

Endorsed by the Managing Council of the
autonomous organization of education
“Nazarbayev University”
№ 27.12.17 dated “27” December 2017

Approved
by Decision of the Academic Council of the
autonomous organization of education
“Nazarbayev University”
№ 14 dated “13” December 2017

Approved
by Decision of the Provost of the
autonomous organization of education
“Nazarbayev University”
№ 01-y/κ dated “03” January 2018

**REGULATIONS FOR ADMISSION TO THE UNDERGRADUATE
PROGRAM OF THE AUTONOMOUS ORGANIZATION OF EDUCATION
“NAZARBAYEV UNIVERSITY” WITHOUT COMPLETION OF THE
NAZARBAYEV UNIVERSITY FOUNDATION YEAR PROGRAM**

(as amended as of January 03, 2018)

Astana, 2018

1. General Provisions

1. These Regulations for admission to the undergraduate program of the autonomous organization of education “Nazarbayev University” without completion of the Nazarbayev University Foundation Year Program (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”;
- 2) the Charter of the Autonomous Organization of Education “Nazarbayev University” approved by resolution
- 3) n of the Supreme Board of Trustees dated April 18, 2013;

These Regulations determine general requirements for the selection of the applicants as well as the procedure for organizing and implementing the selection process for applicants, including transfer applicants, to be enrolled to the undergraduate program of the autonomous organization of education “Nazarbayev University”.

2. Basic definitions and abbreviations applied to these Regulations:

- 1) **University** – Autonomous Organization of Education “Nazarbayev University”;
- 2) **Application form** – an application for admission to the undergraduate programs, posted in the Personal account;
- 3) **Enrollment deposit** - a mandatory payment that secure the applicant’s place in an undergraduate program;
- 4) **Applicant** – a citizen of the Republic of Kazakhstan, a foreign citizen or a stateless individual taking part in the selection process who meet the requirements and criteria set out by these Regulations;
- 5) **College** - an educational institution in Kazakhstan that offers the educational curricula of general secondary and technical and vocational education or post-secondary education;
- 6) **Personal account** – online service providing a personal space on the University website upon registration;
- 7) **Transfer student** – a student who has completed secondary level education and has studied for at least one year in a tertiary college or university program in Kazakhstan or abroad and wishes to enroll in an undergraduate degree program at University;
- 8) **Admissions Committee** – an advisory and consultative body of the University established to implement arrangements for admission to the undergraduate programs of the University;
- 9) **Undergraduate program** – educational program of higher education, confirmed degree with assignment of academic bachelor's degree.
- 10) **UK University Foundation Programme** – a one or two-year university preparatory program taught in the UK that helps students to apply to undergraduate programs at universities;

11) **University website** – the University web-resource available at www.nu.edu.kz;

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

13) **School** – School of the University offering undergraduate academic programs;

14) **A-level** – (The Advanced Level General Certificate of Education) the standard school-leaving qualification offered by educational institutions in England, Northern Ireland, Wales, Scotland, and widely recognized in Europe, USA and also in many other parts of the world. A-levels are studied over a two- year period and are the standard entry qualification for assessing the suitability of applicants for academic courses in English, Welsh and Northern Irish universities;

15) **ACT** (American College Testing) – a standardized test for secondary school achievement and college admissions in USA. The test has an optional 30 minutes long writing section (ACT with writing results);

16) **ECTS (European Credit Transfer and Accumulation System)** – a standardized system to compare academic performance of students of higher education institutions across European Union and its collaborative countries;

17) **IB Diploma Programme - International Baccalaureate Diploma Programme** – an intensive two-year international educational program that helps students apply to undergraduate programs at universities;

18) **IELTS** (International English Language Testing System) – a standardized English proficiency test administered by the British Council, University of Cambridge ESOL Examinations, and IDP Education Pty Ltd;

19) **QS World University rankings** - the annual world university rankings published by Quacquarelli Symonds (QS) which provides overall rankings as well as ranking for individual subjects;

20) **SAT Reasoning Test** (SAT - Scholastic Aptitude Test or Scholastic Assessment Test) is a standardized test for college admissions in USA. The test is intended to assess a student's readiness for college. The SAT Reasoning Test consists of three sections: Mathematics, Critical Reading and Writing;

21) **SAT Subject Test** (SAT - Scholastic Assessment Test) – a standardized test to identify students' aptitude to study certain subjects to apply to the undergraduate program in USA higher educational institutions. Some colleges also use Subject Tests to place students into the appropriate courses. There are 20 SAT Subject Tests in five general subject areas: English, history, languages, mathematics and science;

22) **Times Higher Education World University rankings** – the annual world university rankings published by the British magazine Times Higher Education (THE) which provides both the overall and the subject

rankings;

23) **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 (Internet-based Test) and TOEFL PBT (Paper-based Test).

