The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

Category: Policy

Approval Date: 12.05.2022

Effective Date: 07.12.2021

Level of Access: Open to Public

Classification Number: 2.1 ADMS

Approving Authority: Provost

Registration Number: 57-н/қ

Owner: School of Sciences and Humanities

Revision Date: 14.12.2022

Applicability: NU and NU Applicants

Retired Documents:

Title: Admission Regulations to the Ph.D in Eurasian Studies program of the School of Sciences and Humanities at the autonomous organization of education Nazarbayev University

Date: 21.05.2021

Registration Number: 71-н/қ

Approving Authority: Provost

Section 1. Purpose and Application

1.1.   This Policy and Procedures to the Ph.D. in Eurasian Studies Program of the School of Sciences and Humanities at the autonomous organization of education Nazarbayev University (hereinafter – Policy and Procedures) establishes the policy and procedures for the management and compliance during the admission process.

1.2.   This Policy and Procedures are applied to the Ph.D. in Eurasian Studies program (hereinafter – Program) of the School of Sciences and Humanities at the autonomous organization of education Nazarbayev University (hereinafter – University) and its applicants applying to Program.

Section 2. Definitions

2.1.   Basic definitions and meanings of the abbreviations and capitalized terms used in this Policy and Procedures are:

2.1.1 **Admissions Committee** – an advisory and consultative body of the University established to implement arrangements for admission to the Program;

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

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

2.1.4 **Admission round** – an admissions term of processes starting from application throughout the enrollment to the Program;

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

2.1.6 **Conditional admission/enrollment** – a type of admission/enrollment of applicants to the Program, which is limited to the applicants enrolled with Zero Year of Graduate Programs;

2.1.7 **ETS (**Educational Testing Service) – a private nonprofit educational testing and assessment organization; administers international tests including the TOEFL;

2.1.8 **External expert –** a representative of other School of University or a Partner Institution under the relevant Agreement or an internationally recognized university and/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;

2.1.9 **GRE** (Graduate Record Examinations) – a standardized test used to measure verbal reasoning, quantitative reasoning, analytical writing and critical

thinking skills, developed by ETS, the Educational Testing Service (USA);

2.1.10 **IELTS** (International English Language Testing System, Academic version) – a standardized test to define the level of knowledge of the English language, jointly managed by the British Council, IDP Education, and Cambridge English Language Assessment;

2.1.11 **Personal account** – online service that provides personal space on the University website (admissions.nu.edu.kz) upon registration;

2.1.12 **Program** – Ph.D. in Eurasian Studies Program of the School of Sciences and Humanities;

2.1.13 **School** – School of Sciences and Humanities of the University in which the program is offered;

2.1.14 **TOEFL** (Test of English as a Foreign Language) – a standardized test to define the level of knowledge of the English language, developed by the Educational Testing Service (USA);

2.1.15 **University** – autonomous organization of education Nazarbayev University;

2.1.16 **Zero Year of Graduate Programs** – a two-semester, non-credit bearing, full-time intensive English and refresher course of study for students accepted into the University graduate degree program but who lack the English requirement necessary for immediate entry into the Schools.

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

Section 3. Main Provisions

3.1 Admission Requirements

3.1.1. Admission to the Program shall be merit based and competitive.

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

3.1.3. The specific admission requirements of the Program are provided in the Appendix to this Policy and Procedures.

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

3.1.4. The relevance of the academic and experiential background, and the equivalency and appropriateness of earlier degrees, will be determined by the Admissions Committee.

3.1.5. The checklist for the application package for the Program is defined by the School and attached as an Appendix to this Policy and Procedures.

3.2 Application process

3.2.1. By the indicated deadline applicants applying to the one or two Programs

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

of the University are required to do the following in the Personal Account:

1) accept the consent for personal data processing, complete and upload an online application form;

2) upload scanned copies of the required documents indicated in the Appendix to this Policy and Procedures;

3) verify results of valid IELTS or TOEFL certificate scores from the Test Administrator's system and submit its scanned copy;

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

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

3.2.3. Documents of enrolled students required by this Policy and Procedures and submitted to the applicant's Personal account during the admission period are available to the Office of the Registrar in electronic format and used for formation of the student's personal folder.

3.2.4. The admission period, number of admission rounds and all deadlines related to admission to the Program 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.

