



Dear Faculty!

On behalf of the entire Nazarbayev University community, I am pleased to welcome you and your families to Astana, the capital city of Kazakhstan. We hope to make your transition to a new environment as smooth as possible, so that you will be able to enjoy your assignment at NU.

This handbook is meant to serve as your guide as you familiarize yourselves and your families with NU, its facilities and Astana. At NU we very much appreciate your willingness to commit yourselves to a still new research university which has high aspirations but has as yet to prove its mettle.

You will soon come to appreciate the considerable weight of expectations on all our shoulders but I trust that together we will be able to exceed them.

There will be the inevitable up-and-downs as we are climbing a steep learning curve. But please be assured that NU management and staff are standing ready to assist you in any way possible.

I hope that your experience at Nazarbayev University will meet your expectations, and welcome you once again to Nazarbayev University.

**Sincerely yours,
Shigeo Katsu
President, Nazarbayev University**

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NAZARBAYEV
UNIVERSITY



ABOUT US

1.1. INTRODUCTION

Nazarbayev University was created at the initiative of the President of the Republic of Kazakhstan Nursultan Nazarbayev, with the aim of becoming the first world-class research university in Kazakhstan, committed to international academic standards and guided by the principles of autonomy and academic freedom. NU is set to become a national brand, which combines Kazakhstani identity with the best international educational and scientific practice.

All of the research and educational activities of NU exist so that the university can aid the nation in meeting a very important goal – that is, entering the ranks of the world’s most developed countries by 2050. Our contribution includes the development of advanced

research capacity, innovation in technology and industry, and the transition to a system of education that meets the demands of a changing and integrated global economy. NU will also contribute to the modernization of the Kazakhstan’s education system.

Our Vision

To give Kazakhstan and the world the scientists, academics, managers and entrepreneurs they need to prosper and develop.

Our Mission

To be a model for higher education reform and modern research in Kazakhstan and to contribute to the establishment of Astana as an international innovation and knowledge hub.

Our Strategic Goals

Goal I: Educational Reform Leadership: To ensure that the lessons of NU’s experience are transferred and understood by other universities, schools and research centers.

Goal II: Academic Excellence: To achieve NU’s mission by developing and maintaining academic excellence.

Goal III: Research Excellence: To develop a program of world-class research by partnering with the world’s best researchers and research institutions.

Goal IV: Creating a Model for Healthcare Services: To establish a healthcare system that will provide a model for healthcare services throughout Kazakhstan.

Goal V: Innovation and Translating Research into Production: To become Kazakhstan’s main driver of innovation, leading the way for Astana to become a regional hub of innovation.

Governance System

The governance bodies of Nazarbayev University include:

- Supreme Board of Trustees;
- Board of Trustees of the University;
- Executive decision-making body - Managing Council;
- Decision-making body for academic matters - Academic Council;
- Decision-making body for research matters - Research Council;

This governance structure is outlined in the Law of the Republic of Kazakhstan dated January 19, 2011 *“On the status of “Nazarbayev University”, “Nazarbayev Intellectual schools” and “Nazarbayev Fund”*.

The Supreme Board of Trustees is the highest governance body of “NU” headed by the Leader of the Nation, Nursultan Nazarbayev. The role of the Supreme Board of Trustees includes the approval of the University’s long-term development strategy.

The next governance body of the University is the Board of Trustees chaired by the Prime-Minister of the Republic of Kazakhstan, Karim Massimov. The Board is in charge of general management of the University’s activities, approval of annual and midterm budgets, decisions regarding the University’s executive body and other powers in compliance with the University’s Charter.

The Managing Council, chaired by the President of the University, is the collective executive body which oversees and directs operations of the University, organizes implementation of the decisions of the Supreme Board of Trustees and Board of Trustees. Current members of the Managing Council are the President of the University, Executive Vice President, Vice President for Student Affairs and International Cooperation, Provost, and General Counsel.

The Academic Council is the primary policy-making body for all academic matters relating to teaching and learning, academic quality assurance, academic management, and faculty management for the University.

The Research Council is the primary policy-making body for all matters relating to scientific and academic research for the University, including approving and adopting policies, defining standards of research conduct and ethics, organizing and managing the distribution of research funding, developing intellectual property policies.

Policies and regulations

In addition to the Charter of the University, the rules of operation for teaching and research at NU are set out in: the Faculty Policies and Procedures, Academic Policies and Procedures, Research Council Policies and Procedures, and Student Disciplinary Code and Procedures. As NU is growing and constantly evolving, some of these are regularly updated. Other rules and policies are created at the School level. Be sure to check with your Dean or

Associate Dean to get the current versions. As you progress with your research, you will also want to take a look at the NU Research Strategy 2013-2020 and NU Intellectual Property policy.

1.2 NAZARBAYEV UNIVERSITY'S LEADERSHIP TEAM



Shigeo Katsu
President, Nazarbayev University

Shigeo Katsu is President of Nazarbayev University. He joined the World Bank as a Young Professional in 1979. In 1985, he was appointed the Bank's Resident Representative in Benin until fall 1989. Between fall 1989 and the end of 1991, Mr. Katsu was seconded to the Export-Import

Bank of Japan as Deputy Director, Country Economic Policy Analysis Department.

Between 1992 and 1995, Mr. Katsu served as Principal Operations Officer for the Industry & Energy Operations Division, China Department, East Asia & Pacific Region, and subsequently was appointed Chief,

and then Country Director, of the Bank's Regional Mission in Abidjan, Côte d'Ivoire.

Mr. Katsu assumed the position of Regional Director, Operations in 1999 where his responsibilities broadly consisted of assisting in the management of the ECA Region's operations and serving as the Regional Liaison with the corporate center. In August 2003 he became Vice President of the ECA Region, where he served in this capacity for six years. He subsequently took on an assignment as Special Advisor to the Managing Directors of the World Bank and retired from the World Bank in December 2009. He serves on the Advisory Panel to the ASEAN+3 Macro-Economic Research Office and on the US board of a youth oriented international development NGO. He recently served as one of the editors for the book "Kazakhstan 2050 – Towards a Modern Society for All" (2014).



Loretta O'Donnell
Vice Provost for Academic Affairs/Interim Provost, Nazarbayev University

Dr. Loretta O'Donnell is Interim Provost at Nazarbayev University. Loretta was appointed Vice Provost for Academic Affairs in August, 2013, and is currently serving as Interim Provost. Prior to her arrival in Astana in August, 2013, Loretta had over

twenty years' experience teaching Executive MBA, postgraduate and

Undergraduate business students in the Australian School of Business, in the University of New South Wales (UNSW) located in Sydney, Australia. UNSW is a research intensive university with 52,000 students from over 100 countries. The MBA program has been ranked in the global top 50 programs for the

past seven years. As an elected faculty member of the UNSW Academic Board, Loretta combined academic policy development and implementation with her teaching, learning and research interests. She has won awards for her research on human capital analysis for financial markets. She has been invited to national and international conferences to present on a range of leadership, change management and academic teaching and learning themes. Loretta also has extensive experience as a management consultant, gained within a large global firm in Chicago, and in a boutique firm specializing in developing management systems to sustain change. Her academic qualifications include a PhD in Management, (Macquarie Graduate School of Management); MBA (AGSM, UNSW), Graduate Diploma in Education and Bachelor of Arts (Honours) (N'cle).

Maksat Mamashev
Executive Vice President, Nazarbayev University

Maksat Mamashev graduated from the Kazakh State Academy of Management in International Finances and from Gumilyov Eurasian National University in Law. He holds a Master's degree in International Business Economics from Anglia Polytechnic University, Cambridge (Great Britain) and an MBA degree from the Duke University's Fuqua School of Business. Before his current assignment, he worked as a chief expert of the Division for Social and Economic Analysis at the Presidential Administration of the Republic of Kazakhstan, and as Director of the Department of Methodology, Accounting and Audit, Department of Methodology, National Assets Management of the Ministry of Finance of the Republic of Kazakhstan.

He has been a Financial Director, Executive Director for Corporate Development and Advisor of the President on Business Development at the national company KEGOC JSC. Since 2010 he has been a member of the Board of Directors of the National Medical Holding JSC and VicePresident of the endowment fund "Nazarbayev Fund". Since 2012 he is a member of the Board of Trustees of the Kazakhstan's Geographic Society and Chairman of the Board of Trustees of the Corporate Fund for Social Development.



Kadisha Dairova
Vice President for Student Affairs, International and Government Relations, Nazarbayev University

In October 2009 Dr. Kadisha Dairova was invited to serve as one of the founding members of the national project group assigned by the President and Government of Kazakhstan to develop the New University of Astana, an international university opened in June of 2010 that eventually became NU. Prior to her work at Nazarbayev University, Dr. Dairova worked at several leading Kazakhstan universities: Kazakhstan University of World Languages, Diplomatic Academy under the Ministry of Foreign Affairs, Kazakhstan Academy of Management (currently, National University of Economics after Ryskulov), AlFarabi Kazakh National University, KIMEP where she progressed from an instructor to Associate Professor and served in the administrative positions of chair, deputy dean, vice president from 1972 to 1992 and then from November of 2007 to October 2009. From 1978 to 1982 she undertook post-graduate studies at the Moscow State Institute of Foreign Languages

after Moris Torez (currently Moscow State University of Linguistics) and obtained the degree of Candidate of Philological Sciences. In August of 1992 she joined the Ministry of Foreign Affairs and was assigned to work at the Embassy of Kazakhstan in the United States first from 1992 to 1995 and then from 1998 to 2005 as a senior diplomat in charge of humanitarian aspects of the US Kazakhstan bilateral relations: education, science and culture. In 2007 she served as President of the Center of International Programs under the Ministry of Education and Sciences created for the administration of the Kazakhstan Presidential Scholarship Program Bolashak. Dr. Dairova is one of the leading experts on international education in Kazakhstan and is known for her development and administration of the Bolashak program.



