



Admission Policy and Procedures to Master's programs at 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's programs 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 autonomous organization of education Nazarbayev University (hereinafter "the University") and its Applicants applying to the Master's programs, except for the Doctor of Medicine, Master of Science in Nursing, Master of Arts in Global Affairs and Eurasian Studies, Executive Master of Business Administration and Residency programs.

Section 2. Terms / Definitions

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 Office Evaluation Committee (AOEC)** – a committee established within the Admissions Office with the possibility to include other staff or faculty of the University to oversee the admission and recommend Applicants for 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/AOEC at the stage of admission and/or in the decision on enrollment of the University Provost or his/her designee 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 Graduate of the University or a representative of the Partner Institution under the relevant Agreement or an internationally recognized 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) **Full tuition fee-paying category** – a type of admission that refers to Applicants who have indicated in their application forms that they wish to be considered for admission on a fee-paying basis directly (except for Online Master in Public Administration, Master of Applied Artificial Intelligence and Data Science, Master of Business Administration and Master of Science in Finance);



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) **Grant** – a target amount of money provided to an Applicant/student from different sources of funding to pay for studying at the University;

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

12) **IELTS** (International English Language Testing System) – a standardized English language proficiency test administered by the British Council, IDP Education and Cambridge Assessment English;

13) **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 to certain requirements. MAR of Programs shall be developed by the Schools separately upon consultation of the Admissions Office, reviewed and approved by the decision of the Academic Council;

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

15) **Programs** – Master's programs offered by the Schools except for Doctor of Medicine, Master of Science in Nursing, Master of Arts in Global Affairs and Eurasian Studies, Executive Master of Business Administration and Residency programs;

16) **Ranking Authority** – one or two faculty member(s) designated by the Dean of the School or his/her designee, as responsible for review and endorsement the preliminary ranking prepared by the AOEC;

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

18) **School** – the School of the University offering Master's degree programs;

19) **School-based Admission Committee (SBAC)** – a committee established within the School for the selection of Applicants and recommend them for admission to Master's programs;

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

21) **Timeline** – a sequential representation of the admission stages in chronological order, indicating the time of period based on a type of funding, and the responsible office/person;

22) **TOEFL** (Test of English as a Foreign Language) – a standardized English proficiency test developed by the Educational Testing Service (ETS) (Princeton, New Jersey, USA) in the format of TOEFL IBT test.

Section 3. Main Provisions

3.1 Admission Requirements

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



3.1.1. Admission to Programs shall be on a competitive basis except for the cases stated in Clauses 3.2.22. and 3.3.8. of these Policy and Procedures.

3.1.2. Applicants who have met the MAR can take part in the competition if they are:

- 1) students in the final program year of higher education institutions;
- 2) Applicants who have graduated from higher education institutions.

3.1.3. To be eligible for inclusion in the selection process for admission to Programs, all Applicants must meet the provisions of these Policy and Procedures and the MAR.

3.1.4. The minimum requirement for English language proficiency for admission to a Program must be stated in the MAR of a specific program.

3.1.5. Applicants can be exempted from the requirement stated in Clause 3.1.4. of these Policy and Procedures if:

1) they have completed or are expected to complete a degree in a country where English is the official language of communication, academic instruction, and social interaction;

2) they have completed or are expected to complete a degree officially taught in English. The language of instruction shall be specified in the diploma, transcript, or an official confirmation document. In cases where the program was not conducted exclusively in English, an official confirmation document stating that at least 70% of all subjects were taught in English must be provided;

3) they are Graduates of the University or expected Graduates of the University (except for Graduates or expected Graduates of the Bachelor in Nursing, Master of Science in Nursing, Executive Master of Business Administration programs).

3.1.6. Test certificates are considered valid if their results do not expire by the date of application submission by an Applicant. The terms of expiration of test results are provided by the respective official websites of each test. Only valid IELTS/TOEFL certificates are considered for admission competition and only on the condition that the test is taken at a Testing Center in person (except for the cases stated in Clause 3.5.3. of these Policy and Procedures). Valid IELTS One Skill Retake once per original test is accepted and applied to only one section.