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

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

3.2.7. Submission of a complete application package does not guarantee admission to the Program.

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

3.2.9. Applicants recommended for admission shall provide scanned electronic copies of documents indicated in Clause 4 of the Appendix to Policy and Procedures as requested by the Admissions Department.

3.2.10. The admission decision is not subject to appeal.

3.3. Admissions Committee

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

3.3.2. The Admissions Committee members are responsible for ensuring that the admission procedures comply with this Policy and Procedures, the specific admission requirements of the Program and other internal regulations of the University

3.3.3. Program should have its own Admissions Committee and Secretary.

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

DIRECTUM-27926-3252322

3.3.4. The Admissions Committee is composed of faculty members from the School affiliated to the Program and should include one External expert or more.

3.3.5. The total number of voting members of the Admissions Committee shall be odd, but not less than 5 (five). In addition to voting members, the Admissions Committee may include non-voting members.

3.3.6. The activities of the Admissions Committee are managed by the Chairperson of the Admissions Committee (hereinafter – the Chairperson). Membership of the Admissions Committee, including the Chairperson, shall be approved by the decision of the Provost of the University or his/her designated person.

3.3.7. The Admissions Committee may have a Vice Chairperson. The Vice Chairperson shall be appointed by the Decision of the Provost of the University or his/her designated person. In the absence of the Chairperson of the Admissions Committee, his/her powers shall be exercised by the Vice Chairperson.

3.3.8. The Secretary of the Admissions Committee shall be appointed by the Decision of the Provost of the University or his/her designated person. The Secretary is not a member of the Admission Committee.

In the absence of the Secretary of the Admission Committee, the Chairperson of the Admission 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 Admission Committee meeting minutes.

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

1) accuracy of information containing Minutes of the Admissions Committee meeting minutes;

2) coordination of activities of the Admissions Committee, including organization of the Admissions Committee meetings;

3) execution of Minutes of the Admissions Committee meetings;

4) invitation of shortlisted applicants to the interview;

5) maintaining applicants' application packages and interview evaluation results (where applicable);

6) close cooperation and interaction with the Admissions Department on admission issues;

7) authenticity of languages of Minutes of the Admissions Committee meetings;

8) forwarding Minutes of the Admissions Committee meetings for registration and filing to the Admissions Department;

9) implementation of other activities in accordance with the instructions of the Admissions Committee and its Chairperson.

3.3.10. Each applicant for admission to the Program 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.

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

DIRECTUM-27926-3252322

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

3.4 Admissions Committee Meetings

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

3.4.2. The Admissions Committee may take votes and make decisions in the meeting through video or audio conferences or in other interactive ways of communication. 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.

3.4.3. Decisions of the Admissions Committee shall be taken by 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. In cases in which the Admissions Committee has a Vice Chairperson, in the absence of the Chairperson, tied votes shall be resolved by the decision of the Vice Chairperson.

3.4.4. 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 specified requirements for preparing Minutes of meeting of the 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 offer and voluntarily or involuntarily rejected list of applicants, list of applicants, who deferred the admission. The working language of the Admissions Committee meetings - English. The Minutes of the meeting(s) in Kazakh and English shall be signed by the Chairperson (or Vice Chairperson) and the Secretary of the Admissions Committee.

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

3.4.6. All Minutes of the Admissions Committee meetings are duly numbered, scanned, stitched 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.

3.5 Admission terms and procedure

3.5.1. Applicants meeting the following eligibility criteria can take part in the competition:
1) Students in the final Master's program year of higher education institutions;
2) Applicants who have graduated Master's program from higher education institutions;

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

3) Other specific additional admission requirements set by the School.

3.5.2. The admission process to the Program within one admission round 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 according to the relevant Appendix to this Policy and Procedures.

The Admissions Department provides the Admissions Committees with information on applicants' status on compliance with the entry requirements and complete package of documents before an applicant can progress to the next stage of the selection process.

2) Second Stage – the members of the Admissions Committee review and short-list complete application packages that meet admissions requirements according to the methodology developed by the Admissions Committee.

3) Third Stage – the members of the Admissions Committee interview shortlisted applicants either in person or via videoconference. The Admissions Committee members determine finalists for enrollment based on the review of the application package and interview.

The number of designated interviewers shall not be less than 2 (two) persons per interviewing applicant. In cases where none of the members of the Admissions Committee is highly qualified in the area research a specific applicant is interested in, the Admissions Committee can designate additional interviewers.