Kanat A. Baigarin
Vice President for Innovation, Nazarbayev University

Dr. Baigarin is a fellow of the Moscow Institute of Physics and Technology. He started his career in 1975 at the Kurchatov Institute of Atomic Energy and in 1989 obtained his Ph.D. in physics and mathematics. In 1990 he was appointed as Head of Laboratory of the Institute. His research activity mainly focuses in the

field of nuclear fusion, high current relativistic beams, and intensive x-ray beams.

In 1993-94 Dr. Baigarin was an Associate of the Leadership for Environment and Development (LEAD) programme.



Also he has worked as a consultant for the Global Environment Division of the Rockefeller Foundation on the energy efficiency and renewable energy project in the CIS. He was the Head of the Climate Change Coordination Centre (2000 - 2008) and Consultant for the Executive Office of the President of the RK (2008).

From 2009 till 2011 he was the Managing Director of Nazarbayev University and since 2011 he became a General Director of "Nazarbayev University Research

and Innovation System" PI. In 2014 he was appointed as Vice President for Innovation of Nazarbayev University.

Dr. Baigarin has been a Member of the Technology Executive Committee (UNFCCC) and National Focal Point for Climate change under the UNFCCC since 1999. He is also a member of the Board of Directors of the Kazakhstan Industry Development Institute (KIDI) and National Center of Science and Technology Evaluation (NCSTE).



General Counsel, Nazarbayev University

Yerden Kussain graduated from the Kazakh Humanitarian Law Academy with a specialization in "Jurisprudence". In addition, he holds a Masters of Law from Duke University and Master of Science in Public Administration from the London School of Economics. Earlier,

he worked as the Deputy Head of the Department of Industrial and Innovation Development Office of the Prime Minister of the Republic of Kazakhstan, a senior expert at the socio-economic analysis of the Administration of the President of the Republic of Kazakhstan, a lawyer of the Department of Corporate Affairs of "KMG Consulting".



Lesley Price Head of the Centre for Preparatory Studies, Nazarbayev University

Lesley Price has worked at NU for over 3 years. Prior to coming to Kazakhstan in January 2012, Ms. Price was College Director for Kaplan International Colleges. She established two start-up colleges: Sheffield International College in

2006 and Kaplan International College London in 2009. These colleges prepared international students from Kaplan's pathway preparation programs for entry at undergraduate and graduate level to the respective university partners. Her responsibilities included the delivery of key strategic goals relating to student retention, course completion and student progression as well as ensuring quality assurance mechanisms were in place for the delivery of common modules across the KIC group. From 1997 to 2006, Ms. Price worked at UCL, where she was involved in English for Academic Purposes and as Science & Society Coordinator she

established and developed the first foundation course for Science and Engineering. While at UCL, she was a Coordinator and a short course coordinator and was seconded to work for the BBC World Service for two years to deliver their in-house residential summer program. After graduating from Christ Church, Oxford University she was selected to teach on the JET program which recruited British and American graduates to Japan as teaching assistants. Having lived and worked in Japan for over ten years, including part-time teaching positions at four universities including Tokyo University, she returned to the UK and gained additional professional teaching qualifications and two Master's degrees in Applied Linguistics and Education. Lesley has most recently completed a third Master's degree, an MBA in Higher Education Management with the UCL Institute of Education in London.

Anatoli Vakhguelt Dean, School of Engineering, Nazarbayev University

Dr Anatoli Vakhguelt is Dean of School of Engineering at Nazarbayev University. Anatoli at first instance was appointed as Head of Mechanical Engineering Department since June 2012 and on November, 2015 he was appointed as Dean. Prior to arrival in Astana Anatoli had over 30 years' teaching experience and over 10 years of academic managerial experience. He graduated from one of the best Russian universities (Tomsk State University) in the area of continuum mechanics. He has done research in the area of pneumatic transportation wave propagations in the two phase medium. From the start of academic career Anatoli was heavily involved in curriculum development and academic management being appointed as deputy dean of Physics-Technical Faculty at Tomsk State University. Anatoli was elected as a member of many university's committees. Anatoli served as Head of Department of Applied Aeromechanics. He was involved in tight collaboration with Institution of Thermal Physics Siberian Branch of Russian Academy of Science, where he conducted his PhD project on Wave propagation in heterogeneous media. In 1994 Anatoli migrated to Australia. Anatoli started as a part time lecturer at Royal Melbourne Institute of Technology, one of the best technical universities in Australia. After that he received the contract to teach at the University of Ballarat. From there Anatoli was invited as an Associate Professor to Curtin University (at that time Curtin University of Technology, Australia) in Malaysia. He has been performing duties of Mechanical Engineering Program Coordinator and Chair of Laboratory Committee. After two years Anatoli was appointed as Professor and

Weng Tat Hui Interim Dean, Graduate School of Public Policy

Dr. Hui Weng Tat specialises in the impact of globalisation on labour markets, economic issues of migration, education, ageing and retirement, and labour market policies in Singapore. He has also taught at the Lee Kuan Yew School of Public Policy and in the Department of Economics at the National University of Singapore before joining the Graduate School of Public Policy at Nazarbayev University as Interim Dean in 2015. He has acted as a consultant to the Ministry of Manpower, the International Labour Organization, UNCTAD and was the Associate Research Fellow of the then Singapore Institute of Labour Studies from 1991-1994. He has held various appointments which

include Deputy Director of the Public Policy Programme (1997 – 1998), Deputy and Acting Head of the Department of Economics (1998 – 2000), Vice Dean (Research & Graduate Studies) of the Faculty of Arts and Social Sciences (2000 – 2003) and Vice Dean (Academic Affairs) of the Lee Kuan Yew School of Public Policy (2004 – 2008) at the National University of Singapore. His academic qualification includes a PhD in Economics (Australian National University).



When Anatoli was leaving, the school has grown from 17 members of staff to over 140, student population has grown more than ten times achieved over 1700 students and from two engineering programs has grown to seven engineering, three IT and five science programs. Anatoli has led over ten times professional accreditation of engineering programs and has been foreign member of Malaysian Engineering Accreditation Council panel members participating in the assessment of the university engineering programs. During whole academic career Anatoli has been involved in research, supervising PhD students, winning competitive grants, presenting talks at the numerous prestigious conferences, publishing in research journals. Two years ago he has won MES grant which is successfully moving forward. During whole academic career Anatoli was a member of numerous Academic Committees relevant to his expertise in research, teaching and service to universities and community in whole. Anatoli is professionally recognized being elected as Charter Engineer of British Engineering Council and Fellow of Institution of Mechanical Engineers UK and Institution of Engineers Australia.



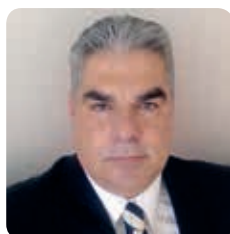


Massimo Pignatelli
Dean, Graduate School of Medicine, Nazarbayev University

Massimo Pignatelli, MD, PhD, a distinguished pathologist and biomedical scientist, was recruited to serve as founding dean of Nazarbayev University School of Medicine (NUSOM), which was formally established in January

2014 and will welcome its first class of students in fall 2015. Before coming to NUSOM in November 2013, Dr. Pignatelli was at the University of Glasgow, School of Medicine, where he served as lead in the College of Medical, Veterinary, and Life Sciences and head of the School of Medicine, which includes the Schools

of Medicine, Dentistry, and Nursing and Health Care. He also held the St. Mungo-Notman Chair as head of pathology. Dr. Pignatelli joined the University of Glasgow in 2011 following an academic career at Imperial College, London as senior lecturer/reader in pathology and at the University of Bristol, where he was professor of histopathology and head of clinical sciences. Dr. Pignatelli earned his MD summa cum laude from the University of Bologna, Italy, and his PhD from University College, London. His research focuses on epithelial adhesion molecules and particularly on their exploitation as biomarkers for tissue diagnosis, prognosis, and response to treatment.



Vassilios Tourassis
Dean, School of Science and Technology, Nazarbayev University

Vassilios Tourassis is a trained Electrical Engineer holding a Professional Engineering degree from Aristotle University of Thessaloniki, Greece and an MSc (Biomedical Engineering) and a PhD degree (Robotics) from Carnegie-

Mellon University in Pittsburgh, Pennsylvania, USA.

Professor Tourassis was a Research Fellow at Carnegie-Mellon's Robotics Institute, a tenured Professor at the University of Rochester in New York and, before joining Nazarbayev University in 2012, the Vice Rector for Finance and Development and the Vice President for Research at Democritus University of Thrace in Greece.

His current research interests have evolved from his pioneering work in robot dynamics and modular robotics to include issues in mechatronics, manufacturing and innovation. Professor Tourassis has published over 90 peer reviewed journal and international conference articles. The eight PhD students he has supervised subsequently held

professional appointments in the USA, the UK, the Netherlands, Singapore, Greece and Spain.

Professor Tourassis is a Senior Member of the Institute of Electrical and Electronic Engineers (IEEE), a Senior Member of the Society of Manufacturing Engineers (SME) and a Senior Program Evaluator for the Hellenic Quality Assurance and Accreditation Agency.

Professor Tourassis is active internationally in higher education administration fora. He has served as an invited expert of the Council of Europe, as an invited member of the Asia-Europe Foundation's Education Hub and as an invited speaker at Rectors' Conferences that prepared policy recommendations for Asia-Europe Meetings of Ministers of Education. He has also been an invited member of the Greek American Academic Meeting, a forum for US University Presidents, Chancellors and Provosts of Greek descent and Rectors/Vice Rectors of Greek Universities to meet and discuss issues of higher education governance. Professor Tourassis is a former Governing Board Member of the OECD Program on Institutional Management in Higher Education (IMHE).

Daniel Pugh
Dean, School of Humanities and Social Sciences, Nazarbayev University

Daniel Pugh was trained as an anthropological archaeologist and he has research experience throughout the United States as well as in France, Hungary, and Kazakhstan. His research interests are in social organization, ethnic interaction, and the role of material culture in social change. He also has interests in education research and is currently beginning a project on organizational culture in international universities. Dr. Pugh has won multiple awards for teaching and distinguished himself in leadership roles

organizing faculty both within the United States. At NU he was the founding Chairperson of the Faculty Senate and has served in several positions within SHSS including interim Dean, acting Vice Dean, and Director of Studies. He earned a Bachelor of Arts in Anthropology at the University of Kansas in 1999 and a PhD in Anthropology at the University of Michigan in 2010.



