interview evaluation results;

8) close cooperation and interaction with the Admissions Office on admission issues;

9) collecting signatures and registration of the meeting Minutes of the SBAC;

10) responsible for the safety of Minutes until being transferred to the University Joint Archive;

11) implementation of other activities in accordance with instructions of the SBAC and its Chairperson.

3.2.13. Meetings of the SBAC for the Program shall be held as needed during the admissions period with a quorum, defined as a simple majority of the SBAC voting members present.

3.2.14. The SBAC may take votes and make decisions in the meeting through conference call, videoconferencing or in other interactive ways (if necessary). Such

participation shall be recognized in determining the quorum. The means of interactive participation of a voting member of the SBAC shall be indicated in the meeting minutes.

3.2.15. Decisions of the SBAC shall be taken by a simple majority of the votes of those voting and counted in determining the quorum. The Chairperson has the deciding vote in case of tied votes.

3.2.16. Decisions of the SBAC are final and recorded in the meeting minutes by the Secretary of the SBAC according to the specified requirements for preparing meeting Minutes at the University. Decisions of the SBAC are not subject to appeal.

3.2.17. The meeting Minutes shall reflect the decision-making process regarding all applicants.

3.2.18. The working language of the SBAC meetings is English. The Minutes in English and Kazakh shall be signed by the Chairperson and the Secretary of the SBAC.

3.2.19. The Minutes of the SBAC meetings are confidential and are not subject to dissemination to third parties, except for employees of the University in the frame of their duties.

3.2.20. All the Minutes of the SBAC meetings are duly stitched, numbered, scanned and bound by the Secretary of the SBAC, registered and transferred to the University Archive. The Secretary shall provide scanned copies of the signed minutes to the Admissions Office prior to the start of an academic year according to the academic calendar of the year of enrollment.

3.3. Application process

3.3.1. Admission period, number of rounds, and all deadlines related to admission to the Program are set in Timeline by the Dean of the School or his/her designee upon consultation with the Admissions Office via memo.

3.3.2. Admission to the Program is based on the principle of meritocracy, which implies the selection of applicants based on their academic achievements and other specified evaluation criteria, providing everyone with equal opportunities at admission, and facilitating the selection of the most promising and talented students without the influence of external factors. Each applicant for admission to the Program shall be evaluated individually, fairly, comprehensively and consistently.

3.3.3. To participate in the competition to the Program, applicants apply on the University admissions portal (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 (or electronic) copies of documents required in accordance with the appendix to these Policy and Procedure.

3.3.4. The applicants qualified for grants on sport achievement specified in the University internal documents must provide additional supporting documents according to the requested format within specified deadlines set by the Admissions

Office. Provision of these documents does not guarantee admission to a Program and within these grants.

3.3.5. The test certificates of IELTS or TOEFL 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 (if not exempted). In cases where it is not possible to provide IELTS or TOEFL scores through a test administrator, verification may be conducted using digital credentials from services recognized by the Admissions Office.

3.3.6. Applicants may apply for a maximum of two graduate programs offered by the University in one academic year. In case of admission to both programs, applicants must choose only one program.

3.3.7. The SBAC or the Admissions Office may request additional documents/information when necessary.

3.3.8. Providing false and/or incomplete information in a Personal account will result in exclusion from the selection process or dismissal from the University in case of enrollment. Applicants who falsify documents or violate test/interview procedure requirements shall be disqualified from the selection process or dismissed from the University in the case of enrollment and are not allowed to apply to the University programs of any level for any type of funding in the future.

3.3.9. Submission of a complete application package and meeting MAR does not guarantee admission to a Program.

3.4. Admission terms and procedure

3.4.1. The admissions process for consideration of applicants consists of the following stages:

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. The Admissions Office provides the SBAC with information (table) on applicants' status regarding compliance with MAR before applicants can progress to the next stage of the selection process.

2) Second Stage – the members of the SBAC evaluate application packages that meet MAR according to the methodology (selection criteria) developed by the SBAC. All shortlisted applicants will be interviewed either in person or via video conference by the SBAC members.

3) Third Stage – the SBAC creates a ranking of applicants and recommends applicants for admission to the Program on conditional or on unconditional basis. In case grant/sponsorship (if applicable) places are not available, applicants will be recommended for a fee-paying basis.

The SBAC may, at its discretion, add additional requirements to the admissions process.

3.4.2. Applicants recommended for admission, placed on a waiting list, or rejected applicants will be notified only by the Admissions Office.

3.4.3. Incomplete applications could progress to the Second and Third stages only upon the SBAC decision, otherwise they should be rejected by the SBAC. The reasons shall be indicated in the meeting Minutes.