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

3.5.3. Incomplete applications which comply with the admissions requirements indicated in Appendix to this Policy and Procedures can be progressed to the Second and Third stage upon the Admissions Committee's request. Otherwise, these applicants are declined by the Admission Committee.

Members of the Admission Committee cannot participate in evaluation of the applicants to those whom they give recommendation letters according to the developed Methodology.

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 Admissions Committee meeting's minutes.

Applications not progressed will be rejected by the Admission Committee.

3.5.4. After reviewing application materials and interview results, the Admissions Committee ranks applicants and recommends successful applicants meeting criteria for admission to the Program, including applicants recommended for enrollment to the Zero Year of Graduate Programs (if any).

3.5.5. Applicants recommended for admission to the Program and rejected applicants will be notified via electronic transmission by the Admissions Department within 10 (ten) working days of the Admissions Committee's decision.

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

DIRECTUM-27926-3252322

3.5.6. The Admissions Committee may place on a waiting list the applicants who fully meet admission requirements, but who were not admitted to the Program due to limits in the number of places open in the Program. Applicants on the waiting list will be ranked by the Admissions Committee. Should a place in the program 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 notification letter of admission.

3.5.7. Upon receipt of the admission offer from the University, the applicants shall 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.

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

3.5.9. Enrollment of applicants to the Program will be formalized by the decision of the Provost of the University or his/her designated person.

3.5.10. 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.

3.5.11. If an applicant recommended for admission is a final year student, he/she is required to provide the diploma and official final transcript to the University by the beginning of the Orientation week according to the Graduate Academic calendar of the year of enrollment.

3.5.12. Applicants who have already earned a Ph.D. degree under the Republic of Kazakhstan state fund are not eligible for enrollment under the "state educational order" to the Program with or without Zero Year of Graduate Programs.

3.5.13. The number of admitted students shall not exceed the number of places allocated to the Program.

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

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

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

DIRECTUM-27926-3252322

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

3.5.17. Deferred admission for one year can be recommended by the Admissions Committee with the approval of the Dean of the School or his/her designated person in the exceptional cases before the Program starts. The awarding of grant or any financial support for deferred admission applicants is carried out in the framework of consideration of new pool applicants on a competitive basis.

Deferred admission does not apply to students conditionally admitted under Clause 3.5.14. of this Policy and Procedures. Deferred admission allows a student to be considered for enrollment to the Program the following year based on previous year's application but does not retain earned funding (if any).

Awarding applicants 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.

3.5.18. The Admissions Committee in cooperation with the Admissions Department shall resolve issues not regulated by this Policy and Procedures.

3.5.19. All documents and other materials submitted by or for applicants in connection with their application for admission to the Program become the property of the University and are subject to the University's rules and regulations concerning confidentiality. Any documents of enrolled applicants are not subject to return. If the documents of the enrolled applicant have not been transferred to the Office of the Registrar, they can be returned to the applicants in case of his refusal to study.

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

Section 4. Waiver

4.1 The Provost of the University is eligible to waive any provision of this Policy and Procedures.

Section 5. Temporary Provision

5.1. Not applicable.

Section 6. Revision

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

DIRECTUM-27926-3252322

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," the Charter of the autonomous organization of education "Nazarbayev University", and the specified requirements for preparing Minutes of meeting of the autonomous organization of education "Nazarbayev University".

The Admission Policy and Procedures to the Ph.D. in Eurasian Studies program of the School of Sciences and Humanities of the autonomous organization of education Nazarbayev University

DIRECTUM-27926-3252322

Appendix
to the Admission Policy and
Procedures to the Ph.D. in
Eurasian Studies program of the
School of Sciences and
Humanities at the autonomous
organization of education
Nazarbayev University

Admission requirements and application package checklist for Ph.D in Eurasian Studies program

1. Applicants applying to the Ph.D. in Eurasian Studies Program (hereinafter – Program) are expected to have:

1) an undergraduate degree (Bachelor's degree or equivalent) and master's degree (or equivalent) in a relevant discipline, to be determined by the Admissions Committee (Admission Committee is in charge to decide what discipline is relevant or not).

Final year master's students must provide a current transcript and can provide a confirmation letter on completion of Master's degree requirements from graduating University. Master's degree diploma shall be provided before the start of Orientation for new students according to the Graduate Academic Calendar of the year of enrollment.