Patrick Duparcq
Interim Dean, Graduate School of Business, Nazarbayev University

Prior to joining NU as Associate Dean for Executive Programs, Patrick Duparcq was a faculty member at the Kellogg School of Management at Northwestern University. He has extensive experience in academic management, and held several positions: CIO of Nijenrode University (the Netherlands), Director of ICT and Distance Learning at Tias Business School at Tilburg University (the Netherlands), Director of the Center for E-Business Education & Research and member of the board of several engineering and technology research centers at Purdue University (USA). He also served on the Federal Reserve Bank of Chicago Technology Commercialization task force.

Dr. Duparcq's professional experience includes executive education, research and advisory projects

on digital marketing for European, American and Asian organizations such as Samsung, AT&T, HP, Lucent Technologies, Nissan Americas, Nissan Europe, VW, Delco Systems, Motorola.

He also taught in executive programs at the University of Antwerp (Belgium), ESC (Rouen), HEC (Paris), Purdue University (USA), Nijenrode University, Tilburg University, Kellogg School of Management (USA) and the German International School of Management (Hannover).





Aida Sagintayeva
Chief executive director, Graduate School of Education, Nazarbayev University

Aida Sagintayeva has held faculty positions at Dulati Taraz State University and Gumilyov Eurasian National University, as well as serving as President of the Center for International Programs in Astana, Vice-Rector for International Affairs at Eurasian National University

and Director of Centre for Educational Policy at Nazarbayev University. She is the author of more than 10 refereed journal articles and principle investigators of 5 large-scale international research projects, dealing with issues related to educational policy studies, Higher education financing policy, Higher education management and governance, Education Policy Analysis, Internationalization of Higher Education.



Zhaxybay Zhumadilov
Director of the Center for Life Sciences,
PI "NATIONAL LABORATORY ASTANA", Nazarbayev University

Dr. Zhumadilov is a distinguished professor of the Republic of Kazakhstan, MD, PhD (Japan). He is author of 520 scientific publications and owner of 29 copyrights and patents, of which more than 170 publications are

in English and Japanese languages. He was the supervisor of 4 Doctors of Medical Science and 22 candidates of Medical Science. Dr. Zhumadilov is an Editorial Board member of 3 international journals – the "Rejuvenation Research" (USA), the "Central Asian Journal of Global Health" (USA) and the "International Journal of Probiotics and Prebiotics" (USA). He is also a member of several international academic societies. According to the Thomson Reuters database, Dr. Zhumadilov's "Hirsh Index" is 9.0.

Between 1999 and 2004 Zhaxybay Zhumadilov was invited as a visiting Professor to Hiroshima University, Japan. In June, 2004 he was recognized with the best publication of the year award from Hiroshima Journal

of Medical Sciences. From 2004 until July 2008, Dr. Zhumadilov served as Vice-President for Scientific & Clinical Affairs, at Semipalatinsk State Medical Academy and Chairman of the Department of Surgery. In the position of Executive Director of research work at JSC "National Medical Holding" (designated on July 11th, 2008), he not only implanted the highly successful development strategy of the Holding, but also successfully instituted its corporate managing system, and helped establish its medical and scientific basis. In addition to the duties of the Executive Director of research at the National Medical Holding, starting from the December 2008 to the November of 2011, he also served as the rector of the JSC "Astana Medical University". During these years, the aforementioned institution had, for the first time, become one of the top universities of the Republic of Kazakhstan.

Since January 2011 he has been Director of the Center for Life Sciences, Nazarbayev University, Astana.





NAZARBAYEV
UNIVERSITY



ACADEMICS
AT NU

2.1. NU SCHOOLS

Nazarbayev university foundation year program (NUFYP)

www.nufyp.nu.edu.kz

The program aims to:

- develop and enhance students' academic English proficiency and ability to think both critically and creatively
- introduce students to new subject areas they may not previously have experienced at secondary school
- provide a range of study, research and communication skills to help students become autonomous learners
- introduce students to an academic research culture and the importance of observing academic honesty and integrity

During the first-semester NUFYP students will study a seven week general introduction to science and the humanities before specifying in their pathway subject (s) for the remaining of the academic year. In addition to the knowledge of their chosen pathway subject (s), students are also expected to be proficient in both English and mathematics and will take classes in both subjects throughout the year.

The Nazarbayev University Foundation Year Program also provides tailored support to each student with a personal development module and 1:1 tutorials that give practical advice and suggestions about how to adapt to university life.

After successful completion of the program, students who have performed at the highest level and met the admissions criteria set by the three NU Undergraduate Schools will be eligible to enter NU UG programs.

Useful contacts:

Name/Position	Telephone/Location	E-mail
Marzhan Kabdulsharipova, Executive Director	+7 (7172) 706057 Block-2, office 2.241	mkabdulsharipova@nu.edu.kz
Balzhan Bliskeldinova, Senior Manager	+7 (7172) 70 5974 Block-2, office 2.219	bbalzhan@nu.edu.kz

School of Engineering (SEng)

www.seng.nu.edu.kz

The School provides its students with a world-class engineering education by offering modern and relevant degree programs.

Undergraduate programs:

- Civil Engineering
- Chemical Engineering
- Mechanical Engineering
- Electrical and electronic Engineering

Nazarbayev University School of Engineering undergraduate programs are designed to prepare students for professions in industry or science through curriculum that is a four-year academic program delivered fully in English and combined with a minimum of professional engineering practice.



Graduate programs:

- Master of Engineering management
- Master of Science in Civil Engineering
- Master of Science in Chemical Engineering
- Master of Science in Mechanical Engineering
- Master of Science in Electrical and Electronic Engineering
- PhD in Science, Engineering, and Technology in the faculty expertise areas of School of Engineering and School of Science and Technology

The School of Engineering provides a student-centered holistic approach to educating engineers who will be future leaders of Kazakhstani industry sectors. Besides lectures, tutorials, laboratories and traditional coursework, at Nazarbayev University School of Engineering there are many project-based assignments, competitions, exhibitions, workshops, industry visits and organized problem-solving discussions that will enable our students not only to “think outside the box”, but also to gain valuable experience. Our students are actively engaged in many social and sport activities including those organized by the Engineering Society. The School was established with University College London as strategic partner.

Useful contacts:

Name/Position	Telephone/Location	E-mail
Dinara Ibrayeva, Manager	+7 (7172) 70 4629 Block-6, office 6223	dibrayevas@nu.edu.kz
Aida Sultanali, Consultant	+7 (7172) 706543 Block-6, office 6232	asultanali@nu.edu.kz

School of Science and Technology (SST)

www.sst.nu.edu.kz

Degree programs:

Undergraduate:

- BSc in Biology
- BSc in Chemistry
- BSc in Computer Science
- BSc in Mathematics
- BSc in Physics
- BSc in Robotics and Mechatronics

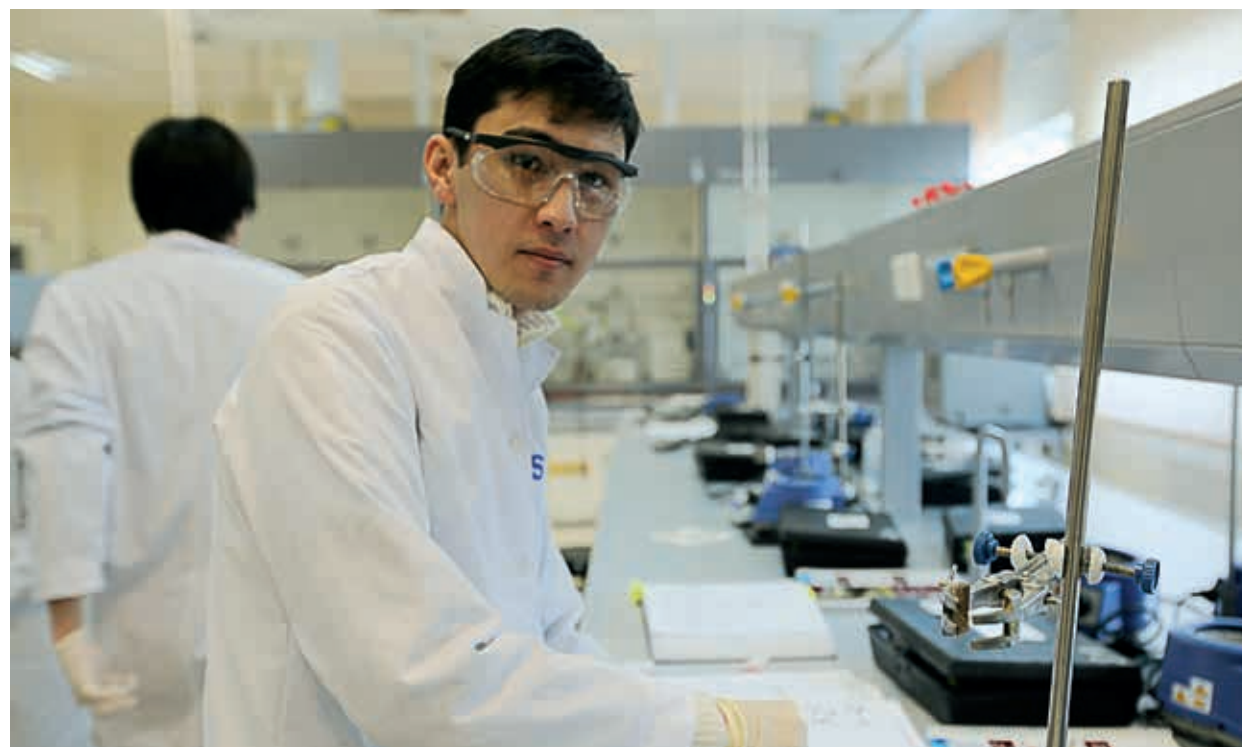
Graduate:

- MSc in Biology
- MSc in Computer Science
- MSc in Physics
- MSc in Robotics

The School of Science and Technology is a multi-disciplinary school encompassing a unique combination of pure and applied sciences. The degree programs offered in the School are designed to prepare the next generation of people who will solve society's most complex problems by integrating knowledge from a variety of disciplines. The undergraduate programs are built upon a foundation of the sciences, mathematics and computing and are designed to provide crucial technical expertise for future leaders. The graduate programs benefit from the state-of-the-art laboratory resources and the world-class research expertise of the faculty. PhD programs are expected to commence by 2017.

