

Approved
By the decision of the Vice Provost
for Academic Affairs of the
autonomous organization of education
Nazarbayev University
dated November 21, 2019 # 91-Н/К

**ADMISSION REGULATIONS
TO THE NAZARBAYEV UNIVERSITY FOUNDATION YEAR PROGRAM
AT THE CENTRE FOR PREPARATORY STUDIES
OF THE AUTONOMOUS ORGANIZATION OF EDUCATION
“NAZARBAYEV UNIVERSITY”**

Nur-Sultan
2019

Chapter 1. General provisions

1. These Admission Regulations to the Nazarbayev University Foundation Year Program at the Center for Preparatory Studies of 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 resolution of the Supreme Board of Trustees dated April 18, 2013;

3) main directions of the Nazarbayev University Strategy for 2018-2030 approved by resolution of the Supreme Board of Trustees dated December 1, 2018, and determine the procedure for organizing and implementing the admission competition for applicants to be enrolled to the Center for Preparatory Studies 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) **The British Council** – an international organization of the United Kingdom of Great Britain and Northern Ireland dealing with the issues of cooperation in cultural spheres and education;

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

4) **Nazarbayev University Foundation Year Program (hereinafter - NUFYP)** – a one-year intensive University preparatory program at the Center for Preparatory Studies for enrolling to the University undergraduate programs;

5) **Center for Preparatory Studies of the University** – an academic division of the University established to implement the NUFYP;

6) **APTIS** - an English language assessment test developed and administered by the British Council;

7) **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;

8) **NUFYP Entrance Test** – a standardized admission examination developed by the Cambridge Assessment Admissions Testing which tests Mathematics and Critical Thinking and Problem Solving;

9) **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 PDT (Paper- delivered Test);

10) **Admission Committee** – an advisory and consultative body of the University established to implement arrangements for admission to the Center for Preparatory Studies of the University;

11) **Applicant** – a citizen of the Republic of Kazakhstan, a foreign citizen or a stateless individual who has applied and meets the requirements and criteria set out by these Regulations;

12) **Personal account** – online service providing a personal space on the University website upon registration;

13) **Student** – an applicant who successfully passed all stages of the competition provided by these Regulations and enrolled in the Center for Preparatory Studies based on the decision of the University Provost or his/her designee;

14) **Application form** – an application for admission to the NUFYP posted on the Personal account;

15) **Enrollment confirmation form** – a form on acceptance or refusal of the offer, completed and signed by Applicants upon receipt of letter of acceptance to the Center for Preparatory Studies of the University.

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

17) **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);

18) **SAT Reasoning Test** (SAT - Scholastic Aptitude Test or Scholastic Assessment Test) – 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;

19) **Superscoring** – using the highest scores by all examination sections of two or more test certificates to accumulate the best total score.

20) **Guarantee fee** is a mandatory payment that secures the applicant's place in the Foundation Year Program at Center for Preparatory Studies of the University, the amount of which is determined by a decision of the Managing Council of the University.

21) **Test Administrator** – an organization, which is authorized to develop and to administer standardized tests and to oversee procedures regarding testing, verification and delivery.

Chapter 2. Admission terms and procedure

3. Applicants shall be enrolled to the Center for Preparatory Studies of the University on a competitive basis.

4. The competition and admission deadlines shall be annually approved by the University Admission Committee and posted on the University website.

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

- 1) Students in the final year of secondary education institutions;
- 2) Students in the final year of technical, vocational, post-secondary and higher education institutions;

3) Applicants who have graduated from secondary, post-secondary or higher education institutions.

Persons who are studying at or have completed the program of the Center for Preparatory Studies as well as current students and graduates of undergraduate programs of the University cannot take part in the competition.

6. The competition process consists of the following stages:

1) Stage 1 – APTIS;

2) Stage 2 – NUFYP Entrance Test;

3) Stage 3 – IELTS;

4) Stage 4 – consideration of Applicants' documents by the Admission Committee.

The University shall determine dates and venues where the examinations will be held and notify an Applicant via e-mail specified in the Personal account. Information shall be also posted on the University website.

7. There is no appeal procedure of the competition results.

8. APTIS, NUFYP Entrance Test and IELTS may be held over several weeks upon decision of the Admission Committee.

9. Except in cases provided by these Regulations, the APTIS, NUFYP Entrance Test, and IELTS examinations are conducted at the expense of the University. The registration fee to allow completions of an application form in the Applicants' Personal accounts to take part in the competition shall be set by University internal documents.