Applicants who obtained their degree diplomas/certificates from foreign education institutions shall request their official transcripts or duplicate/certified true copy of transcripts to be sent directly to the Admissions Department of the University. In exceptional cases that the foreign education institution does not provide such service, the hard copy of the transcript can be submitted to the Admissions Department directly by the applicant upon confirmation by foreign education institution via corporate electronic mail or electronic copy of the transcript can be provided by the digital credential services. When applicants provide a diploma nostrification certificate issued by the Ministry of Education and Science of the Republic of Kazakhstan or an apostilled document by a foreign education institution, sending an official transcript directly to the University Admissions Department is not mandatory;

2) a competitive CGPA in applicant's Master's (or equivalent) degree. If applicant has more than one Master's or another terminal degree, then they should submit the most relevant document;

3) the required level of English proficiency as indicated in Clause 2 of this Appendix;

4) strong reading, analytical, and mathematical skills (as appropriate to the focus of the applicant's research) as demonstrated by GRE test (recommended);

5) high motivation and strong interest in the Program as outlined in a personal

statement;

6) strong academic writing ability as demonstrated in a writing sample (academic paper, essay, published article);

7) relevant research interest and knowledge of research subject (including appropriate disciplinary training and research language preparation) as demonstrated in a written research proposal.

8) a curriculum vitae (up to two A4 pages).

2. The absolute minimum requirement for English language proficiency test reports for admission to the Program is: overall IELTS test score of 7.0 (with sub-score requirements no less than 6.0), or the equivalent TOEFL (except Home Edition) score as posted on the ETS website.

The absolute minimum requirement for English language proficiency test report for admission to Zero Year of Graduate Programs is an overall IELTS test score of 6.0, with no more than one sub-score of 5.5, or the equivalent TOEFL (except Home Edition) scores as posted on the ETS website.

3. Applicants to the Program, at the discretion of the Admissions Committee, can be exempted from submitting the language proficiency test report if:

1) one of their earlier academic degrees was earned in a country with English as the language of official communication, academic instruction and daily life;

2) an undergraduate and/or graduate degree was earned in a program which was officially taught in English. Applicants must provide an official document confirming English as the language of instruction;

3) the applicant is a graduate of the University.

4. Application package checklist for the Program:

1) complete Application form for Ph.D in Eurasian Studies program.

2) scanned copy of official degree diplomas/certificates with transcripts. Diplomas/certificates with transcripts received from Kazakhstani educational institutions must be notarized. Applicants who obtained their degree diplomas/certificates from foreign educational institutions additionally refer to Subclause 1) of Clause 1 of the Appendix;

3) scanned copy of national ID or passport.

4) scanned copy of official document confirming name change (if applicable).

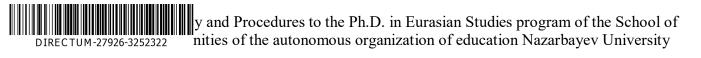5) scanned copy of a curriculum vitae (up to two A4 pages).

6) Minimum 2 (two) confidential letters of recommendation written within the last 12 months (to be provided by referees via University system or in scanned copy).

7) Personal statement (250-500 words) outlining the applicant's prior educational career, statement of his/her interest in the Program, his/her long-term career goals, and how the program would help her or him to achieve these goals.

8) Writing sample (academic paper, essay, published article), that demonstrates the candidate's ability in academic writing.

9) Research proposal (1500-2000 words) outlining the research topic the applicant would like to pursue in the Program.

10) verified score report of valid Academic IELTS or TOEFL (except Home Edition) test certificate downloaded from the Test Administrator system and its scanned copy. The last IELTS/TOEFL certificate submitted to the Personal account

will be considered in the admission competition. IELTS or TOEFL certificate valid (no more than 2 years) as of date of online documents submission. An applicant must indicate the Nazarbayev University as a recipient when registering for the test. In case if the applicant passed the test earlier, he/she can contact the test center and indicate the University as a recipient;

11)   verified score report of valid GRE test certificate valid as of date of online documents submission and its scanned copy (optional). An applicant must indicate Nazarbayev University as a recipient when registering for the test. In case the applicant passed the test earlier, he/she can contact the test center and indicate the Nazarbayev University as a recipient.