Useful contacts:

Name/Position	Telephone/Location	E-mail
Gulden Shokatova, Manager	+7 (7172) 706383 Block-7, office 7237	gshokatova@nu.edu.kz
Michael Lewis, Assistant Professor	+7 (7172) 706559 Block-7, office 7240	mlewis@nu.edu.kz



School of humanities and social sciences (SHSS)

www.shss.nu.edu.kz

Degree programs:

Undergraduate:

- BSc in Anthropology
- BSc in Economics
- BSc in History
- BSc in Political Science and International Relations
- BSc in Sociology
- BSc in World Languages and Literature

Graduate:

- MA in Economics
- MA in Eurasian Studies
- MA in Political Science and International Relations

The School of Humanities and Social Sciences is guided by the University's vision to develop the intellectual and social capital of Kazakhstan in order to assist in the development of the country. To fulfill this vision, the mission of the School of Humanities and Social Sciences is to provide a liberal arts education to nurture the discovery, creation and application of knowledge of our students. The aim of a liberal arts education is to combine a foundation of broad knowledge with rigorous training in critical analysis and analytical skills. The programs are designed to train the next generation of highly qualified experts that meets national and global challenges

Useful contacts:

Name/Position	Telephone/Location	E-mail
Almira Zholamanova, Senior Manager	+7 (7172) 70 66 38 Block-8, office 8230	azholamanova@nu.edu.kz
Malika Turkmenova, Manager	+7 (7172) 70 9193 Block-8, office 8230	malika.turkmenova@nu.edu.kz

Nazarbayev university school of medicine (NUSOM)

www.nusom.nu.edu.kz

The Nazarbayev University School of Medicine was formally established in January 2014 and accepted its first class of students in fall 2015. In conjunction with its strategic partner, the University of Pittsburgh School of Medicine, one of the major academic medical centers in the US, NUSOM was established to serve as the academic hub for developing and strengthening an integrated health system for the Republic of Kazakhstan.

Today NUSOM offers:

- Kazakhstan's first US-style MD program which is taught in English with the goal of educating future medical leaders in health care, education and biomedical research;
- Besides, NUSOM established Master in Public Health program which aims to produce compassionate evidence-based public health professionals who will optimally address population-based health, health conditions, diseases and disease determinants for the prevention and control of disease, complications, disability and untimely death. The program will accept its first students in fall 2016;
- The School has also developed Nursing programs to advance the clinical skills and knowledge of nurses in the Republic: the 6-month Professional Development Program for nurses was launched in May 2016;
- Additionally, with the goal of translating basic science discoveries into clinical practice, NUSOM is currently developing an integrated biomedical research program in collaboration with its international strategic partner, NU affiliated research centers (e.g., National Laboratory Astana) and the University Medical Center. In the upcoming year 2017 NUSOM is planning to launch Master's in Molecular Medicine program as well as PhD programs.


Useful contacts:

Name/Position	Telephone/Location	E-mail
Arman Saparov, Associate professor	+7 (7172) 70 61 40 Block C-3, office 5.063/3	asaparov@nu.edu.kz
Laura Paluanova, Manager	+7 (7172) 69 46 32 Block C-3, office 5.063	laura.paluanova@nu.edu.kz

School of mining and geosciences (SMG)

The School of Mining and Geosciences has been established in 2016 and aims to be the premier school for earth science education and research and to transform current knowledge and technology to develop an international quality, safe, efficient and environmentally responsible natural resource industry. The School plans to admit talented students within the area of Mining Engineering, Petroleum Engineering and Applied Geosciences which will be taught in English with the goal of educating tomorrow's earth science leaders for Kazakhstan, the region and the world.

SMG aims to develop various research programs for the prospecting, extraction, recovery and utilization of earth resources by employing sustainable and environmentally friendly approaches and to transfer the new discoveries for the benefit of society.

In fall 2017, School's first two-year Master's program in Mining Engineering is planned to be launched. Later in Fall 2018 SMG will welcome young students to the undergraduate degrees in Mining Engineering, Petroleum Engineering and Applied Geosciences. In addition, it is expected to admit students for Master's in Petroleum Engineering in fall 2018 as well. These programs will be developed in close collaboration with Colorado School of Mines - the strategic partner and world leader within the area of earth science education and research.

Useful contacts:

Name/Position	Telephone/Location	E-mail
Ilfat Fazylbayev, Senior Manager	+7 (7172) 704532 Block-3, office 3241	ifazylbayev@nu.edu.kz
Daniyar Malgazhdar, Consultant	+7 (7172) 704534 Block-3, office 3241	daniyar.malgazhdar@nu.edu.kz

Graduate school of education (GSE)

www.gse.nu.edu.kz

The GSE began offering Master's and doctoral programs in August 2013. Since then, it has been working towards becoming a leading center for teaching and research on education, with a focus on educational reform in Kazakhstan and Central Asia, while retaining a broad international approach. It seeks to promote and assist in the implementation of cutting-edge research on educational challenges and issues from preschool through university levels.

Currently, GSE has three degree programs:

- Master of Science in Educational Leadership program,
- Master of Arts in Multilingual Education program,
- Doctor of Philosophy in Education program.

In the Master of Science in Educational Leadership program there are three areas of specialization: Inclusive Education, School Education and Higher Education. Within each of these specializations, students first gain a rigorous foundation in Research Methods and issues of education reform in Kazakhstan, and then take electives and write a thesis depending on their individual interests.

The Master of Arts in Multilingual Education program is aimed at students who want to take part in shaping and implementing the trilingual policy in Kazakhstan, while exploring a wide range of issues related to language education.

The Doctor of Philosophy in Education program is designed for individuals committed to taking a leadership role in educational reform and management in Kazakhstan; it is a full-time, intensive 3-year program. The first semester is devoted to intensive course work, while the second semester focuses on preparation for the proposal defense. Students spend the third semester abroad, usually at one of the partner universities. The remainder of the program is dedicated to conducting research and writing the Ph.D. dissertation.



After completing the Ph.D. program, graduates are expected to work in the educational sphere and to contribute to the educational development of Kazakhstan. GSE faculty members from many different countries and backgrounds facilitate learning in all these programs, with the aim of integrating research and practice.

In addition to its academic programs, GSE is also home to a Research Institute, with a full-time research staff working on national and international education projects, and a Department of Continuing Education, which designs, organizes and implements professional development programs for higher education leaders, Ministry of Education and Science employees, school teachers and others.

In all its activities, GSE actively collaborates with other universities and institutions of education within and beyond Kazakhstan. Its international strategic partners are the University of Cambridge (UK) and the University of Pennsylvania (USA).

Useful contacts:

Name/Position	Telephone/Location	E-mail
Gulzhan Rysbekkyzy, Manager	+7 (7172) 70 49 55 Block 3, office 3202	gulzhan.rysbekkyzy@nu.edu.kz
Azamat Ashamayev, Director of the Department of Academic Activities	+7 (7172) 70 93 50 Block 3, office 3202	azamat.ashamayev@nu.edu.kz

Graduate school of public policy (GSPP)

www.gspp.nu.edu.kz

The goal of the Graduate School of Public Policy (GSPP) is to raise the standards of governance through professional public policy education and research. Since 2011, GSPP in collaboration with their international partner the Lee Kuan Yew School of Public Policy (LKJ School), National University of Singapore (NUS), has provided Executive Education for more than a hundred senior officials from the public sector in Kazakhstan.

GSPP also partners with the private sector and not-for-profit organizations to develop customized education programs to meet the unique demands of these sectors.



In 2013, GSPP launched its first degree program – the Master in Public Policy (MPP) – for early career professionals. The MPP is a 2-year, full time program. In 2015, GSPP launched the Master in Public Administration (MPA) degree, designed for officials with 3-5 years of experience so that they may remain employed while completing their degree. Students in both programs conduct research on important public policy issues in Kazakhstan, including pension reform, unemployment, corruption, water management, energy policy, credit for rural households, small and medium enterprises, to name a few.

Useful contacts:

Name/Position	Telephone/Location	E-mail
Karlygash Karamanova, MPA /MPP Program & Student Coordinator	+7 (7172) 709155 Block C-3, 4.055B	karlygash.karamanova@ nu.edu.kz

Graduate school of business (GSB)

www.gsb.nu.edu.kz

Degree programs:

Undergraduate:

- Full-Time MBA
- Executive MBA
- Masters in Engineering Management
(joint Program with the School of Engineering)

Non-degree programs:

- SME Executive Development Program
- Customized Programs
- Open Enrollment Programs

Graduate School of Business delivers a full portfolio with a focus on General Management through MBA programs in different formats and for different target groups (i.e. executive, part-time, and full-time) as well as a series of more specialized, shorter non-degree executive programs for executives, entrepreneurs and professionals at different levels. NU GSB is established in strategic collaboration with the Fuqua School of Business, Duke University (USA). Our MBA programs are designed to facilitate the development of general management skills for entrepreneurs and individuals working in organizations who are looking for increasing their marketable business skill set and advance their careers. Our classes includes participants from many of the major Kazakhstani companies, including NCOC, TengizChevrOil, Samruk Energy, KazMunaiGas, Kazakhstan Temir Zholy, KEGOC, Kazpost, Sovereign Wealth Fund Samruk-Kazyna, Nazarbayev University, PetroKazakhstan, KazTransGas, CIP Bolashak, Khabar JSC, Ozenmunaigas, KazTransGas Aimak, Sat & Company, as well as individual entrepreneurs.

