


Annex
to the decision
of the Provost
dated October 15, 2021
132-Н/К

 NAZARBAYEV UNIVERSITY	Autonomous organization of education Nazarbayev University		
	Approving body:	Provost	
The Admission Regulations to the Masters programs at the autonomous organization of education Nazarbayev University			
Date of approval:	15.10.2021	Date of entering into force	<i>15.10.2021</i>
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Initiator:	A. Zhazykpayeva Director of Admissions Department		
Related documents	no related documents		

1. General provisions

1. These Admission Regulations to Master's Programs at the autonomous organization of education Nazarbayev University (hereinafter - Regulations) are developed in accordance with:

1) the Law of the Republic of Kazakhstan "On Status of "Nazarbayev University", "Nazarbayev Intellectual Schools" and "Nazarbayev Fund" dated January 19, 2011;

2) the Charter of the autonomous organization of education Nazarbayev University approved by the resolution of the Supreme Board of Trustees dated April 18, 2013;

3) main directions of the Nazarbayev University Strategy for 2018-2030 approved by the resolution of the Supreme Board of Trustees dated December 1, 2018, and determine the procedures of admission to Master's programs of the autonomous organization of education Nazarbayev University.

2. Basic definitions and abbreviations used in these Regulations are:

1) **Admissions Committee** – an advisory and consultative body of the University established to implement arrangements for admission to the Master's programs;

2) **Admissions Department** – a unit of the University designated to facilitate admission to the Foundation, undergraduate and graduate programs of the University;

3) **Admission period** – a set of deadlines for applying to the University, which includes online application, documents review, evaluation processes and enrollment, which may consist of one or more admissions rounds;

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

5) **Application form** – an application for admission to the Master's programs posted in the Personal account;

6) **CGPA (Cumulative Grade Point Average)** – a calculation of the average of all of a student's grades contributing to the degree;

7) **Conditional enrollment** – a type of enrollment of applicants to the Programs with a term or terms specified officially by the decision of the Admissions Committee of the Programs at the stage of admission and the Decision of the Provost of the University or his/her designated person at the stage of enrollment;

8) **Enrollment confirmation form** – a form filled and signed by applicants upon receipt of a letter of acceptance to the Master's programs of the University, which is the reason for admission to, or exclusion from enrollment to the studies;

9) **External expert** – a representative of other School of the University or a 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) and implements its activities in one or several of the following spheres: scientific-research, modern methodology and education technology, development and implementation of educational programs, etc., that is involved in conducting reviews and evaluations of applicants, as well as serving as external readers or evaluators to assure quality assurance;

10) **Nazarbayev University Zero Year of Master's Programs (NUZYP)** – a two-semester, non-credit bearing, full-time intensive English and refresher course of study for students accepted into an University master's degree program but who lack the English requirement necessary for immediate entry into the Schools;

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

12) **Program** – Master's programs offered by Schools except for Doctor of Medicine of the School of Medicine and Executive Master of Business Administration and Master in Human Resource Management at 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 University;

14) **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 the Master's programs are offered;

15) **Test certificate** - test results required for admission to the University based on program requirements;

16) **University** – the autonomous organization of education Nazarbayev University.

2. Admission Requirements

3. Admission to the Programs shall be on a competitive basis except for the cases stated in clauses 56 and 57 of these Regulations.

4. In order to be eligible for inclusion in the selection process for admission to the Programs, all applicants must meet the provisions of these Regulations.

5. Specific additional admission requirements of the Programs shall be developed by the Schools separately and approved by the decision of the Academic Council upon approval of the Admissions Department before admission period and are not subject to change during the admission period.

The required level of English proficiency:

1) the absolute minimum requirement for English language proficiency test reports for admission to the Program is an overall IELTS test score of 6.5, with sub-score requirements no less than 6.0, or the equivalent TOEFL score as posted on the ETS website;

2) the absolute minimum requirement for English language proficiency test report for conditional admission to NUZYP is an overall IELTS test score of 5.5, with no more than one sub-score of 5.0, or the equivalent TOEFL scores as posted on the ETS website.

The School cannot set lower requirements, than specified above.

6. Test certificates are considered valid if their results do not expire by the date of application submission by applicants.