3.4.4. 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 the Enrollment confirmation form. In case of acceptance of the admission offer, applicants must provide electronic/scanned copies of application documents indicated in the MAR. Otherwise, applicants will not be enrolled in a program.

3.4.5. Applicants recommended for admission must verify their final transcripts of a degree diploma based on one of the following options:

1) official hard copy sent directly to the Admissions Office via post mail by previous institution of study;

2) official soft copy sent directly to the Admissions Office email address from corporate email address of the previous institution of study;

3) official final transcript provided to the Admissions Office or verified through official digital credential services;

4) applicant provides a hard copy of an official final transcript to the Admissions Office. The original hard copy will be returned to an applicant/student upon verification by the Admissions Office.

Diplomas and transcripts of graduates of the University should be verified by the University system.

3.4.6. In case of impossibility to fulfill options mentioned in Clause 3.4.5. of these Policy and Procedures, the following options can be considered:

1) provision of a scan copy of a certificate on nostrification of a diploma issued by the legal authorities of the Republic of Kazakhstan;

2) provision of a scan copy of an apostille document of a foreign educational institution;

3) provision of a scan of notarized copy of diploma and transcript.

3.4.7. Applicants who refuse an admission offer or fail to complete its conditions and terms will not be enrolled in the Program in the academic year of their submission.

3.4.8. SBAC shall place on a waiting list the applicants who fully met MAR of the Program, passed competition stages according to Clause 3.4.1. of these Policy and Procedures but were not admitted to the Program due to limits in the number of available places. Applicants' order in the waiting list should correspond to the final ranking order. Should a place in the Program become available prior to the first day of classes according to the Academic Calendar of a year of enrollment, it will be offered by the Admissions Office to the applicants in the waiting list, in order of rank, by notification on admission.

3.4.9. Enrollment to the Program shall be formalized by the decision of the Provost of the University based on approved quotas for allocated source of funding and memos from School, which specify attendance of applicants in Orientation week.

3.4.10. Decision on Enrollment shall specify the source of funding for each admitted applicant.

3.4.11. 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 Program. If this is discovered at any stage of admission, the Admissions Office reserves the right to revoke the admission offer. In case of enrollment of such applicant, the student will be dismissed from the Program.

3.4.12. The number of enrolled students shall not exceed the number of places allocated to the Program based on approved quotas for the specific academic year.

3.4.13. The conditional enrollment can be practiced in the following cases:

1) The applicants in the final program year of an academic bachelor's degree in nursing (or equivalent)recommended for admission may be enrolled conditionally with a condition of providing evidence (official letter or notification from applicant's university of study) from graduating university that they completed an educational program and expects formal issuance of the final transcript and/or diploma by a specified date. In these cases, the decision on enrollment shall prescribe the period of time within which an applicant shall provide the necessary documents to the University.

2) Bachelor of Science in Nursing (BSN) and Bachelor of Nursing students at the University in their final semester of study may be considered for conditional enrollment to the Program without the diploma and/or official final transcript based on the memo from School indicating that the applicant is eligible to graduate and fulfills the program requirements and will receive his/her diploma in the next degree conferral. These applicants can be considered for admission on the condition that they submit the final transcript and diploma by the end of the first Fall semester according to the Academic calendar of a Program of the year of enrollment.

3.4.14. In the case of conditional enrollment specified in Clause 3.4.13. of these Policy and Procedures, it must be indicated in the meeting Minutes. The meeting Minutes should record the following:

1) reasons for granting conditional enrollment;

2) timeline for the fulfillment of terms of conditional enrollment, which cannot be more than one year from the date of enrollment.

3.4.15. The applicant must fulfill all the conditions by sending the required documents to the Admissions Office via email correspondence by the indicated deadline. These documents should be uploaded to the Personal account. Upon fulfillment of the required stages, the applicant/student shall be considered as unconditionally enrolled.

3.4.16. In the event of failure to fulfill the terms of conditional enrollment, the student will be dismissed from a Program (in case of enrollment).

3.4.17. School and Admissions Office must notify each other of the fulfillment or non-fulfillment of the conditions of admission.

3.4.18. Deferred admission may be granted for 1 (one) academic year by the SBAC with approval of Deans of the School or their designees prior to the decision

on enrollment of the Provost. Deferred admission cannot be granted to applicants recommended for conditional admission.

3.4.19. An applicant with deferred admission will be considered for enrollment to a Program following year based on the previous year application, but does not retain earned funding (if any).

3.4.20. Awarding applicants the University educational grants, scholarship and enrollment on a fee-paying basis shall be carried out according to internal documents of the University.