Useful contacts:

Name/Position	Telephone/Location	E-mail
Assemzhan Kispayeva, Senior Manager	+7 (7172) 70 91 89 Block C-3, office 3.033	assemzhan.kispayeva@nu.edu.kz
Saltanat Otasheva, Manager	+7 (7172) 70 94 48 Block C-3, office 3.032	saltanat.otasheva@nu.edu.kz

2.2 ACADEMIC QUALITY ENHANCEMENT

The work of the Academic Quality Enhancement unit of the Office of the Provost focuses on ensuring the maintenance of internationally benchmarked standards in the academic quality enhancement processes. This approach is enshrined within the NU Academic Quality Framework, which focuses on five key components: program approval; annual program monitoring; student engagement; external and periodic review.

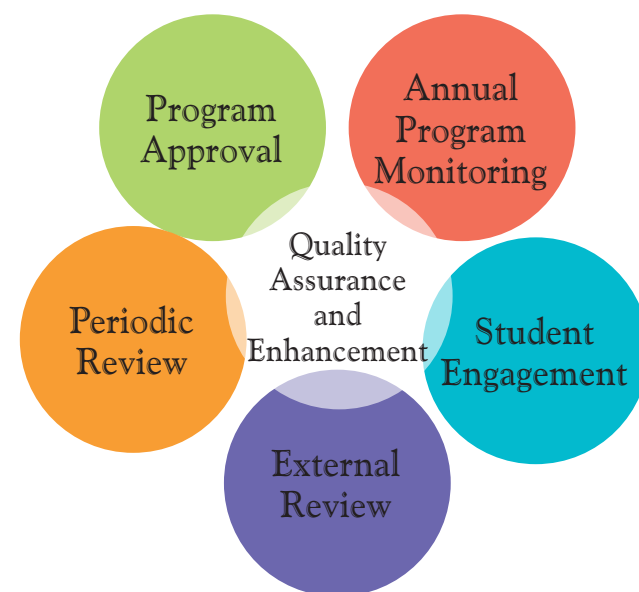
All new and modified programs and courses undergo rigorous review processes by School Committees and/or University Academic Quality Committee, an advisory body to the Academic Council. The Academic Council is the University's primary executive and policymaking body on academic activities and makes final decisions regarding program approval and quality enhancement policies and procedures.

On an annual basis, all programs and courses are subject to a comprehensive program monitoring process. This quality enhancement exercise encourages faculty to reflect on their practices to identify strengths and areas for improvement and meet students' interests.

This year the University will participate in the institutional evaluation program of the European University Association. This will provide an external review of the University's academic quality, research and strategic management practices through collective self-reflection.

Institutional research is an integral part of the university's quality system. IR projects provide accurate and meaningful data and statistical analyses to foster a culture of continuous improvement, support academic decision-making and assist annual program monitoring. These IR initiatives include not only updating of the IR analytical database, but also analysis of the grade distributions across all courses and the design and analysis of surveys related to students' learning experiences. These data significantly inform and facilitate quality enhancement activities.

Quarterly AQE News Bulletins will ensure that you remain informed about the quality initiatives. All associated policy documents are available at the Academic Quality Enhancement webpage at my.nu.edu.kz.



2.3 LEARNING AND TEACHING AT NAZARBAYEV UNIVERSITY

The University strives for excellence in teaching and learning to provide a high-quality student learning experience. The University Learning and Teaching, Instructional and Assessment Strategies offer a conceptual framework for the development of innovative, internationally - benchmarked teaching, learning and assessment practices and set priorities for the use of evolving technologies.

The University Learning and Teaching Committee is the key strategic Committee of the Academic Council that is responsible for all aspects of teaching and the student learning experience. It consists of representatives from all Schools and the student community.

A plethora of helpful resources is available at my.nu.edu.kz, including information about NU computer labs, videoconferencing facilities, audio-visual equipment, Moodle (the University's learning management system), Digication, Qualtrics, and Turnitin; it also hosts success stories of NU faculty members using technologies in their classes.

The University currently runs a number of projects aimed at providing opportunities for faculty members to develop and upgrade their teaching skills. The professional development initiatives include a joint project with the UK Higher Education Academy that offers faculty training towards a Postgraduate Certificate of Academic Practice. Faculty are also encouraged to participate in annual university-wide events, such as World Safer Internet Day and the Annual NU Instructional Technology Showcase, to share their teaching practices, meet colleagues from other departments and discuss current approaches. Please follow the link to see highlights from previous events.





NAZARBAYEV
UNIVERSITY



RESEARCH AT NAZARBAYEV
UNIVERSITY

3.1 RESEARCH AT NAZARBAYEV UNIVERSITY

One of the strategic goals of Nazarbayev University (NU) is to build leading Research University, to give Kazakhstan and the world top level scientists, academics, leaders and entrepreneurs. NU aims to be a model for higher education reform and modern research in Kazakhstan and establish Astana as an international research and innovation center.

Research and innovation activities of the Nazarbayev University are mostly conducted both at Schools and Research Centers ("Nazarbayev University Research and Innovation Systems" Private Institution and "National Laboratory Astana" Private Institution), through applied, fundamental and cross-disciplinary research projects and programs. Research funding is sourced through a range of schemes: internal (NU), national and/or international funding agencies/organizations. All faculty members are expected to be equally excellent teachers and world class researchers.

The Research Services Office of NU (RSO) is the main consultation entity on research policy, procedures and guidelines at NU as well as an information source on potential international and local funding opportunities and all research events at NU and abroad. It plays key role by facilitating and supporting research culture at NU providing administrative support of all levels on a research project management, grants/program administration and serving as liaison between faculties/researchers and administrative units of NU.

RSO is administrating Research Council and its 7 Committees, which serve as the advisory bodies on all research-related issues: Bio-Safety Committee (BISC), Institutional Animal Care and Use Committee (IACUC), Institutional Research Ethics Committee (IREC), Intellectual Property Committee (IP), Large Research Equipment Committee (LREC), Research Space Allocation Committee (RSAC), Allocations Committee.

New faculties are eligible to apply for start-up grants up to \$ 10'000 in order to initiate their own research at NU. New research proposals are reviewed by external review agencies. Each faculty member and researcher may apply for larger grant funding from NU. Applying for external funding sources is highly encouraged.

The overall research performance of the NU faculties and researchers produced over the last 2011 to > 2016 years:

- 450 researchers (faculty and staff in research centers);
- 263 publications in 2015;
- 8 publications by students in 2015 (individual and co-authored);
- 748 international publications during 2011 to >2016 years;
- 62 research and teaching laboratories;
- 67 applications for IP documents;
- 10 certificates of authorships;
- 13 patents.

NU grant funding data

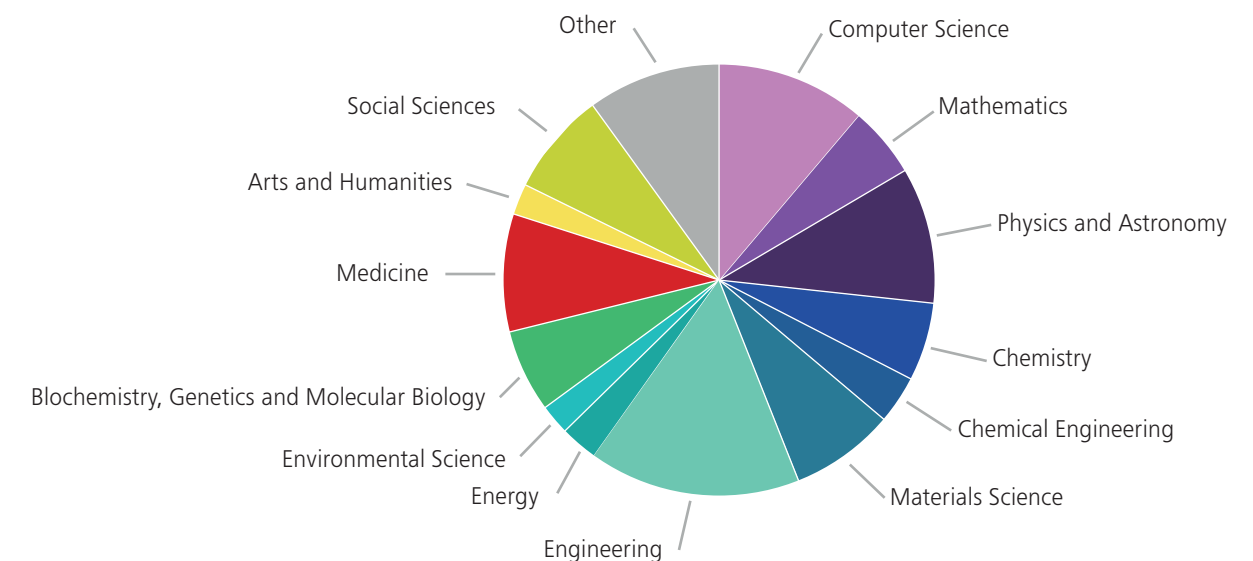
Internal (NU) funded projects for 2016	National funded projects for 2016	International funded projects 2014 to 2016
<ul style="list-style-type: none"> • 94 projects under NU Social Policy Grant funding scheme; • 25 projects under NU ORAU funding scheme. 	<ul style="list-style-type: none"> • 53 projects under grant funding by Ministry of Science and Education RK; • 7 State scientific-technical target programs funded by Ministry of Science and Education RK. 	<ul style="list-style-type: none"> • 15 projects under British Council: Newton-Al-Farabi fund (2014-2016); • 5 projects under European Union: Erasmus+ Program (2015- >May 2016); • 1 project under European Union FP7: Horizon 2020; • 1 project under the Leverhulme Trust funding.