3.1.7. The Applicants qualified for special University Grants according to the internal documents of the University shall provide additional supporting documents according to the requested format within specified deadlines set by the Admissions Office if applicable.

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

3.1.9. Readmission of Applicants is carried out according to internal documents of the University.

3.1.10. Each Program must clearly specify its classification as either under SBAC or AOEC in its MAR. The admission process to Programs can differ based on this classification and shall be held in accordance with subsections 3.2. or 3.3. of these Policy and Procedures.



3.1.11. 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 AOEC).

3.2. School-based Admission Committee

3.2.1. Depending on classification, a Program should have its own SBAC, including Secretary, for consideration of Applicants under any types of grants/sponsorships category (including Online Master in Public Administration, Master of Business Administration and Master of Science in Finance programs, regardless of source of funding). The SBAC is composed of a Representative of the School and/or External expert determined at the discretion of a School.

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 and the Secretary, shall be approved by the decision of the University Provost or his/her designee. The activities of the SBAC and Secretary are managed by the Chairperson of the SBAC or his/her designee.

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.

3.2.5. In addition to voting members, the SBAC may include observers. Observers participate in SBAC meetings solely as listeners, have the right to review documents and provide advice, but do not take part in voting and are not counted toward the quorum. The number of observers shall not exceed two.

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 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.

3.2.8. The SBAC is authorized to review applications, evaluate Applicants, and make recommendations with respect to admission decisions. The SBAC and Secretary must be familiarized with and comply with the internal documents on conflict of interests and confidentiality of the University.

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

3.2.10. The number of SBAC members evaluating application packages is specified in the SBAC meeting Minutes.

3.2.11. The SBAC may, at its discretion, include the interview stage. The assigned interviewers should be members of the SBAC. If necessary, Applicants meeting MAR can be selectively interviewed within designated range(-s), either in person or via video conference by the SBAC. Interviews can be conducted for Applicants with comparable ranking results, where additional assessment is required for decision-making. In such cases, the interview results will only affect the



designated range(-s) of ranking of these selected Applicants. The number of designated interviewers for interviewing Applicants shall not be less than 2 (two) per Applicant.

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 (if applicable);
- 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 (if applicable);
- 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) safety of Minutes until being transferred to the University Joint Archive;
- 11) implementation of other activities in accordance with instructions of the SBAC.

3.2.13. Meetings of the SBAC for the Programs 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 or his/her designee has the deciding vote in case of tied votes.

3.2.16. Decisions of the SBAC are recorded in the meeting Minutes by the Secretary of the SBAC according to the specified requirements for preparing meeting Minutes at the University.

3.2.17. Applicant may submit an appeal only on a first admissions decision within five (5) working days of receiving the decision. Appeal based on disagreement with academic judgment and/or additional/updated materials will not be accepted. Eligible appeal is reviewed confidentially within five (5) working days. Only the Admissions Office should notify Applicant about the appeal outcome.

In the event that an appeal is granted, admission to the Program shall be subject to the availability of seats within the approved Program capacity. A positive appeal outcome does not guarantee allocation of a Grant.

Decision made upon appeal is final and not subject to further review and recorded in the meeting Minutes by the Secretary of the SBAC.

3.2.18. The meeting Minutes shall reflect the decision-making process regarding all Applicants.



3.2.19. 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 or their designee(s). The names of international Applicants may remain as they are.

3.2.20. 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.

3.2.21. 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 Joint 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.

3.2.22. Admission offers are sent to the Full tuition fee-paying category Applicants by the Admissions Office without placing them in the ranking, provided they comply with the MAR. In this case, Applicants should be endorsed by the Ranking Authority within the deadlines approved according to Clause 3.4.1. of these Policy and Procedures. The list of such Applicants should be stated in the SBAC meeting Minutes with their admission statuses.