2. Admission terms and procedure

3. Admission to the undergraduate program is based on selection process.

4. Time periods during which the selection process conducted and the documents collected are annually approved by the Deans of Schools of the University in consultation with the Admissions Department and posted on the University website.

Subclauses 1) and 2) in Clause 5 have been restated in accordance with Resolution of the Academic Council #14 dd. December 13, 2017 and Decision of the Provost #01 -H/Ş dd. January 03, 2018.

5. One of the following categories of Applicants may participate in the selection process:

1) secondary school graduates with certificate (attestat) or its foreign equivalent or certificates/diploma on completion of a college or IB Diploma Program, A-Level, UK Foundation Program or NIS Grade 12 Certificate;

2) students of the final year of secondary school or its foreign equivalent, or final year college or IB Diploma Program or UK Foundation Program or NIS Grade 12 Certificate students;

3) applicants who completed at least one academic year of an undergraduate program at a universities with CGPA (Cumulative Grade Point Average) not less than 3.0 out of 4.0.

Herewith applicants indicated in subparagraph 1), 2) and 3) of this paragraph must meet entry requirements indicated in Appendix 1 to these Regulations with the exception of cases when:

- an applicant is a winner/ prize-winner of the International Subject Olympiads awarded by gold, silver and bronze medals for the last three years and Republican Olympiad winners/ prize-winners awarded by gold and silver medals for the current academic year in accordance with Attachment 2 to these Regulations. In order to participate in selection competition those candidates must submit the results of IELTS or TOEFL test and be interviewed by the Admissions Committee;

- applicants have successfully completed at least one academic year of an undergraduate program at a university with English language as an official language of instruction and included into the list of top 200 universities according to the Times Higher Education World University or QS World University ranking at the time of application. These candidates are exempt from submitting test reports on ACT/SAT Reasoning Test and SAT Subject test as well as IELTS/TOEFL.

6. Applicants indicated in subparagraph 1) and 2) of paragraph 5 of these Regulations shall be considered for admission to the first year of the undergraduate program at the University.

7. Applicants indicated in subparagraph 3) of paragraph 5 of these Regulations shall be considered for admission to the first or second year of undergraduate programs at the University as transfer students. In this case, the relevancy of the academic year of study for Applicant's enrollment is determined by the Admissions Committee.

8. Applicants who have been studying in English last three years at a secondary school in a country with English as an official language or in an institution with English as a primary (only) language of instruction are exempted from submission of the IELTS/TOEFL certificates.

9. The University considers a package of documents for admission to the undergraduate program of the applicants referred in paragraph 5 of these Regulations in accordance with the requirements specified in Attachment 3 to these Regulations.

10. Transfer credits are identified by Admissions Committee on the basis of detailed course descriptions in accordance with the Academic Policies and Procedures for Undergraduate Schools of "Nazarbayev University" and internal rules of individual Schools. The maximum number of transferable credit hours shall be 30 (thirty) or ECTS 60 (sixty). No grades will be assigned to transfer courses, only credits. The grades received at the previous institution(s) will not be calculated into student's grade point average.

3. Application process

11. Applicants applying to undergraduate program shall:

1) fill out an application form posted in the Personal account upon payment of the registration fee set by the University internal documents. Herewith, the registration fee is non-refundable;

2) attach to the Personal account a scanned copy of certificate / diploma with transcripts for those applicants who completed relevant educational level of study or certificate from the institution with predicted grades of academic performance of the Applicant;

3) attach to the Personal account scanned copies of the required documents valid upon the date of application, indicated in Attachment 3 to these Regulations (if available);

4) attach a scanned copy of signed consent form to personal data processing.

5) order originals of SAT, ACT and IELTS/TOEFL tests results from test administrators to be delivered to the University with the exception of cases specified in paragraph 5 of these Regulations;

12. Upon filling out and submitting application, applicants indicated in paragraph 5 of these Regulations in accordance with established dates posted on

the website of the University shall submit paper documents indicated in Attachment 3 to these Regulations to the University's address: Admissions Department, Nazarbayev University, 53 Kabanbay Batyr Ave., 010000, Astana city, the Republic of Kazakhstan by mail courier or hand delivered.