Overall research performance (2011 to >2016)*

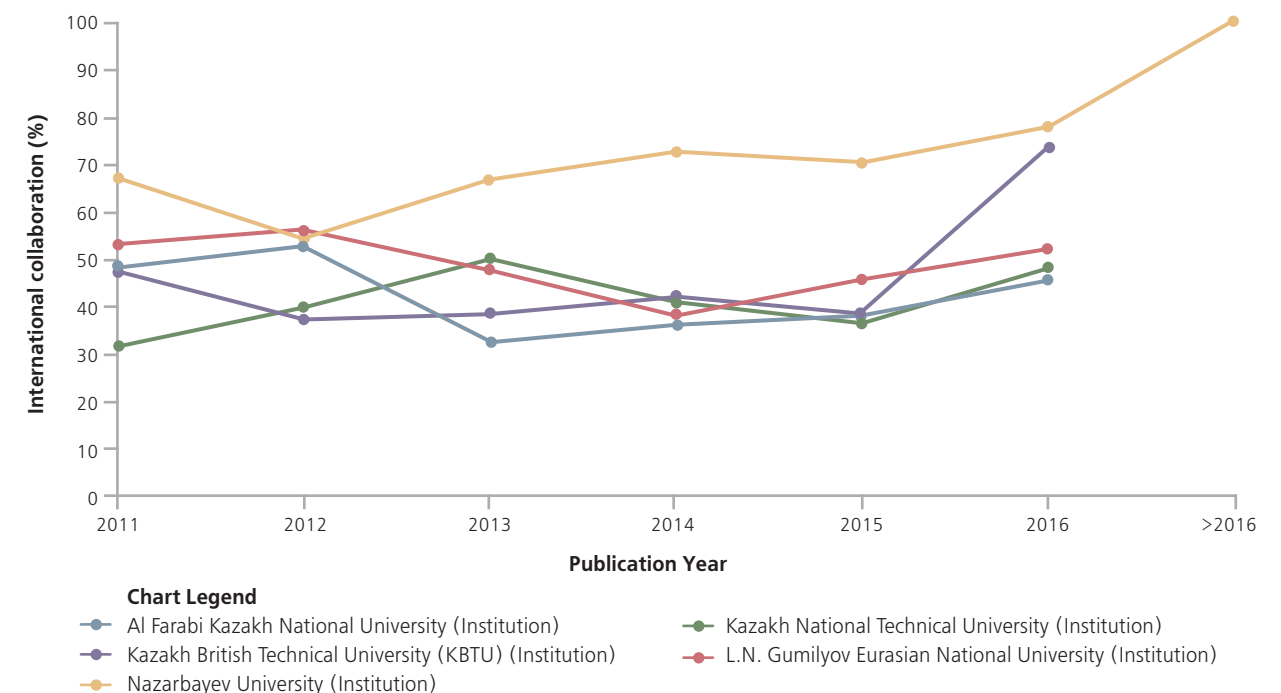
(*Source: Scopus database via SciVal as of June 2016)

Publications	Citations	Autors	Field-Weighted Citation Impact	Citations per Publication
748 ▲	1,646	487 ▲	1.11	2.2

Publication by Subject Area



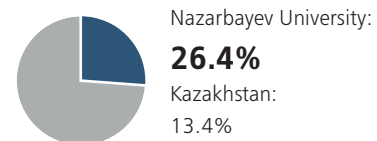
International Collaboration vs Overall Publication Year



Performance indicators

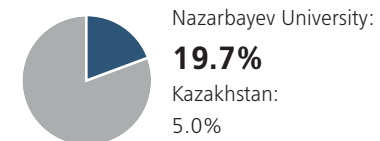
Outputs in Top Percentiles

Publications in top 10% most cited worldwide



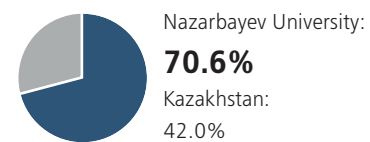
Publications in Top Journal Percentiles

Publications in top 10% journals by SNIP



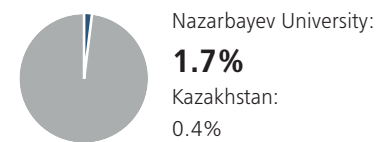
International Collaboration

Publications co-authored with Institutions in other countries



Academic-Corporate Collaboration

Publications with both academic and corporate affiliations



International collaboration of Nazarbayev University

Number of Institutions per Geographic Location



3.2 INNOVATION CLUSTER OF NAZARBAYEV UNIVERSITY

Nazarbayev University aspires to be a model for higher education reform and modern research in Kazakhstan, and to help establish Astana as an international innovation and knowledge hub.

The Innovation Cluster of Nazarbayev University focuses on forming a comprehensive innovation eco-environment for Kazakhstan by bringing together the elements necessary for success. The IICNU mobilizes scientific resources, attracts and centrally locates leading international experts and the country's most talented youth. Its key elements are the Commercialization Office, Business Incubator, Technopark and Science Park.

3.3 COMMERCIALIZATION OFFICE

The Commercialization Office is a subdivision of PE "Nazarbayev University Research and Innovation System." The primary function of this office is to administer R&D projects with commercial potential that are proposed and carried out by the researchers and inventors of Nazarbayev University. This administration includes consulting and organizational support of the projects during their implementation phase.

3.4 BUSINESS-INCUBATOR

The Business-Incubator is a subdivision of PE “Nazarbayev University Research and Innovation System” whose function is to introduce research outcomes and innovations into the market.

The Business-Incubator has the following functions:

- consulting and business incubation of innovative projects conducted within Nazarbayev University;
- attracting investments from external sources;
- arranging licensing agreements;
- assisting startups so that they may evolve into successful and sustainable companies;
- conducting market research;
- finding and engaging business mentors and future business partners for the project teams.

3.5 TECHNOPARK

On July 18, 2014 a Technopark for the Production of Pilots (hereafter Pilot Technopark) opened on the territory of Nazarbayev University. The opening ceremony was attended by the Minister of Science and Education of the Republic of Kazakhstan Aslan Sarinzhapov and members of the media.

The Pilot Technopark is a multifunctional building with total area of 2300 sq.m. The premises have a flexible layout that can be used to conduct various types of research and production. The Pilot Technopark will house a number of tech startups for 1 to 3 years – the period of business incubation. The work performed at the Pilot Technopark focuses on real-world implementation and commercialization of research results by providing:

- offices, laboratories and industrial premises for project purposes;
- access to shared facilities, services, and equipment for prototyping and pilot production;
- commercialization and technology transfer of research results;
- organization of a platform for production, modification, testing and deployment of advanced energy-saving technologies;
- consulting, organizational and other support in the process of pilot production and trials.



Residence at the Pilot Technopark is highly sought after and competitive. Currently there are 10 residents in the Technopark. Seven are internal projects of Nazarbayev University awarded residential status due to their commercialization potential, and three residents are external companies. The three external residents of the Technopark are: “Battery Institute” LLC, “Philips Kazakhstan” LLC, “Electro Dynamics” LLC. The main research directions of projects at the Technopark are IT&Robotics, Biomedicine and Energy.

Networking space: The residents of the Pilot Technopark are provided the following resources on a constant basis:

- 145 sq.m. of space equipped with all necessary facilities for holding meetings, conferences and working;
- Information shelving with the materials of our academic and industrial partners;
- Microsoft Innovation Center - computer class with 13 workplaces;
- Coffee corner equipped with kitchen utilities for lunch and coffee breaks.

A Renewable Energy Test Site founded at Nazarbayev University in 2012 operates on the platform of the Pilot Technopark. It is designed for conducting research on renewable energy sources and their integration with traditional power grids. The test site partially supplies the Technopark with autonomous electricity and thermal energy from renewable sources.

3.6 SCIENCE PARK ASTANA BUSINESS CAMPUS

The Science Park is a symbiosis of scientific thought and manufacturing infrastructure that seeks to accelerate the speed of scientific discovery and real-world implementation. The idea of Astana Business Campus is simple – to help make dreams a reality, by uniting under one roof foreign and Kazakh companies, small and medium sized tech enterprises, venture funds, scientists, business executives, financial experts, students, inventors, and other visionaries.

The Astana Business Campus will be located on a 50-hectare plot of land adjacent to Nazarbayev University. Office space, laboratories, and a R&D facility will fill over 250,000 square meters. It is estimated that there will be more than 8,000 people employed.

Astana Business Campus Value Proposition

- Innovative ecosystem to support new projects
- Modern infrastructure for business and leisure
- Cooperation with nearby leading domestic and international companies
- Excellent service for business
- Access to Nazarbayev University laboratories and research results
- Collaboration with Nazarbayev University faculty and researchers
- Engaging students and graduates of Nazarbayev University
- Joint projects with National Medical Holding
- A multinational English-speaking environment

Astana Business Campus clusters

- Geology
- Information and communications technology
- Multidisciplinary engineering
- Biomedicine
- Machinery
- Materials science
- Metallurgy
- Renewable energy

3.7 NATIONAL LABORATORY ASTANA

The private institution “NATIONAL LABORATORY ASTANA” is located at Nazarbayev University. This unit has Center for Life Sciences, Interdisciplinary Instrumental Center and Center of Energy Research. The institution coordinates and carries out both basic and applied multidisciplinary research in the fields of energy, life and natural sciences. It also strives to be a leader and innovator through its support, development, and establishment of scientific laboratories, experimental bases, research centers, and institutes for educating and training future scholars and researchers in scientific and technical fields. Currently there are 173 researchers affiliated with the National Laboratory Astana: 39 of whom hold the title of chief, leading or senior researcher, 28 who are classified as researchers, and 106 who are junior research scientists or research assistants. Of these researchers, 25 staff members hold the Candidate of Science degree, 39 have a PhD, and 9 hold the Doctor of Science degree. In addition to their work at the NLA, 5 researchers concurrently hold scientific and teaching appointments at Nazarbayev University.



3.7.1 Center for Life Sciences (CLS)

The Center for Life Sciences promotes the transformation of medicine and healthcare in Kazakhstan through conducting innovative research and applying its practical results. The CLS trains highly qualified researchers who focus on supporting the practice of constructive and personalized medicine.

The CLS is a part of the Nazarbayev University Integrated Academic Healthcare System, which, in addition to the Center, includes the National Medical Holding's Clinics, as well as Nazarbayev University's School of Medicine.

The Center facilitates the integration of research with clinical practice and medical education.

The Center for Life Sciences is concerned with all aspects related to multidisciplinary, basic and/or applied research in the following fields: biomedicine, genomic and personalized medicine, bioinformatics and computational systems biology, applied genetics, translational medicine, bio-engineering, regenerative medicine, neuroscience, experimental and clinical pharmacology and pharmacy, epidemiology, human microbiome, and longevity.