3.3. Admissions Office Evaluation Committee

3.3.1. For Programs classified under review of the AOEC for admission for any types of grants/sponsorships category, Dean of the School or his/her designee is responsible for providing the application evaluation methodology (selection criteria) and information about designating Ranking Authority to the Admissions Office via a Memo.

3.3.2. The AOEC 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 AOEC will be approved by the decision of the University Provost or his/her designee. The AOEC must consist of at least 5 (five) voting members. The Secretary of the AOEC is not a member of the AOEC. In the absence of the Secretary of the AOEC, the Chairperson of the AOEC appoints the temporary replacement for Secretary with indication of such replacement in the AOEC meeting Minutes.

3.3.3. The AOEC will review applications and provide preliminary rankings to the Ranking Authority via corporate email based on the evaluation results according to School's methodology (selection criteria) and the MAR. The Ranking Authority is responsible for endorsing the ranking made by the AOEC for their respective Master's program(s) within 5 (five) working days.

3.3.4. If so decided by the Ranking Authority, Applicants meeting the MAR can be selectively interviewed either in person or via video conference by the School. Interviews can be conducted for Applicants with comparable ranking results, where additional assessment is required for decision-making. In such cases, the interview results will only affect the designated range(-s) of the ranking of these selected Applicants.



For Programs classified in the MAR as requiring high safety standards, Applicants (including Applicants on a Full tuition fee-paying category) can be selectively requested to provide confirmation of completion of necessary prerequisite laboratory courses or other evidence during the interviewing stage and make decisions on their admission based on this requirement. The assigned interviewers should be members of the AOEC. Interview evaluation results must be included in the Minutes and may affect the rankings provided by the AOEC. The School should conduct interviews within the same 5 (five) working days allocated for revision and approval of the preliminary ranking by the Ranking Authority as indicated in Clause 3.3.3. of these Policy and Procedures.

3.3.5. Admission decisions will be based on the final ranking.

3.3.6. Meetings of the AOEC to review applications should be held as needed and recorded in the meeting Minutes. A meeting of AOEC may include reviewing more than one program under the AOEC.

3.3.7. The meeting Minutes of AOEC shall reflect the decision-making process regarding all Applicants.

3.3.8. Admission offers are sent to Full tuition fee-paying category Applicants by the Admissions Office without placing them in the ranking, provided they comply with the MAR. In this case, Applicants should be endorsed by the Ranking Authority within the deadlines approved according to Clause 3.4.1. of these Policy and Procedures. The list of such Applicants should be stated in the AOEC meeting Minutes with their admission statuses.

3.3.9. The Secretary of AOEC is responsible for:

- 1) accuracy of information of the Minutes;
- 2) execution of the Minutes of the AOEC meetings;
- 3) ensuring the match of the language versions of the Minutes;
- 4) maintaining Applicants' application packages evaluation results;
- 5) close cooperation and interaction with the Schools on admission issues;
- 6) collecting signature(s) and registration of the Minutes;
- 7) safety of Minutes until being transferred to the University Joint Archive.

3.3.10. Meetings of the AOEC shall be valid with a quorum, defined as a simple majority of the AOEC voting members present.

3.3.11. The AOEC may take votes and make decisions in the meeting through conference call, videoconferencing, email 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 AOEC shall be indicated in the meeting Minutes.

3.3.12. The Chairperson or his/her designee has the deciding vote in case of tied votes.

3.3.13. Applicant may submit an appeal only on a first admissions decision within five (5) working days of receiving the decision. Appeals based on disagreement with academic judgment and/or additional/updated materials will not be accepted. Eligible appeal is reviewed confidentially within five (5) working days. Only the Admissions Office should notify Applicant about the appeal outcome.



In the event that an appeal is granted, admission to the program shall be subject to the availability of seats within the approved program capacity. A positive appeal outcome does not guarantee allocation of a Grant.

Decision made upon appeal are final and not subject to further review.

3.3.14. All the Minutes of the AOEC meetings are duly stitched, numbered, scanned and bound by the Secretary of the AOEC, registered and transferred to the University Joint Archive.

