

 NAZARBAYEV UNIVERSITY	Autonomous organization of education Nazarbayev University		
	Approving body:	Provost	
Rules for progression of Foundation Year Program students to undergraduate schools of the autonomous organization of education Nazarbayev University			
Date of approval:	11.02.2021	Date of entering into force	<i>16.08.2021</i>
Decision/Minutes No.:	No. 09-Н/К		
Bylaw classification:	2.1.4 Progression		
Initiator:	Carter R. Lee, Registrar and General Director for Student Progress		
Related documents			

Abbreviations

AD	Admissions Department
FEAP	Foundation English for Academic Purposes
FMAT	Foundation Mathematics
OR	Office of the Registrar
SoM	School of Medicine

1. General Provisions

1. These Rules for progression of Foundation Year Program students to undergraduate schools of the autonomous organization of education Nazarbayev University (hereinafter – Rules) contain the rules by which students of the Nazarbayev University Foundation Year Program (hereinafter – NUFYP) may achieve matriculation status in an undergraduate (hereinafter – UG) school at the autonomous organization of education Nazarbayev University (hereinafter – University) through the process of progression. In case of conflicts, the provisions of these Rules take precedence over previously approved rules.

2. Upon successful completion of NUFYP, NUFYP graduates may be eligible to continue their studies in one of the UG programs at the University.

Specific requirements that establish the criteria for progression and admissions review of NUFYP graduates are approved according to the University’s internal documents (hereinafter – Criteria).

The Center for Preparatory Studies (hereinafter – CPS) is responsible for communication and explanation of the Criteria to NUFYP students.



2. Eligibility

3. NUFYP graduate's eligibility for progression is based on the final grades achieved in NUFYP.

4. **Progression.** NUFYP graduates who satisfy the requirements for progression as described in the Criteria are automatically eligible for progression to UG study at the University, subject to the availability of space in each program. NUFYP graduates who progress to SoM are subject to an interview with the members of the SoM School Admissions Committee, and the final recommendation is based on final grades, interview results, tutor reports and personal statements.

5. **Eligible for admissions review.** NUFYP graduates who do not meet the requirements for progression, but otherwise meet the requirements for admissions review as described in the Criteria are evaluated by their final grades in the FMAT and FEAP courses of study in the unified ranking list along with direct entry applicants, and their candidacy is considered according to the admissions procedure established by the internal documents of the University.

6. **Non-eligible for progression and further review.** NUFYP graduates who do not meet the minimum requirements as described in the Criteria are not eligible for progression and admissions review with the direct entry applicants.

3. Procedures

§1. General Procedures

7. Upon conclusion of the NUFYP academic year, CPS will prepare the final grades and tutor reports including personal statements, and submit them to OR in accordance with the Academic Calendar.

8. CPS will prepare the list of students who have completed their study in NUFYP and send it to OR. OR will prepare the decision on completion of studies signed by the Provost or his/her authorized designee. The student status is deemed inactive upon registration of the Provost's decision.

9. Upon receipt of the grades and reports, OR migrates all information into the student database and activates the "School Selection" module for the NUFYP graduates; "School Selection" is one of the modules in the registrar system which automatically manages a progression process.

10. NUFYP graduates are then directed to go to the "School Selection" module to submit their School choices. They choose the first, second and third-choice Schools along with a program of study.

11. NUFYP graduates are given 3 (three) calendar days in which they submit their choices.

12. After submission of School choices, the "School Selection" module is closed to NUFYP graduates.



13. As some majors are in more demand than others, the Schools upon approval by the Academic Council have the right to limit the number of progressed and enrolled NUFYP graduates based on the capacity of any individual program.

14. Any NUFYP graduate who is progressed and enrolled but then decides not to attend the UG program at the University must notify the University and submit a withdrawal form immediately.

15. Progressed and enrolled NUFYP graduates who do not show up by the end of the Orientation week will be dismissed.

16. The appeal procedure of the progression results is not provided.

§2. Procedures for NUFYP graduates eligible for progression

17. NUFYP graduates who meet the requirements for progression as described in the Criteria are automatically eligible for progression to the UG program and School of their choice, subject to the availability of space in each program.

18. NUFYP graduates who are progressed to SoM are invited to an interview with the members of the SoM School Admissions Committee, and the final recommendation on their progression will be based on the interview results, final grades, tutor reports and personal statements. In the case of rejection by the SoM School Admissions Committee, a NUFYP graduate will be automatically progressed to the following UG program and School which he/she specified in the “School Selection” module, subject to the availability of space in the program.

19. OR notifies all progressed NUFYP graduates and prepares the progression decision signed by the Provost or his/her authorized designee. The progression is deemed complete upon registration of the Provost’s decision.

§3. Procedures for NUFYP graduates eligible for admissions review

20. For those NUFYP graduates who do not meet the requirements for progression, but otherwise meet the requirements for admissions review as described in the Criteria, OR will provide School Admissions Committees with their final grades, tutor reports and personal statements.

21. The School Admissions Committee defines the ranking of the NUFYP graduates along with the direct entry applicants in the unified ranking list according to methodology approved by the School Admissions Committee. The ranking of the NUFYP graduates is based on their final grades in the FMAT and FEAP courses of study.

22. School Admissions Committees send their unified ranking list to AD.

23. Admission of applicants/NUFYP graduates in the unified ranking list is then carried out according to the admissions procedure established by the internal documents of the University.

24. Being eligible for admissions review does not guarantee admission to an UG program at the University, and OR will notify the NUFYP graduates via email of their non-admission.



25. OR notifies all enrolled NUFYP graduates, and prepares the enrollment decision signed by the Provost or his/her authorized designee. The enrollment is deemed complete upon registration of the Provost's decision.

4. School Admissions Committee

26. The functions and procedures in the School Admissions Committee shall be carried out according to the admissions procedure established by the internal documents of the University.

5. Final provisions

27. All documents and other materials submitted by or for students/NUFYP graduates in connection with their progression are subject to the University's rules and regulations concerning confidentiality.

28. Issues that are not covered in these Rules will be regulated by the University's internal policies and regulations.