The priorities of the Center include areas such as translational medicine, the natural process of aging, global healthcare, genomic and personalized medicine, bioinformatics, regenerative medicine and artificial organs, bioengineering, cell therapy and innovative cell technologies.

3.7.2 Center for Energy and Advanced Material Science

The Center, in partnership with academia, industry, and the world's top research centers, develops and commercializes advanced and accessible energy. The center's focus on advancing energy research is in accordance with the strategic priorities of the Republic of Kazakhstan.

The CE strives to become a leading research center in Central Asia in the fields of fundamental and applied physical sciences, advanced materials, energy and energy engineering, information and IT technologies, Natural Resources and Raw Materials for future Energy.

The CE strengthens Kazakhstan's research capacity through the establishment and operation of international scientific laboratories, develops breakthrough technologies, and supports the education system at Nazarbayev University. The CER integrates the results of national science research projects into the international scientific community with the help of its many international partners, which include the Lawrence Berkeley National Laboratory, the Argonne National Laboratory, and Purdue University.





NAZARBAYEV
UNIVERSITY



RESOURCES AND
FACILITIES

4.1 LIBRARY

Welcome to NU Library! Our knowledgeable Librarians provide you with information access, space, and programs to help you and your students have a successful academic career.

Information Access

Nazarbayev University Library provides access to a wide range of electronic and print resources:

- Print Books and e-books
- Audiobooks
- Print periodicals and e-journals
- DVDs
- Encyclopedias
- Dictionaries
- Central Asian newspaper microforms

By providing a mostly English language collection, the Library supports the English language instruction of NU. To support local culture and interests, we have a growing collection of Kazakh and Russian literature.

All information about NU Library's resources is accessible on the library portal: <http://www.library.nu.edu.kz>.



Search all these resources at once through EBSCO Discovery Service. It searches all databases the Library subscribes to:

- Scopus
- Web of Science
- Science Direct
- Springer Link
- EBSCO Complete
- JSTOR
- Ebrary
- Cambridge Journals
- Oxford Journals
- Statista
- Ovid
- Project Muse
- Sage Journals
- And many more!

Can't find what you are looking for? Take advantage of our InterLibrary Loan service. Send the article citation information to interlibraryloan@nu.edu.kz. You are also welcome to contact us with your suggestions for resources such as books and databases.

Spaces

Find your learning space in the Library. Both Library floors have computers and study tables for individuals or groups. Plan to have your next study group or student club meeting in the Library.

Programs and Other Services

Throughout the year, Librarians provide instructional sessions on technology, database training, citations, plagiarism, and much more. We also have fun events such as a Library expo, manga day, and edible book festival that encourage lifelong learning and community engagement.

The Library also provides assistive technology for patrons with physical and learning disabilities.

Manage your resources with citation managers such as EndNote and Zotero. Avoid plagiarism and ensure academic integrity with Turnitin.

Publish your articles, thesis, conference reports, etc. in the NU Repository (<http://nur.nu.edu.kz>). This open access platform can increase your web presence and citation count as well improve the international ranking of Nazarbayev University as a research institution.

Your Subject Librarian

A Subject Librarian is assigned to each School and Research Center. We act as a liaison between our community and the library. Subject Librarians provide help in ordering textbooks and conducting research, as well as training and reference services via email and the "Ask a librarian" virtual reference service on the library portal.

Contact a Librarian in person on both floors of the Library. Or contact us online:

- Ask a Librarian on the Library Website
- library@nu.edu.kz
- +7 (7172) 70 62 55, or +7 (7172) 70 92 02



@ Nazarbayev.University.Library

4.2 IT HELPDESK

If any IT assistance is needed the IT Helpdesk is ready and happy to help!
The IT HelpDesk can be contacted by e-mail at helpdesk@nu.edu.kz
or by phone 8 (7172) 70-62-00.

4.3 WORKPLACE SET UP FOR NAZARBAYEV UNIVERSITY EMPLOYEES

Instruction for new employees on how to get your workplace setup when you get started on a job

What to do:

1. Receive the «Request for workplace setup» form (hereinafter - Form) from the HR department or head of your department;
2. Go to the Safety Systems Service (at PE «University Service Management») with the Form to get your personal ID card – Block 22-23, office #050;
3. Go to the Telecommunications Service with the Form to get your telephone and a telephone number – Block 4, Fourth Floor, Office# 4411;
4. Take the Form to the Material Support Service – Block 4, Fourth Floor, office# 4409.
5. Go back to your workplace and wait for a HelpDesk professional, who will bring the issued equipment and will conduct the necessary installations and configurations.

4.4 IT SERVICES

IT HelpDesk consults and solves the problems of users on operation of the following IT equipment:

- computers;
- printers;
- scanners;
- telephone sets;
- local data-processing network;
- screen projection units;
- replacement IT equipment.

Providing access to information systems and services

Newly recruited staff employees, including employees of faculty members are automatically granted access to the basic list of information systems according the initiation of services for workspace.

Basic list of information systems:

- Corporate E-mail Service ([gmail.com](mailto:nu.edu.kz))
- Portal of the University (nu.edu.kz)
- Internal portal of the University (my.nu.edu.kz)
- Library Information System (library.nu.edu.kz)
- System of the Office of the Registrar (registrar.nu.edu.kz)
- Learning Management System (moodle.nu.edu.kz)

4.5 COMPUTER LABS

The University has computer labs with total of 695 computers for students and faculty members' use. Computers are connected to the campus local area network and the internet.

The details are at my.nu.edu.kz ->NU IT Services -> COMPUTER LABS/ROOMS SUPPORT

Purchase of licensed software

Nazarbayev University use various types of specialized licensed software intended for educational aims and noncommercial researches (only for particular nominations of software). In Nazarbayev University classrooms there are various types of specialized software such as MathWorks, Mathematical, and COMSOL, STATA, SAS, Model ChemLab, Eviews and many others are installed.

The details are at my.nu.edu.kz ->NU IT Services ->LICENSED SOFTWARE



4.6 HOUSING AND DINING

NU Housing is managed by University Services Management (USM). On-campus and off-campus apartments are available for Faculty– presently on campus in Residential Blocks 21, 38, 39, 44 and 45. While the apartments are rent free, faculty residents are responsible for utilities, a security deposit, extra paid services and the costs of repairs for damage caused by tenants or their pets.

The dining includes multiple canteens, cafeterias, coffee shops and vending machines located throughout the Campus.



4.6.1 Faculty Housing

All apartments are furnished and well-equipped with everything that is required for the comfort of faculty and their families. The following appliances are usually provided in the apartments:

- TV
- Washing machine
- Microwave oven
- Electric tea kettle
- Vacuum cleaner
- Refrigerator
- Iron
- Bed linens and towels
- Floor and table lamps
- Carpets
- Internet, cable/satellite television, local telephone services are available for additional payment.

On campus accommodation: Residential blocks on campus

Location:

Residential Block 21

53 Kabanbay Batyr Avenue



Residential Blocks 38 and 39 (44 and 45 opening soon)

64 Turan Avenue

On the NU campus next to the University main building, administrative block, school buildings, sport center, etc.

On campus accommodations provide modern amenities and elegantly designed apartments offering comfort and convenience.

Amenities:

Reception 24/7, Lobby bar, Cafe, Coffee shop, Gym, Pharmacy and Grocery store, Indoor and Outdoor Parking, Children's Playground, Beauty Salon.

Contact details:

Phone: +7 7172 70 58 40 (int.58-40)

Email: reception@nu.edu.kz

Phone: +7 7172 70 93 39 (int.93-39)

Email: reception38@nu.edu.kz

Nº	Title	Location	Open hours	Telephone #
1	Minimarket	Block 11	from 8.00am-11.00pm seven days a week	
2	Minimarket	Block 23	from 8.00am- 11.00pm seven days a week	70-58-51
3	Minimarket	Block 39	from 9.00am-11.00pm seven days a week	
4	Canteen	Block 4	from 8.00am-7.00pm Monday – Friday 10.00am-4.00pm Saturday - Sunday	
5	Canteen	Block 20	from 8.00am-10.00pm Monday – Friday 10.00am-4.00pm Saturday - Sunday	
6	Canteen	Block 22	from 8.00am-10.00pm Monday – Friday 10.00am-4.00pm Saturday - Sunday	
7	Café	Block 39	from 9.00am-10.00pm seven days a week	
8	Café	Block C3		
9	La Tartine French Café	Block 3	From 8.30am-6.00pm Business days	70-66-83
10	Gloria Jean’s Coffee Bar	Block 4	From 9.00am-5.00pm Business days	55-92-25
11	Happy fox Coffee Bar	Block 39	from 8.00am-11.00pm seven days a week	+7-775- 858-16-29
12	Vending machines	Block 1,2,5,6,7, 8,9,C3,22 and 23	24/7	
13	Fresh Juice Vending Machine	Block 5 and 22	24/7	+77022212522
14	Purified Water Vending Machine	Block 3,11,22,38 and Sports Center	24/7	
15	Business & Sports travel Air ticket office	Block 3	From 9.00am-5.30pm Business days	70-63-98
16	Pharmacy	Block 19	from 9.00am-9.00pm seven days a week	70-49-48
17	Doctor	Block 19, 2nd floor, Room # 19201	twenty-four-hour	70-64-32
18	Beauty salon	Block 22	from 10.00am- 9.00pm	70-65-53
19	Tony & Guy Beauty Saloon	Block 38	from 10.00am-8.00pm seven days a week	70-58-05
20	Representative Branch of Kazkommertsbank JSC in Astana	Block 1		
21	Subsidiary Branch of Sberbank JSC	Block 4	From 9.00 am– 6.00pm	55-92-25
22	ATMs	Block 1,4 and 22	24/7	
23	Automatic Payment Terminal	Block 1,2,3,6, 48,11,22 and 38	24/7	
24	UPS Express Shop	Block 6	From 9.00am-6.00pm Business days	70-62-51

Nº	Title	Location	Open hours	Telephone #
25	Shoe repair master	Block ,№22	from 11.00am- 8.00pm	+77055842907
26	Laundry	Block 23 and 38		
27	Rastigrad Kids’ Center	Block 38	from 10.00am-6.00pm seven days a week	69-46-94

Off-campus accommodation:
Highvill Astana Residential Complex

Location:
5 Akhmet Baitursunuly Street
Right Bank of the river Esil, close to Palace of Peace and Reconciliation and the Presidential Park Outstanding, newly designed apartments with spectacular views

Northern Lights Residential Complex

Location:
5/2 Dostyk Street
Left Bank of the river Yesil, close to Keruen Shopping Mall and Baiterek tower
The spacious and well-equipped apartments with fantastic view of the city center.