3.3.15. The working language of the AOEC meetings is English. The Minutes in English and Kazakh shall be signed by the Chairperson and Secretary of AOEC. The names of international Applicants may remain as they are.

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

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

3.4. Application process

3.4.1. Admission period, number of rounds, and all deadlines related to admission to Programs are set in Timeline by the Admissions Office in consultation with the Schools and then approved by the University Provost or his/her designee via a Memo.

3.4.2. Admission to the University programs 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 Programs shall be evaluated individually, fairly, comprehensively and consistently.

3.4.3. To participate in the competition to 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 MAR to a Program;

3) pay a non-refundable application fee via Personal account and submit the application to the Program. 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.

3.4.4. 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.

3.4.5. 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. In case it is revealed that more than two applications are submitted, only the first two determined by submission time will be considered. All additional applications will be withdrawn by the Admissions Office.

3.4.6. The SBAC or the Admissions Office may request additional documents/information if necessary.

3.4.7. All submitted documents shall be in English or with notarized English translation, if other not specified in the MAR.

3.4.8. 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.

3.4.9. Submission of a complete application package and meeting the MAR do not guarantee admission to a Program.

3.5. Admission terms and procedure

3.5.1. The admissions process for consideration of Applicants consists of the following stages:

1) First Stage – the Admissions Office reviews application packages of all Applicants 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 AOEC, the members of AOEC review and evaluate application packages;

2) Second Stage – the members of the SBAC or AOEC evaluate application packages that meet the MAR according to the evaluation methodology (selection criteria) developed by the Schools;

3) Third Stage – the SBAC or AOEC create a ranking of Applicants (excluding Applicants applying for Full tuition fee-paying category) and recommend Applicants for admission to the Programs on conditional or on unconditional basis. In case grant/sponsorship places are not available, Applicants will be recommended for a fee-paying basis.

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

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

3.5.3. In case of impossibility to arrange/take either of required entry examinations due to valid excuses (natural disasters, quarantine measures, closure of testing centers and etc.) the Schools are entitled to replace main exams with other



alternatives. In doing so, the Schools develop and approve effective selection methodology and evaluation criteria and inform the Admissions Office via memo. SBAC or AOEC should specify this replacement in their respective meeting Minutes.

3.5.4. While reviewing applications SBAC or AOEC, with School's approval, may initiate the transfer of an Applicant from one program to another program of the same level within a School, subject to the agreement of an Applicant.

3.5.5. SBAC or AOEC, with Schools approval and agreement of an Applicant, may initiate the transfer of an Applicant from one program to another program of the same level within Schools prior to the start of the Orientation Week. In case of such transfer, earned grants/sponsorships may be retained by the decision of the University Provost or his/her designee, and admission is subject to the capacity of the receiving program. The transfer may additionally require provision of additional documents and/or an interview.

3.5.6. Incomplete applications can be progressed to the Second and Third stages only upon the SBAC or AOEC decision, otherwise they should be rejected by the SBAC or AOEC. The reasons shall be indicated in the meeting Minutes.

3.5.7. Subclauses 2)-3) of Clause 3.5.1. of these Policy and Procedures do not apply to Full tuition fee-paying category Applicants. Such Applicants can be recommended for admission without ranking and enrolled based on approved quota for allocated sources of funding and available seats.

3.5.8. 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.

3.5.9. 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.

3.5.10. Applicants who have accepted admission offers must verify their final undergraduate (bachelor's or equivalent) transcript(s) 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.

3.5.11. In case of impossibility to fulfill options mentioned in Clause 3.5.10. of these Policy and Procedures, the following options can be considered:



1) provision of a scan copy of a certificate of nostrification/recognition 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.

3.5.12. Applicants must provide electronic/scanned copies of application documents indicated in the MAR, except for those documents indicated in the Clause 3.5.21. of these Policy and Procedures. Applicants who refuse an admission offer or fail to complete its admission conditions and terms will not be enrolled in the relevant program in the academic year of their submission. 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.

3.5.13. The Admissions Office sends admission offers to Applicants recommended by SBAC or AOEC with specified source of funding based on ranking within the allocated number of seats and/or quota for all sources of funding approved by the University's internal documents.