Chapter 3. Brief description of the APTIS, NUFYP Entrance Test and IELTS

10. APTIS consists of 75 multiple-choice questions under three sections – reading, grammar and vocabulary. The duration of the APTIS is 55 minutes.

The number of tasks and duration of APTIS can be changed by the Test administrator.

The minimum passing score of the APTIS shall be 50% correct answers.

11. The NUFYP Entrance Test shall be held in two subject sections, Mathematics and Critical Thinking and Problem Solving.

Each subject section consists of 30 multiple-choice questions. The duration of testing under each subject section is 60 minutes.

The NUFYP Entrance Test is assessed by standardized scale from 0 to 120 points for each subject section. The minimum passing level shall not be less than a standardized score of 120 in total for two subjects, while the passing level for each of the subjects is not less than a standardized score of 50.

12. IELTS is held according to the provisions and regulations stated at the official website <https://www.ielts.org>. The only version of IELTS test accepted within the admission and selection process to the NUFYP is Academic IELTS, which is intended for applicants planning to study in English.

The minimum acceptable admission scores of IELTS/TOEFL are given in Appendix 1 to these Regulations.

Chapter 4. Admission Committee

13. The main objectives of the Admission Committee are as follows:

1) cooperation with the Admissions Department of the University on matters of the admission process to NUFYP in the Center for Preparatory Studies of the University;

2) consideration of Applicants' examination results by stages of competition;

3) approving the admission process and enrollment schedule;

4) providing recommendations for admission to the University;

5) interviewing Applicants with TOEFL PDT certificate to assess their English speaking skills (by a subcommittee of the Admissions Committee);

6) performing any other duties within the core activities provided by these Regulations.

14. The members and Secretary of the Admission Committee are appointed by the decision of the Provost or his/her designee.

15. The Chairperson, Vice Chairperson and Secretary are identified within the Admission Committee membership. The composition of the Admission Committee may include the representative/representatives of the University partner, University staff members, including representative/representatives of the University School/Schools upon recommendations of the Center for Preparatory Studies and other Schools of the University. The number of the Admission Committee members shall be not less than 5.

16. In the absence of the Chairperson of the Admission Committee, his/her powers are exercised by the Vice Chairperson.

17. Secretary of the Admission Committee is appointed from among staff members of the University Admissions Department. The Secretary has no voting right.

18. The Admissions Department of the University arranges and plans the Admission Committee activity.

19. The Admission Committee meetings are held under leadership of the Chairperson or Vice-Chairperson as and when required, including the case stated in paragraph 22 of this Regulations. The Admission Committee shall be quorate if attended by at least three members out of the full Admission Committee.

20. Lists of Applicants with the examination results are provided to the members of the Admission Committee. Personal files of Applicants may be provided at request of the Admission Committee members.

21. Resolutions of the Admission Committee are taken by simple majority vote of the total number of the participating members of the Admission Committee. Each member of the Admission Committee has one vote. In case of a tie vote, the vote of Chairperson or his/her designee shall be deemed casting vote.

22. The Admission Committee members shall be entitled to participate in meetings, vote and take resolutions via audio-video conference and any other interactive means of communication. Participation via these means of communication shall be considered in counting the quorum and votes for decision making.

23. The results of the meetings shall be recorded in the minutes drawn up in Kazakh, Russian and English. The minutes shall be signed by the Admission Committee members, Chairperson or his/her designee and Secretary and shall not be disclosed to any other parties. The Admission Committee meeting minutes shall be signed by the members of Admission Committee participated as specified in paragraph 22 of these Regulations and sent to the University address by courier or hand delivered. All Admission Committee meeting minutes shall be numbered and laced. The Admission Committee meeting minutes are registered and stored in the Admissions Department until handover to the University archive.

24. The means of meeting participation by the Admission Committee members shall be specified in the minutes.

Chapter 5. Competition stages

25. The APTIS test is held in the cities of the Republic of Kazakhstan in accordance with the entrance examinations schedule.

26. For registration to go through competition stages, Applicants shall:

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

2) attach a scanned copy of a statement confirming that an Applicant studies at the institution in the final grade (course) or certificate / diploma with transcripts for those applicants who completed relevant educational level of study; the statement must include a photograph with the seal of the institution stamped over it.

3) attach a scanned copy of a national identity card, passport or for those Applicants under 16 years a certificate of birth if he / she does not have a passport.

27. Applicants who provide an official electronic score report of valid IELTS or TOEFL certificate from Test Administrator and its scanned copy with overall score satisfying requirements specified in Appendix 1 to these Regulations within deadlines announced by the Admissions Department shall be exempted from the APTIS test.