13. Documents submitted in a foreign language, except for English language, shall be translated into English language. The translation of the documents shall be notarized.

14. Providing false and/or incomplete information will result in exclusion from the admission or enrollment process.

15. The appeal procedure of the selection process results is not provided.

4. Admissions Committees

16. The main objectives of the Admissions Committee are as follows:

- 1) consideration of applicants' examination results;
- 2) providing recommendations for the admission to the University;
- 3) interviewing applicants with TOEFL PBT to assess their English speaking skills;
- 4) performing any other duties within the core activities provided by these Regulations.

17. The composition of the Admissions Committee of each School shall be formed by the School Dean and consists of the School Dean, representatives of the School, and University's employees if needed. The Secretary of Admissions Committee shall be appointed from the employees of the School. The Secretary shall not have the right to vote. The Admissions Department is a working body of the admissions process.

18. The number of members of the Admissions Committee shall, in any case, be an odd number but not less than 5 members.

19. The composition of the Admissions Committee of each School and the Secretary of the Admissions Committee shall be approved by the decision of the Provost of the University or his/her substitute.

20. The Admissions Department manages the Admissions Committee's activities.

21. In the absence of the Chairperson of School Admissions Committee his/her powers shall be exercised by deputy chairperson or any member of the Admissions Committee appointed by the Provost.

22. Meetings of the Admissions Committee are governed by the Chairperson or deputy Chairperson when necessary. A quorum of the Admissions Committee is a simple majority of the members present at the meeting.

23. The decisions of the Admissions Committee shall be taken by simple majority of those present and voting, and shall be legalized through the minutes. In case of a tie vote the Chairperson of the Admissions Committee will have casting vote.

24. The members of the Admissions Committee may vote and make

decisions via video or audio conferences or any other interactive forms of communication. These types of participation are taken into account for quorum consideration and making decisions. The type of interactive form of communication, by which the voting member of Admissions Committee participated in the meeting, shall be indicated in the meeting minutes of the Admissions Committee.

25. In case specified in paragraph 24 of these Regulations, The Admissions Committee meeting minutes must be signed by the members of Admissions Committee participated and sent to the University address by mail courier or hand delivered.

26. The decision of Admissions Committee shall be reflected in the minutes. The minutes shall be in Kazakh, Russian, English languages and signed by the Admissions Committee Chairperson or acting Chairperson , participated members of the Admissions Committee and the Secretary of the Admissions Committee.

27. The minutes of the Admissions Committee meeting 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.

28. All Admissions Committee meeting minutes must be numbered and laced by the Secretary of the Admissions Committee of Schools, registered and filed by the Admissions Department responsible for their safety and duly submission to the University's archive.

5. Application processing

29. If the Applicant's documents comply with the requirements specified in these Regulations, an applicant shall be allowed to participate in the selection process.

The Applicant's documents submitted for consideration to the Admissions Committee shall not be returned. The Admissions Committee and the Admissions Department shall be entitled to request any additional materials if required.

30. The selection process for admissions to the undergraduate program consists of the following stages:

1) review of application packages according to Attachment 3 to these Regulations and checking the compliance with the minimum entry requirements for undergraduate program by the Admissions Department.

The Admissions Department provides the Admissions Committee with full package of electronic copies of required documents before an applicant can progress to the next stage of the selection process;

Subclause 2) in Clause 30 has been restated in accordance with Resolution of the Academic Council #14 dd. December 13, 2017 and Decision of the Provost #01 -н/қ dd. January 03, 2018.

2) reviewing and defining Applicants' ranking for recommendation for admission by the members of the Admissions Committee. Admissions

Committees recommend for admission Applicants referred in paragraph 5 of these Regulations, based on results of standardized tests of Applicants, as well as on the content of the documents referred to Appendix 3 to these Regulations.

In case of equal IB DP scores, NIS 12 Grade Certificate scores the Admissions Committee will take into account other academic credentials (international standardized test scores, prize-winners in subject Olympiads, science and innovation project/s etc.) and non-academic achievements (sport, involvement in social service).

31. Based on the outcomes of the selection process and decisions the Admissions Committee of the Schools recommends Applicants for admission following the approved ranking. These Applicants are sent an official letter of acceptance with the Admissions Committee's decision via email. Conditions of admission are included into the letter of acceptance. The number of Applicants recommended for admission is defined by the Admissions Committee. Failure to fulfill in due time the conditions specified in the letter of acceptance deprives Applicants of the right to take part in the selection process according to the Regulations.