3.5.14. SBAC or AOEC shall place on a waiting list the Applicants who fully met the MAR of a relevant Program, passed competition stages according to Clause 3.5.1. of these Policy and Procedures but were not admitted to the Programs due to limits in the number of available places. Applicants' order in the waiting list should correspond to the final ranking order.

3.5.15. If places in the Programs become available prior to the first day of classes (according to the Academic Calendar of a year of enrollment), the Admission Office sends admission offers to the Applicants in the waiting list, in order of ranking, to fill vacant seats due to other Applicants' withdrawal, rejection, and/or refusal of an admission offers, based on the allocated number of seats and/or quota for all sources of funding approved by the University and its internal documents.

3.5.16. Enrollment to a Program shall be finalized by the decision of the University Provost or his/her designee based on approved quotas for allocated source of funding and memos from Schools, which specify attendance of Applicants in Orientation week.

3.5.17. Decision on Enrollment shall specify the final source of funding for each admitted Applicant.

3.5.18. Applicants who have already earned a Master's degree under the Republic of Kazakhstan state educational order and/or Bolashaq 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.

3.5.19. Applicants placed in the waiting list according to Clauses 3.5.14. and 3.5.15. of these Policy and Procedures can be considered for admission on a fee-paying basis. Applicants placed in the waiting list who accept an admission offers on a fee-paying basis, can continue participating in the competition under the grants/scholarships in case of available seats.



3.5.20. The number of enrolled students shall not exceed the number of places allocated to the University Master's Programs based on approved quotas for the specific academic year.

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

1) The Applicant indicated in Subclause 1) of Clause 3.1.2. of these Policy and Procedures recommended for admission may be enrolled conditionally based on evidence (official letter or notification from Applicant's university of study) from graduating university that an Applicant has completed an educational program and expects formal issuance of the final transcript and/or diploma by a specified date. In that case, the decision on enrollment shall prescribe the period of time within which an Applicant shall provide the necessary documents to the University;

2) Students of the University in their final summer semester of study may be considered for conditional admission to a Program without the diploma and/or official final transcript based on the memo from a School of study of the University 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.

3.5.22. In the case of conditional enrollment specified in Clause 3.5.21., it must be indicated in the respective 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.

3.5.23. 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.

3.5.24. In the event of failure to fulfill the terms of conditional enrollment, the student will be dismissed from a Program in case of enrollment. An extension of the terms of conditional enrollment, which cannot be more than one year from the date of enrollment, may be requested by School upon approval of the University Provost or his/her designee. In case such approval, the relevant changes shall be implemented by the Admissions Office in accordance with the decision of the University Provost or his/her designee.

3.5.25. The Schools and Admissions Office must notify each other of the fulfillment or non-fulfillment of the conditions of enrollment. The Admissions Office should notify the Office of the Registrar in such cases.

3.5.26. Deferred admission may be granted to an Applicant who has accepted the admission offer and paid the Guarantee fee for 1 (one) academic year by the Dean of the School or his/her designee prior to the beginning of the Orientation Week. Deferred admission cannot be granted to an Applicant recommended for conditional admission.



3.5.27. An Applicant with deferred admission will be considered for enrollment to a Program following year based on the previous year application package, but does not retain earned funding (if any). To determine the source of funding, they must be included in the ranking.

3.5.28. Awarding to the Applicants the University educational grants, scholarship and enrollment on a fee-paying basis shall be carried out according to the procedure established by the internal documents of the University.

3.5.29. In case an Applicant has previously refused an admission offer, upon the Applicant's request the Admissions Office may consider the application under the Full tuition fee-paying category prior to the Orientation Week, and, subject to Program capacity.

3.5.30. 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.

3.5.31. All information related to the selection process of Applicants is confidential.

3.5.32. The SBAC in cooperation with the Admissions Office or the AOEC 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 according to the internal documents of the University. Resolution of these issues must be included in the respective meeting Minutes.

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 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”.