28. On the APTIS test day, registered Applicant must present identification documents provided in the subparagraph 3) of paragraph 26 and for those Applicants under 16 years the original statement provided in the subparagraph 2) of paragraph 26 of these Regulations. If an Applicant fails to present the documents indicated above, he/she shall not be admitted to the test.

29. The APTIS test is administered and evaluated by the British Council. The British Council submits the results to the University.

30. The Applicants who successfully pass Stage 1 of the admission competition are notified by e-mail and by posting the test results on the Applicant's Personal account.

31. Applicants who successfully pass the APTIS test shall be invited to take the NUFYP Entrance Test within Stage 2.

32. To take the NUFYP Entrance Test, an Applicant must present identification documents provided in the subparagraph 3) of paragraph 26 and for those Applicants under 16 years the original statement provided in the subparagraph 2) of paragraph 26

of these Regulations. If an Applicant fails to present the documents indicated above, he/she shall not be allowed to take the test.

33. Applicants exempted from the APTIS test in accordance with paragraph 27 of these Regulations shall be admitted to the NUFYP Entrance Test upon registration pursuant to paragraph 26 of these Regulations.

34. The NUFYP Entrance Test is administered and evaluated by representatives of the strategic partner of the University.

35. Applicants who successfully pass Stage 2 of the admission competition are notified by e-mail and by posting the test results in the Applicant's Personal account.

36. Applicants who successfully pass the NUFYP Entrance Test shall be invited to take the IELTS test within Stage 3, except for Applicants exempted from the APTIS test in accordance with paragraph 27 of these Regulations.

37. To take IELTS, an Applicant must present identification documents provided in the subparagraph 3) of paragraph 26 and for those Applicants under 16 years the original statement provided in the subparagraph 2) of paragraph 26 of these Regulations. If an Applicant fails to present the documents indicated above, he/she shall not be allowed to take the test.

38. Applicants may take IELTS or TOEFL at their own expense before or after taking the test within the University competition selection. An official electronic score report of valid IELTS or TOEFL certificates from Test Administrator and its scanned copy with scores satisfying the minimum requirements specified in Appendix 1 to these Regulations shall be submitted to the Admission Committee by the deadlines set by the Admission Committee. In such case, the Admission Committee shall consider the best results of the Applicant.

39. Applicants who provide an official electronic score report of valid IELTS or TOEFL certificate from Test Administrator and its scanned copy with scores satisfying minimum requirements specified in Appendix 1 to these Regulations before IELTS tests within the University competition may participate in stage 3 of the competition.

40. After the IELTS has been administered and evaluated, Applicants are notified about their results by international specialized agencies authorized to develop and assess the IELTS test.

Chapter 6. Test procedure requirements

41. Applicants shall comply with the test procedure requirements specified by the regulations and procedures approved by the Test Administrators.

Information about the test procedure requirements is posted on the University website and sent to Applicants by email before the test date.

42. The test scores of Applicants who violate the test procedure requirements shall be canceled by the test administrators.

Applicants with cancelled test scores shall not be permitted to apply again to the University in the future.

43. If there are extra admission intakes in the current year, the Admission Committee may consider an Applicant who has registered in accordance with

paragraph 26 of these Regulations but did not participate in the previous stages of competition due to reasonable excuse supported by relevant documents.

Chapter 7. Enrollment at the Center for Preparatory Studies of the University

44. Upon completion of the three stages of the selection process, the Admission Committee recommends Applicants for admission. These Applicants are notified of the Admission Committee decision by a notification letter sent by e-mail. The provisions for admission are indicated in the notification letter. The number of applicants recommended for admission shall be determined by the Admission Committee based on state educational order.

Failure to meet the provisions for enrollment by the deadline indicated in the notification letter deprives an Applicant of his/her right to participate in the competition according to these Regulations.

45. Applicants shall pay a guarantee fee and submit the following documents to the University:

- 1) filled out application form with photo;
- 2) a notarized copy of a national identity card, passport or for those Applicants under 16 years a certificate of birth (if he / she does not have a passport) with an original copy of a statement from educational institution in accordance with the subparagraph 2) of paragraph 26 of these Regulations;
- 3) an original and a notarized copy of a nationally recognized certificate stating completion of a secondary school, technical, vocational or post-secondary school or university or bachelor's degree certificate or diploma of a specialist with transcript (if available at the time of document submission).