7. Transfer credits of applicants is carried out according to Graduate Academic Policies and Procedures of the University.

8. The relevance of academic and professional background and the equivalency and appropriateness of earlier degrees will be determined by the Admissions Committee.

3. Application Process

9. Applicants applying to the Programs are required to:

1) complete and upload the online application form posted in the Personal account;

2) pay the non-refundable registration fee unless exempted by the Managing Council of the University. The amount of registration fee shall be approved by Managing Council of the University;

3) upload to the Personal account scanned copies of the documents required in accordance with the specific admission requirements of the Programs before the indicated deadline. An official electronic report of valid test certificates required by the

Programs shall be provided to the University through an electronic version from a Test Administrator with the obligation to submit a scanned copy of test certificates.

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

11. The Admissions Committee and/or Admissions Department may request additional documents, when necessary.

12. All submitted documents shall be in English or with notarized English translation.

13. Providing false and/or incomplete information will result in exclusion from the selection process or dismissal from the University in the case of enrollment.

14. Submission of a complete application package and meeting entry requirements does not guarantee admission to the Programs.

15. The number of Admission rounds and all deadlines related to admission to the Programs are set by the Dean of the School or his/her designated person upon consultation with the Admissions Department and are published on the website of the University.

16. The admission decision is not subject to appeal.

17. Applicants recommended for admission must provide electronic copies of application documents indicated in the special entry requirements defined in clause 5 of these Regulations.

18. Applicants who obtained their degree diplomas/certificates from foreign education institutions must request their official transcripts to be sent directly to the Admissions Department of the University. In the exceptional case that a foreign educational institution does not provide such service, the transcript can be submitted to the Admissions Department directly by an applicant upon confirmation by the foreign education institution via corporate electronic mail or digital credential services.

19. When applicants provide a certificate of nostrification of a diploma issued by the Ministry of Education and Science of the Republic of Kazakhstan or an apostille document by a foreign educational institution, sending an official transcript directly to the University Admissions Department is not mandatory.

20. Any documents of enrolled students are not subject to return.

4. Admissions Committee

21. The Admissions Committee is authorized to review applications, evaluate applicants and make recommendations with respect to admissions decisions.

22. The Admissions Committee members are responsible for ensuring that the admission procedures comply with these Regulations and the specific program admission requirements defined in clause 5 of these Regulations.

Each program should have its own Admissions Committee and Secretary. The Admissions Committee is composed of faculty members and may include a Representative of the School and/or at least 1 (one) External expert determined at the discretion of the School.

23. The total number of voting members of the Admissions Committee shall not be less than 4 (four). In the case of a tie vote, the Chairperson of the Admissions Committee or his/her designated person makes a decision.

24. The activities of the Admissions Committee and Secretary are managed by the Chairperson of the Admissions Committee or his/her designated person. Members of the Admissions Committee, including the Chairperson, shall be approved by the decision of the Provost or his/her designated person.

25. The Admissions Committee may have a Vice Chairperson. In the absence of the Chairperson of the School Admissions Committee, his/her powers shall be exercised by the Vice Chairperson, if other is not specified in the agreement with the strategic partner. In addition to voting members, the Admissions Committee may include non-voting members.

26. The Secretary of the Admissions Committee shall be appointed by the decision of the Provost or his/her designated person.

The Secretary is a non-voting member.

In the absence of the Secretary of the Admission Committee, the Chairperson of the Admissions Committee or his/her designated person upon consultation with the Dean of the School appoints the replacement Secretary with indication of such replacement in the Admissions Committee meeting minutes.

27. The Secretary of the Admissions Committee is responsible for:

- 1) accuracy of information containing the Admissions Committee meeting minutes;
- 2) coordination of activities of the Admissions Committee, and organization of the Admissions Committee meetings;
- 3) invitation of the shortlisted applicants to the interview;
- 4) execution of the Minutes of the Admissions Committee meetings;
- 5) authenticity of languages of the Minutes of the Admissions Committee meetings;
- 6) maintaining applicants' application packages and interview evaluation results (where applicable);
- 7) preparation of admission and rejection letters;
- 8) close cooperation and interaction with the Admissions Department on admission issues;
- 9) forwarding Minutes of the Admissions Committee meeting for registration and filing with the Admissions Department;
- 10) implementation of other activities in accordance with the instructions of the Admissions Committee and its Chairperson.