3.4.21. All documents and other materials submitted by or for applicants in connection with their application for admission to the Programs are accessible to the University and are subject to the University's internal documents concerning confidentiality.

3.4.22. All information related to the selection process of applicants is confidential.

3.4.23. The SBAC in cooperation with the Admissions Office shall resolve issues not regulated by these Policy and Procedures independently and resolution of these issues must be included in the respective meeting Minutes.

3.4.24. Program will need to meet a minimum number of applicants for enrollment in order to be opened. That number will be documented in internal University documents and updated on a regular basis.

Section 4. Waiver

4.1. Only the Approving Authority is eligible to grant a Waiver from a certain provision of these Policy and Procedures, upon approval of Academic Council and Managing Council of the University sequentially as long as it does not violate academic calendar deadlines. A Waiver shall be granted only for a certain period and in exceptional circumstances as defined in the internal documents of the autonomous organization of education Nazarbayev University.

Section 5. Temporary Provision

5.1. Not applicable.

Section 6. Revision

6.1. This Policy and Procedures to the Program shall be reviewed within one year after approval and completion of the admission round and revised if necessary.

Section 7. Related Documents

7.1. Law of the Republic of Kazakhstan "On the Status of Nazarbayev University, Nazarbayev Intellectual Schools and Nazarbayev Fund."

7.2. Charter of the autonomous organization of education Nazarbayev University.

7.3. Policy for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University.

7.4. Procedure for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University.

7.5. Regulations for managing documents and information containing confidential data at the autonomous organization of education "Nazarbayev University".

7.6. Academic Policies and Procedures for Graduate Programs of the autonomous organization of education Nazarbayev University.

7.7. Policy and Procedures on readmission of the former graduate students of the autonomous organization of education Nazarbayev University.

7.8. Policy for the award, withdrawal, or reallocation of educational grants of the autonomous organization of education "Nazarbayev University."

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Appendix
to the Admission Policy and Procedures
to Master of Science in Nursing Program
at the autonomous organization of education
Nazarbayev University

List of Required Documents

A. Citizens of the Republic of Kazakhstan and Applicants who can Speak the Kazakh or Russian Language

1. Complete application form
2. Scanned copy of a valid national ID for the citizens of the Republic of Kazakhstan or scanned copy of a valid passport for international applicants.
3. Scanned copy of official document confirming name changes (if applicable). This document can be in Kazakh, Russian or English.
4. Official Diploma and Transcript of Record for an academic bachelor's degree in nursing (or equivalent). Final year students may submit the current transcript for consideration.
5. Evidence of eligibility to practice nursing in Kazakhstan or in country of origin (i.e., Certificate of Specialist in Nursing or active nursing license). This document can be in Kazakh, Russian or English. This requirement is not applicable for Kazakh nationals graduated from a medical doctor program (or equivalent).
6. For applicants graduated from a medical doctor program (or equivalent), official confirmation of at least 1 (one) year experience in any area of practice in nursing (i.e., teaching in a nursing program or working as a nurse in a hospital) is required.
7. A personal statement of purpose for Program graduate studies, including a potential research problem in the intended practice area. This document can be in Kazakh, Russian, or English.
8. Two official letters of reference in Kazakh, Russian, or English. One letter must be from the employer of the applicant.
9. 075y medical certificate (for Kazakhstani applicants) or a similar medical certificate with indication of general health (for international applicants). This document can be in Kazakh, Russian or English.
10. A document stating the presence or absence of a criminal record. This document can be in Kazakh, Russian or English.
11. Consent of the applicant/student to the processing of personal data.

B. Foreign Citizens or stateless individuals who do not speak the Kazakh or Russian language

Complete application form
1. Scanned copy of valid passport.

2. Scanned copy of official document confirming name changes (if applicable).

3. Official Diploma and Transcript of Record for an academic bachelor's degree in nursing (or equivalent). Final year students may submit the current transcript for consideration.

4. Test certificates of IELTS or TOEFL (Electronic version from a test administrator with the obligation to submit a scanned copy or electronic copy (if not exempted). In cases where it is not possible to provide IELTS or TOEFL scores through a test administrator, verification may be conducted using digital credentials from services recognized by the Admissions Office.)

5. Official confirmation about the language of instructions (if applicable)

6. Evidence of eligibility to practice nursing in their country of origin (i.e., Certificate of Specialist in Nursing, active nursing license)

7. A personal statement in English of purpose for Program graduate studies, including a potential research problem in the intended practice area.

8. Two official letters of reference in English.

9. Medical certificate with indication of general health.

10. A document stating the presence or absence of a criminal record.

11. Consent of the applicant/student to the processing of personal data.