Applicants without nationally recognized certificate stating completion of a secondary school, technical, vocational or post-secondary school or university or bachelor's degree certificate or diploma of a specialist with transcript shall submit the document indicated above and its notarized copy by deadlines set by the Admission Committee.

4) an official electronic score report of valid IELTS or TOEFL iBT certificate from Test Administrator or an original copy of valid TOEFL PDT (only for Applicants from the countries where IELTS and TOEFL iBT are unavailable) if an Applicant passed the test independently;

- 5) an original signed Enrollment Confirmation Form;
- 6) an original signed Form of Consent on Guarantee Fee Payment;
- 7) an original signed Consent for Personal Data Processing.

The University is entitled to request additional documents, if necessary.

The documents mentioned in subparagraph 3) of this paragraph submitted in foreign languages shall be translated into Kazakh or Russian and notarized.

In case of failure to provide one or more documents listed above, the Applicant will not be enrolled in the Center for Preparatory Studies of the University.

Any documents of enrolled students are not subject to return except a nationally recognized certificate stating completion of a secondary school, technical, vocational

or post-secondary school or university or bachelor's degree certificate or diploma of a specialist with transcript.

46. Providing false and incomplete information leads to exclusion from the admission competition or to dismissal from the University in the case of enrollment.

47. The admission criteria to the University Center for Preparatory Studies are as follows:

1) the NUFYP Entrance Test results, which meet the minimum test requirements as indicated in paragraph 11 of these Regulations;

2) the IELTS or TOEFL results, which meet the minimum test requirements as set out in Appendix 1 to these Regulations.

48. During the admission competition to the Center for Preparatory Studies, preference will be given to Applicants with the highest cumulative score of the NUFYP Entrance Test.

With equal NUFYP Entrance Test results, priority will be given to Applicants with the highest overall IELTS or TOEFL score. When the IELTS and TOEFL overall scores are compared, the TOEFL overall score is converted to the IELTS overall score according to Appendix 2 to these Regulations.

With equal IELTS or TOEFL results, priority will be given to Applicants with the highest scores in sections by following primacy Writing, Reading, Listening, Speaking.

49. Upon completion of all admission intakes (in case of additional admission intakes) the Admission Committee recommends Applicants for admission to the Center for Preparatory Studies, based on the competition selection results and evaluation of the Applicants' documents,

Successful completion of the three stages does not guarantee admission to the Center for Preparatory Studies of the University.

50. The Applicants shall be admitted based on their results as provided by paragraph 47 and paragraph 48 of these Regulations and submitted documents as set out in paragraph 45 of these Regulations and in accordance with the number of places determined by the Admission Committee.

51. The Applicants not included in the list of applicants, who are recommended for enrollment, but meeting the admission requirements according to paragraph 47 of these Regulations shall be put in a waiting list approved by the Admission Committee in accordance with paragraph 48 of these Regulations. In case of a vacant place in the list of applicants, who are recommended for enrollment or vacancy because enrolled applicants declined an offer or withdrew, applicants from the waiting list may be recommended by the Admission Committee for enrollment to the Center for Preparatory Studies of the University after submission of documents to the University specified in subparagraph 1)-7) of paragraph 45 of these Regulations.

52. Enrollment of Applicants to the grants of University shall be formalized by the decision of the University Provost or his/her substitute.

Awarding Applicants with the University grants shall be implemented according to the procedure established by the internal documents of the University.

Enrollment of applicants on a fee-paying basis shall be carried out according to Chapter 8 of these Regulations.

Chapter 8. Enrollment to the Center for Preparatory Studies of the University on a fee-paying basis

53. An additional selection process for Applicants to be enrolled on fee-paying basis is carried out by the Admissions Committee.

54. Applicants from the one of the following categories can participate in the additional selection process to study on fee-paying basis:

1) Applicants that fall into one of the categories indicated in paragraph 5 of these Regulations who successfully passed all stages of selection process according to paragraph 6 of these Regulations and were put in a waiting list according to paragraph 51 of these Regulations.

2) Applicants that fall into one of the categories indicated in paragraph 5 of these Regulations who independently pass the tests and meet the minimum admission requirements indicated in the Appendix 3 to these Regulations.

55. Applicants complying with subparagraph 1) of paragraph 54 of these Regulations shall submit the documents according to the requirements indicated in subparagraphs 1)–7) paragraph 45 of these Regulations.