28. Each applicant for admission to the Programs shall be evaluated individually, fairly, comprehensively and consistently by the members of the Admissions Committee. In this regard, the Admissions Committee members shall develop and adopt the most effective methodology/process/selection criteria, which will identify applicants whose life experiences, personal attributes, past academic achievement and career goals conform to those of the School and who are most likely to contribute to and benefit from, the School's learning environment.

29. Methodology/process/selection criteria must be applied equitably during the selection processes and should be attached to the Minutes of the first meeting of the Admissions Committee for the correspondent academic year.

30. In case of impossibility to arrange/take either of required entry examinations due to circumstances of force majeure the Admissions Committee is entitled to replace main exams indicated with other exam alternatives. In doing so, the Admissions Committee develops and approves effective selection methodology and evaluation criteria by indicating in meeting Minutes.

5. Admissions Committee Meetings

31. Meetings of the Admissions Committee for the Programs shall be held as needed during the admissions period with a quorum, defined as the simple majority of the Admissions Committee voting members present.

32. The Admissions Committee may take votes and make decisions in the meeting through conference call, video-conferencing or in other interactive ways. Such participation shall be recognized in determining the quorum. The means of interactive participation of a voting member of the Admissions Committee shall be indicated in the minutes of the meeting.

33. Decisions of the Admissions Committee 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 cases of tied votes.

34. Decisions of the Admissions Committee are final and recorded in the Minutes of the meeting(s) by the Secretary of the Admissions Committee according to the Rules for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University. The Minutes of the meeting(s) shall include a ranking of all recommended applicants, applicants placed on the waiting list, who accepted the admission letter and voluntarily or involuntarily rejected applicants. The working language of the Admissions Committee meetings is English. The Minutes in English and Kazakh shall be signed by the Chairperson and the Secretary of the Admissions Committee or their designee(s).

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

36. All Minutes of the Admissions Committee meetings are duly stitched, numbered, scanned and bound by the Secretary of the Admissions Committee, registered and stored in the Admissions Department, which is responsible for their safety until being transferred to the University archive.

6. Admission terms and procedure

37. Applicants meeting the following eligibility criteria can take part in the competition:

- 1) Students in the final program year of higher education institutions;

- 2) Applicants who have graduated from higher education institutions;
- 3) Other specific additional admission requirements set by a particular School.

38. The admissions process to the Programs 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 and provides the Admissions Committees with information on applicants' status on compliance with the entry requirements 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 admissions requirements according to the methodology developed by the Admissions Committee. The Admissions Committee may, at its discretion, include the interview to this stage. If necessary, all shortlisted applicants can be interviewed either in person or via videoconference by the Admissions Committee. If necessary, the Admissions Committee may assign interviewers: representatives of the School, University alumni, external expert or representative of the strategic partner. The number of designated interviewers for interviewing the applicant shall not be less than 2;

3) Third Stage – the Admissions Committee members determine finalists for admission based on the review of the admissions package.

39. Application stages that are not indicated in clause 38 of these Regulations, additional sub-stages and methods adopted by Schools have to be included in the specific additional admission requirements mentioned in clause 5 of these Regulations. Incomplete applications can be progressed to the Second and Third stage only upon the Admissions Committee's decision otherwise should be rejected by the Admissions Committee.

40. Applications not progressed to enrollment are rejected by the Admissions Committee.

41. After reviewing the application materials and interview results, the Admissions Committee recommends successful applicants for admission to the Program directly or on a conditional basis.

42. Applicants recommended for admission or rejected applicants will be notified by the Admissions Department within 10 (ten) working days of the Admissions Committee's decision.

43. Applicants recommended for admission by the Admissions Committee who received admission letters must officially notify the University by accepting or refusing the admission offer in accordance with dates written in the admission letter by signing the Enrollment confirmation form in their Personal account. In case of not providing the signed Enrollment confirmation form the applicant will not be enrolled to the program.