32. Enrollment to the undergraduate programs at the Schools of the University is implemented for vacant places on basis of selection process according to ranking developed on the outcomes of the selection process.

33. The Applicants not included in the recommended list but meeting the undergraduate admission requirements shall be put in a waiting list approved by the Admissions Committee in accordance with their ranking. In case of a vacant place in the list of students recommended for admission or enrolled students (enrollment offer or offer of study waiver), Applicants from the waiting list may be recommended by the Admissions Committee for admission to study at the University undergraduate programs.

34. The Applicants recommended for admission by the Admissions Committee who received letters of acceptance officially notify the University about accepting or rejecting the offer by sending an Enrollment confirmation form and paying Enrollment Deposit established by the internal documents of the University by due time.

35. The Applicants, who are not recommended for admission, are notified by the letters with rejection decision.

36. Enrollment of Applicants shall be legalized by the decision of the University Provost or his/her substitute based on the Admissions Committee's recommendations and enrollment confirmation forms signed by Applicants. The Admissions Department prepares the Enrollment decision.

37. The enrolled Applicants shall submit to the University an original copy of nationally recognized certificate stating completion of a secondary school, technical, vocational or post-secondary school or university or IB (International Baccalaureate) diploma or bachelor's degree certificate or diploma of a specialist with transcript by deadlines set by the Admissions Committee and

sign a relevant Agreement on rendering the educational services under the undergraduate programs according to the form approved by the University.

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

6. Final provisions

39. The Admissions Committee shall resolve issues not regulated by these Regulations independently.

Attachment 1 has been restated in accordance with Resolution of the Academic Council #14 dd. December 13, 2017 and Decision of the Provost #01 -н/қ dd. January 03, 2018.

Attachment 1
to the Regulations for admission to the
undergraduate program
of the autonomous organization of education
“Nazarbayev University” without completion
of the Nazarbayev University Foundation
Year Program

Minimum requirements to the Undergraduate Program at the Nazarbayev University schools

1) Minimum requirements for graduates of secondary school (or its foreign equivalent), students of the final year of secondary school (or its foreign equivalent) and higher education institution’s students

Schools	Minimum requirements for SAT Subject Test	Minimum requirements for IELTS and TOEFL	Minimum requirements for SAT Reasoning Test and ACT
School of Humanities and Social Sciences	Not required	IELTS – no less than 7.0 overall (with at least 6.0 in each sub-score) TOEFL iBT - 94-101 or TOEFL PBT* - 600-629	SAT Reasoning Test - no less than 1240 (starting from March 2016). Essay is required, no minimum score OR ACT - composite score no less than 27. Writing part is required, no minimum score
School of Science and Technology	SAT Subject Test – Math and Physics with at least 600 in each subject for candidates who selected Math, Physics, Computer Science or Robotics majors OR SAT Subject Test – Chemistry and Biology with at least 600 in each subject for candidates who selected Chemistry or Biology majors	IELTS – no less than 6.5 overall (with at least 6.0 in each sub-score) or TOEFL iBT - 79-93 or TOEFL PBT* - 574-599	
School of Engineering	SAT Subject Test – Math and Physics with at least 600 in each subject	IELTS – no less than 6.5 overall (with at least 6.0 in each sub-score) or TOEFL iBT - 79-93 or TOEFL PBT* - 574-599	
School of Mining and Geosciences	SAT Subject Test – Math and Physics with at least 600 in each subject	IELTS – no less than 6.5 overall (with at least 6.0 in each sub-score) or TOEFL iBT - 79-93 or TOEFL PBT* - 574-599	

2) Minimum requirements for graduates and current students of IB Diploma Programme

Schools	Minimum requirements for IELTS and TOEFL	Minimum requirements for IB DP scores
School of Humanities and Social Sciences	IELTS – no less than 7.0 overall (with at least 6.0 in each sub-score) TOEFL iBT - 94-101 or TOEFL PBT* - 600-629	not less than 30 total score and 4, 4, 5 for 3 subjects of HL
School of Science and Technology, School of Engineering, School of Mining and Geosciences	IELTS – no less than 6.5 overall (with at least 6.0 in each sub-score) or TOEFL iBT - 79-93 or TOEFL PBT* - 574-599	

3) Minimum requirements of scores for graduates and holders of NIS Grade 12 Certificate