56. Applicants complying with subparagraph 2) of paragraph 54 of these Regulations shall submit documents according to requirements indicated in subparagraphs 1)–7) paragraph 45 of these Regulations and additionally shall present:

1) an official electronic score report of a valid IELTS/TOEFL certificate from the Test Administrator and its scanned copy according to Appendix 3 to these Regulations;

2) an official electronic score report of a valid SAT Reasoning Test certificate from the Test Administrator and its scanned copy or an original copy of ACT results with writing part according to Appendix 3 to these Regulations.

57. Providing false and/or incomplete information leads to exclusion from the admission selection process or to dismissal from the University in the case of enrollment.

58. The admission criteria to the University Center for Preparatory Studies for Applicants indicated in subparagraph 2) of paragraph 54 of these Regulations are as follows:

1) the SAT Reasoning Test (with essay) results and/or valid ACT test results with writing part with an overall score not less than 22, which meet the minimum requirements (including Superscoring) indicated in Appendix 3 to these Regulations. The writing part is required but with no minimum score;

2) the IELTS or TOEFL results which meet the minimum test requirements as set out in Appendix 1 to these Regulations.

59. For applicants indicated in subparagraph 2) of paragraph 54 of these Regulations the priority will be given to the applicants with the highest overall SAT and/or ACT test results, including Superscoring.

With equal SAT Reasoning Test or ACT test results, priority will be given to applicants with the highest overall IELTS or TOEFL score. When the IELTS and TOEFL overall scores are compared, the TOEFL overall score is converted to the IELTS overall score according to Appendix 2 to these Regulations.

With equal IELTS or TOEFL results, priority will be given to Applicants with the highest scores in sections by the following priority Writing, Reading, Listening, Speaking.

60. Enrollment of Applicants on a fee-paying basis shall be formalized by the decision of the University Provost or his/her substitute.

Applicants indicated in subparagraph 2) of paragraph 54 of these Regulations and recommended for admissions do not participate in selection for awarding an educational grant “Nazarbayev University”.

Chapter 9. Final provisions

61. The Admission Committee shall resolve issues not regulated by these Regulations independently.

Appendix 1
to the Admission Regulations
to the Nazarbayev University
Foundation Year Program at the
Center for Preparatory Studies of the
autonomous organization of
education Nazarbayev University

Academic IELTS and TOEFL minimum acceptable admission scores

| IELTS | TOEFL iBT | TOEFL PDT* |
|---------------------------------|--|---|
| 6.0 (5.0 in each section) | 60-78 (at least: 4-7 in Reading section; 4-6 in Listening section; 14-15 in Speaking section; 14-17 in Writing section) | 550 (50 in Reading, Listening sections; 2 in Writing section; Speaking section is evaluated by the Admission Committee) |

*TOEFL PDT is accepted only from Applicants of the countries where IELTS and TOEFL iBT are unavailable

Appendix 2
 to the Admission Regulations
 to the Nazarbayev University
 Foundation Year Program at the
 Center for Preparatory Studies of the
 autonomous organization of
 education Nazarbayev University

Comparison (conversion) table of Academic IELTS / TOEFL scores

| IELTS | TOEFL iBT | TOEFL PDT* |
|--------------|------------------|-------------------|
| 5 | 35-45 | 500 – 529 |
| 5.5 | 46-59 | 530 – 549 |
| 6 | 60-78 | 550 – 573 |
| 6.5 | 79-93 | 574 – 599 |
| 7 | 94-101 | 600 – 629 |
| 7.5 | 102-109 | 630 – 647 |
| 8 | 110 -114 | 648 – 657 |
| 8.5 | 115-117 | 658 – 670 |
| 9 | 118-120 | 671 |

*TOEFL PDT is accepted only from Applicants of the countries where IELTS and TOEFL iBT are unavailable.

Appendix 3
 to the Admission Regulations
 to the Nazarbayev University
 Foundation Year Program at the
 Center for Preparatory Studies of the
 autonomous organization of
 education Nazarbayev University

**Minimum admission requirements
 of the Nazarbayev University Foundation Year Program
 to study on fee-paying basis**

1) SAT Reasoning Test with essay (valid no more than 3 years at the moment of online application) - 1100. Writing part is required with no minimum score.

or

Valid ACT with writing part – minimum overall score not less than 22. Writing part is required with no minimum score.

2) Valid Academic IELTS - 6.0 (5.0 in each section)

or

Valid TOEFL iBT – 60-78 or **TOEFL PDT*** - 550
 (see Appendix 1 for section scores)

*TOEFL PDT is accepted only from applicants of the countries where neither IELTS nor TOEFL iBT are available