44. The Admissions Committee shall place the applicants who fully meet admission requirements of the relevant Program and passed competition stages according to clause 38 and 39 of these Regulations, but who were not admitted to the Programs due to limits in the number of open places on a waiting list. Applicants on the waiting list will be ranked by the Admissions Committee. Should a place in the

Programs become available prior to the first day of classes according to the Academic Calendar of the year of enrollment, it will be offered to the applicants, in order of rank on the waiting list, by the admission letter.

45. In the event that an applicant recommended for admission does not accept the admission letter or does not reply within the stated time limits of the admission letter, the offer will be withdrawn and the admission letter shall be sent to the next most highly ranked applicant from the waiting list.

46. Applicants, who are not recommended for admission, are notified via email with rejection decision.

47. Enrollment to the Program shall be formalized by the decision of the Provost of the University or his/her designated person.

48. The decision on Enrollment shall specify the source of funding for each admitted applicant.

The sources of funding shall be determined as follows:

- 1) the state educational order;
- 2) a specific scholarship and/or sponsorship;
- 3) fee-paying basis – for self-funded applicants or applicants whose costs will be covered by their employer.

49. Applicants who have already earned a Master's degree under the Republic of Kazakhstan state fund are not eligible for admission under the state educational order to the University's Master's degree programs with or without NUZYP.

50. Applicants that were put on the waiting list according to clause 44 of these Regulations can be considered for scholarships other than Nazarbayev University educational grant and/or fee-paying basis.

51. The number of enrolled students shall not exceed the number of places allocated to the Programs.

52. NUZYP students are considered as students of the Programs to which they were conditionally enrolled. In order to change from conditional status, students must successfully complete NUZYP by passing all English and content courses in accordance with Academic Policies and Procedures for the Zero Year of Master's Program of the University.

53. If the NUZYP student fails to achieve the required passing grades and/or the attendance requirement, he/she shall be dismissed from the Programs in accordance with the internal rules of the University.

54. NUZYP students are accepted with the expectation that they will continue to the University Master's degree program to which they applied and for which they were interviewed. Students will not be allowed to change their program of study during NUZYP studies. NUZYP students who wish to study in the University's Master's program, which is different from the program for which they were accepted, may apply to another Master's program of the University and submit all the required documents. However, there is no guarantee of placement in their new Master's application even if they are successful in NUZYP.

55. Besides the conditional enrollment associated with the NUZYP, conditional enrollment can be practiced in some exceptional cases upon approval of the

Provost or his/her designated person. The Provost or his/her designated person retains the right to deny the conditional enrollment. The Admissions Committee recommends to the Provost or his/her designated person for approval of the conditional enrollment in the following cases:

1) The applicant indicated in subclause 1) of clause 37 of these Regulations including the students of the University recommended for admission may be enrolled conditionally based on evidence from graduating university that the applicant has completed the educational program and the applicant 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 the 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 the Program without the diploma and/or official final transcript based on the memo from the school of study of the University indicating that the applicant is eligible to graduate and fulfills the program requirements and will receive their diploma in the next degree conferral. These applicants can be considered for admission with the condition that they submit a final transcript and a diploma by the end of the first Fall semester according to the Academic calendar of the Program of the year of enrollment.

The minutes of the Admissions Committee will record:

- 1) the reasons for granting conditional enrollment;
- 2) the applicant's area of weakness;
- 3) the option of the term of fulfillment;
- 4) the timeline for the fulfillment of the terms of conditional enrollment which cannot be more than one year.

To change the status of a conditionally enrolled student, all terms must be fulfilled. In the event of failure to fulfill the terms of conditional enrollment, the student will be dismissed from the Program.

56. Deferred admission may be granted for 1 (one) academic year by the Admissions Committee with the approval of the Dean of the School or his/her designated person. Deferred admission cannot be granted to the conditionally enrolled applicants. The awarding of grants or any financial support for deferred admission applicants is carried out in the framework of consideration of new pool applicants on a competitive basis.

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

58. Awarding applicants the University 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.

59. The Admissions Committee in cooperation with the Admissions Department shall resolve issues not regulated by these Regulations independently.

8. Final Provision

60. All documents and other materials submitted by or for applicants in connection with their application for admission to the Programs become the property of the University and are subject to the University's rules and regulations concerning confidentiality.

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