

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

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To amend the Admission Policy and Procedures to Master's programs at the autonomous organization of education Nazarbayev University, approved by the Decision of the Provost No. 7-Н/К dated January 20, 2023 (hereinafter Policy and Procedures) as follows:

1. Clauses 2.1.10–2.1.18 of the Policy and Procedures shall be amended as following:

“2.1.10. **Guarantee fee** – a mandatory payment that secures the Applicant's place in Master's programs (except for the programs on a fee-paying basis sponsored by legal entities), refundable in the second semester of the program in case of completion of the conditions specified in the Clause 3.5.8. of this Policy and Procedures. The amount of guarantee fee is established by internal documents of the University;

2.1.11. **Graduate of the University** – a person, who graduated from academic degree program of the University (bachelor's, master's, PhD, Doctor of Medicine, Residency);

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

2.1.13. **Program** – Master's program offered by Schools except for Doctor of Medicine, Residency of the School of Medicine and Executive Master of Business Administration at the Graduate School of Business;

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

2.1.15. **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 Master's programs are offered;

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

2.1.17. **University** – the autonomous organization of education Nazarbayev University.

2.1.18. **Zero Year of Graduate Programs** – a two-semester, non-credit bearing, full-time intensive English and refresher course of study for students accepted into a University graduate degree program.”.

2. Clause 3.1.6 of the Policy and Procedures shall be amended as following:

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

3. To remove Clauses 3.1.7–3.1.8 from the Policy and Procedures.

4. Clause 3.2.1 of the Policy and Procedures shall be amended as following:

“3.2.1. To participate in the competition of Program, applicants apply on the admissions portal 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 minimum admission requirements to a Program;

3) pay a non-refundable application fee unless exempted by the Managing Council of the University. The amount of application fee set by the University internal documents.

The test certificates (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 the minimum admission requirements to the specific program).

In case of impossibility to fulfill abovementioned option due to circumstances of force majeure, an alternative could be to verify digital credentials using recognized services through the Admissions Department.”.

5. Clause 3.2.2 of the Policy and Procedures shall be amended as following:

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

1) Official hard copy sent directly to the Admissions Department via postmail by previous institution of study;

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

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

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

5) diplomas and transcripts of graduates of the University should be verified by the University system;

In case of impossibility to fulfill above mentioned options due to circumstances of force majeure, the following options can be considered:

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

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

3) Provision of a scan copy of notarized diploma and transcript.”.

6. Clause 3.5.2 of the Policy and Procedures shall be amended as following:

“3.5.2. The admissions process to the Programs consists of the following stages:

1) First Stage – the Admissions Department reviews application packages in Personal accounts and checks the compliance with the minimum entry requirements for the Programs and provides the Admissions Committees with information on applicants’ status on compliance with the entry requirements before applicants can progress to the next stage of the selection process.

2) Second Stage – the members of the Admissions Committee review application packages that meet admission requirements according to the methodology developed by the Admissions Committee. The number of Admissions Committee members evaluating application packages is specified in the methodology. The Admissions Committee may, at its discretion, include the interview to this stage. If



necessary, all applicants meeting entry requirements can be interviewed either in person or via video-conference by the Admissions Committee. If necessary, the Admissions Committee may assign interviewers who are not members of the Admissions Committee: representatives of Schools, University alumni, external experts or representatives of a strategic partner. The number of designated interviewers for interviewing applicants shall not be less than 2 (two).

3) Third Stage – the Admissions Committee members create a ranking of applicants progressed to the Second stage and make recommendations on admission. University graduates with honors can be recommended for admission to a relevant discipline without placing into ranking. Relevancy of a discipline is determined by the Admissions Committee.”

7. Clause 3.5.8 of the Policy and Procedures shall be amended as following:

“3.5.8. Applicants recommended for admission by the Admissions Committee who received notifications on admission must officially notify the University by accepting or refusing the admission offer in accordance with dates written in an admission offer by filling the Enrollment confirmation form. In case of acceptance of the admission offer applicants must also fill out the Consent form on guarantee fee payment via Personal account and have to make a payment of a Guarantee fee via Personal account.

A mandatory Guarantee fee is refundable in the second semester of the Program in case of completion of the following cumulative conditions:

- 1) bilateral signing of the Agreement on Provision of Education Services at Nazarbayev University;
- 2) student’s participation in Orientation week;
- 3) student’s completion of the first semester of classes with good academic standing in accordance with the Academic Policies and Procedures of the relevant University programs of study.

Otherwise, applicants will not be enrolled in a program and admission offers will be sent to the next most highly ranked applicants from a waiting list.

The guarantee fee can be refunded in case of the death of an applicant/student before completion of above-mentioned refund conditions.”.

8. Clause 3.5.9. of the Policy and Procedures shall be amended as following:

“3.5.9. The Admissions Committee shall place the applicants who fully meet admission requirements of a relevant Program and passed competition stages according to clauses 3.5.2. and 3.5.4. of these Policy and Procedures, but who were not admitted to the Programs due to limits in the number of available places on a waiting list. Applicants’ order on a waiting list should correspond to the final ranking order. Should a place in the Programs become available prior to the first day of classes according to the Academic Calendar of a year of enrollment, it will be offered by the Admissions Department to the applicants in the waiting list, in order of rank, by notification on admission.”.

9. Clause 3.5.11 of the Policy and Procedures shall be amended as following:

“3.5.11. Decision on Enrollment shall specify the source of funding for each admitted applicant.”.