Schools	Minimum requirements for IELTS and TOEFL	Minimum requirements for NIS Grade 12 Certificate scores
School of Humanities and Social Sciences	IELTS – no less than 7.0 overall (with at least 6.0 in each sub-score) TOEFL iBT - 94-101 or TOEFL PBT* - 600-629	not less than ABB
School of Science and Technology, School of Engineering, School of Mining and Geosciences	IELTS – no less than 6.5 overall (with at least 6.0 in each sub-score) or TOEFL iBT - 79-93 or TOEFL PBT* - 574-599	

*Note : * TOEFL PBT are admitted only from the international applicants from the countries where an official IELTS and TOEFL iBT are not available*

Attachment 2
to the Regulations for admission to the
undergraduate program of the autonomous
organization of education “Nazarbayev
University” without completion of the
Nazarbayev University Foundation Year
Program

List of International Subject Olympiads

1. International Mathematics Olympiad - IMO
2. International Physics Olympiad - IPHO
3. International Chemistry Olympiad - IChO
4. International Biology Olympiad IBO
5. International Olympiad in Informatics – IOI
6. International Zhautykov Olympiad in Mathematics, Physics and Informatics
7. International Mendeleev Chemistry Olympiad

List of Republican Subject Olympiads of the Republic of Kazakhstan

1. Republican Mathematics Olympiad
2. Republican Physics Olympiad
3. Republican Chemistry Olympiad
4. Republican Biology Olympiad
5. Republican Informatics Olympiad

Attachment 3 has been restated in accordance with Resolution of the Academic Council #14 dd. December 13, 2017 and Decision of the Provost #01 -u/κ dd. January 03, 2018.

Attachment 3
to the Regulations for admission to the undergraduate program of the autonomous organization of education “Nazarbayev University” without completion of the Nazarbayev University Foundation Year Program

List of the documents for candidates

1. Application form.
2. Notarized copy of passport or national ID, or birth certificate for applicants under the age of 16.
3. Notarized copy of secondary school certificate (Attestat) with final academic performance records or its foreign equivalent or academic reports with provisional scores acknowledged by the school with obligation to submit the hard copies of the notarized document in due time.
4. Notarized copy of NIS Grade 12 certificate or its academic reports with provisional scores acknowledged by the school with obligation to submit the hard copies of the notarized document in due time (only for graduates holders of NIS Grade 12 Certificate).
5. Notarized copy of diploma on completion of the IB Diploma Programme with transcript or expected scores acknowledged by the school with obligation to submit the hard copies of the notarized document in due time (only for IB Diploma Programme graduates).
6. Medical certificate (form 086-Y)* with the chest X-Ray image* and vaccination record or passport (form 063-Y)*.
7. Signed Applicant/Student Consent Form on Personal Data Processing.
8. One 3x4 size photo*.
9. Personal Statement in English.
10. Valid official certificate or electronic version of SAT Reasoning Test with essay ** or ACT with Writing Results** with obligation to submit a hard copy of the official certificate in due time.
11. Valid official IELTS certificate** or its electronic version or TOEFL certificate** or its electronic version with obligation to submit a hard copy of the official certificate in due time.
12. Valid official certificate or its electronic version of SAT Subject Test results** with obligation to submit a hard copy of the official certificate in due time (only for School of Science and Technology, School of Engineering, School of Mining and Geosciences).

13. Notarized copy of Diploma/certificate of International Olympiad (only for International Olympiad winners indicated in Appendix 2 to these Regulations).

14. Official transcript from the University attended in original language and English or academic reports with provisional scores acknowledged by the school and obligation to submit a hard copy of the official certificate in due time.

15. Course description of studied courses/subjects in both English and original languages (only for candidates indicated in subparagraph 3 of Paragraph 5 of these Regulations).

16. Two academic reference letters in English (only for transfer students).

17. A copy of an insurance policy on health insurance valid for the entire study term* (only for foreign citizens or stateless individuals).

18. A certificate from the secondary school (in cases when the applicant is a student of the final year of secondary school, at the time of application):

- 1) Applicant's full name
- 2) Year of study
- 3) Date of graduation
- 4) Date of award with official document on completion of studies
- 5) School principal's signature
- 6) School's stamp
- 7) Date of its issue

**Submitted for enrollment*

***Not required for the candidates who successfully completed at least one academic year of an undergraduate program at a university with English language as an official language of instruction and included into the list of top 200 universities according to the Times Higher Education World University or QS World University ranking at the time of application.*