4.7 TRANSPORT SERVICES

Transport for Business Purposes

A transport vehicle shall be provided based on request or request letter.
Transport request shall be sent by client at least one hour prior to the planned trip time to the email address at transportdesk@nu.edu.kz with indication of date and time, pick-up/drop-off locations, destination, number of passengers, if applicable, provide description and volume of the luggage to be transferred . Requests are accepted during the office hours up to 5:30 p.m. on business days.

Request letter for transport provision to outside the city journey shall be send by client in written to the Entity’s chief executive officer not later than 03:00 p.m. on the day preceding the journey date.

Transport vehicle shall be provided during the nighttime, on weekends and holidays for work-related purposes if the Entity’s chief executive officer agrees the request letter.

A transport vehicle is not provided for any personal reasons, business trips and vacation leaves except for transportation of new faculty members when arriving and departing due to labor contract termination.

When requesting the transportation please email with the following details:

- 1. Date and time of your trip
- 2. Destination(s)
- 3. Number of people travelling
- 4. Contact phone

A dispatcher of the Department of Transport Support will register all requests, organize a schedule of appropriate vehicles, and inform you about the time of departure. If the limits for fuel and lubricants exceed those established by USM, the Entity will have the right to deny transport requests.

Faculty Transportation

USM provides morning and evening transportation for faculty living outside of NU campus on business days in accordance with the following schedule:

Highvill	Nazarbayev University
Departure Time:	Departure Time:
7.15 am	5.30 pm
8.00 am	6.30 pm
Northern Lights	Nazarbayev University
Departure Time:	Departure Time:
7.30 am	5.30 pm
8.15 am	6.30 pm

Shuttle Bus Services

From 10.00 a.m. until 1.00 p.m. and from 3.00 p.m. until 4.30 p.m., USM shuttle will provide trips to the new part of the city (left bank) by the following routes:

Nº	Time	Destination
1	10.15am	Nazarbayev University
	11.30am	
	3.00pm	
2	10.35am	Highvill
	11.50am	
	3.20pm	
3	11.00am	Nazarbayev University
	12.15pm	
	3.45pm	

Other Services

Every Saturday a bus takes faculty and family members out to METRO supermarket. METRO is a large retailer with a great selection of products that is comparable to US warehouse clubs like Sam’s Club or Costco, and is very convenient for shopping. Please bring your own shopping bags for carrying your purchase, otherwise, you will have to buy Metro bags. The price is 2000 KZT per person for one round trip ticket; children under 12 can ride free. Tickets need to be purchased in advance in Block 23, office #096. Multiple tickets can be purchased and used later. The bus departs promptly so it is advised to be waiting outside a few minutes early. Trips to/from METRO on Saturdays:

Nº	From	To
1	From NU (Block 19 and 11) by 10.00 am	METRO
2	Pick up at Northern Lights by 10.20 am	METRO
3	Pick up at Highvill to METRO 10.35 am	METRO
4	METRO by 12.30 pm	Nazarbayev University
5	Drop out at Highvill 1 pm	Nazarbayev University
6	Drop out at Northern Lights 1.20 pm	Nazarbayev University

4.8 OPPORTUNITIES IN SPORTS



Sport is an intrinsic part of university life at Nazarbayev University. We support students, faculty and staff in their athletic endeavors by providing opportunities to do recreational and intercollegiate sports at all skill-levels.

Along with obvious health benefits associated with exercising regularly, physical involvement in sports allows a person to develop teamwork and leadership skills, to socialize across different social and ethnic groups and make lifelong friendships.

- Recreational sports**
Sports Class and Gym Passes
Recreational Sports at NU offers range of opportunities in Sports:
- classes and gyms;
 - intramural sports;
 - club sports;
 - exposure to professional athletes and other sports events .
 -

Classes & Gyms

NU offers group training options in Sports Classes and open gym sessions. These classes are instructed by certified and experienced coaches and instructors, current and past professional athletes. Our gym instructors support your workouts with expertise by advice or in “one-on-one” mode via personal training. The list of provided Sports Classes varies yearly according to needs of the general community.

Fall 2016 semester features following options:

Abs+Stretch, Aikido, Boxing,
Interval Training, Judo, Kathak Dance,
MMA, Step, Table Tennis, Yoga and Zumba

How to buy a Sports Pass?

- 1. Pay for your Pass (card only) either at USM cash office or through online billing system;
 - 2. Provide invoice at Concierge Desk of the Sports Center and receive your pass (from 8.30 to 21.00, Tuesday through Friday).
- NUID required for purchase.

For Sports Passes call Sports Center concierge at 70 57 21 or email nuathletics@nu.edu.kz.

Intramural Sports

Nazarbayev University provides an opportunity for students to compete in intramural leagues, championships and tournaments throughout academic year. We run events for all and each: men’s, women’s, coed and staff/faculty.

To register for competitions go to www.imleagues.com and sign up at IMLeagues. It’s simple, and will only take you minutes to do, and you can even sign up through your Facebook account!







Once registered, team captains then “invite” (through an IMLeagues generated email request) their team members to participate. All team members MUST have a registered account within IMLeagues.com to participate. NO EXCEPTIONS.



Nazarbayev University provides an opportunity for students, faculty, and staff to compete in the intramural leagues, championships and tournaments in football, basketball, volleyball, table tennis, tennis, grappling, boxing, Kazakh wrestling, judo, 3x3 basketball and other sports.

The biggest intramural competition, NU Football League is managed in cooperation with Student Government and has more than 250 students playing in 28 teams. Fall 2016 features beginning of staff/faculty division of the NUFL.

Passes for Faculty/Staff and Campus Residents

PASS TYPE	PRICE
 Sports Class Pass Personal monthly pass to professionally instructed Sports Classes of the Sports Center	KZT 7 000 / month
 Gym Pass Personal monthly pass to Gyms in Residential Blocks 21 and 38 supervised by instructors	KZT 5 000 / month
 Multi Visit Pass Personal monthly pass to sports facilities for non-instructed use, ball sports etc.	KZT 4 000 / month
 Personal Training Pass Personal monthly pass for personalized training with designated instructor (12 visits per month)	KZT 25 000 / month
 All-Access Pass Personal 6-month pass for access to gym rooms in residential facilities, and access to Sports Classes of the Center.	KZT 40 000 / 6 month
 All-Access Pass Personal 12-month pass for access to gyms in residential facilities, and access to Sports Classes of the Center.	KZT 265 000 / 12 month

* Passes are issued for calendar period, and are not connected to number of visits.
** Although highly avoided, short notice cancellations may occur due to maintenance/technical reasons, national holidays and/or some University and community events.
*** Personalized training under Personalized Training Pass can be conducted in small groups of 2 or 3 individuals.
**** Sports Classes run September through December, and February through May.

Locations

- Gym rooms for faculty/staff and campus residents' use are in blocks 21 and 38;
- Dance rooms are in blocks 22/23 and 38;
- Payments Office (Finance and Accounting Department of USM) in block 22;
- Sports Center.



Gyms (gym pass, personal training pass and all-access passes)



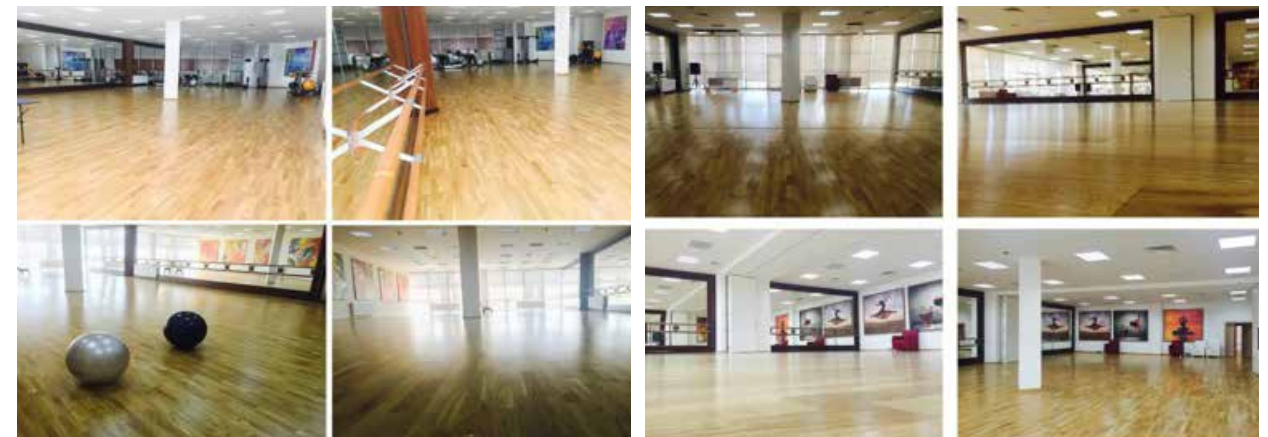
Gym in Block 38

Gym in Block 21

Sports center's multi-purpose and gymnastic halls (all passes except gym pass)



Dance rooms: all dancing classes, zumba, interval training, step, yoga etc. (Sports class pass and all-access passes)



Dance room in Block 21

Dance room in Block 38



Dance room in Sports Center

Schedules of classes, gyms in blocks 21 and 38, and yoga room in block 38

Paid Classes:

Sports Class Pass and All-Access Passes.

Nº	CLASS	COACH	SCHEDULE
1	Boxing	Mirzhan RAKHIMZHANOV	Tuesday, Thursday, Saturday
2	Judo	Robert BESEDIN	Tuesday, Thursday, Saturday
3	MMA	Kassym ANUARBEK	Monday, Wednesday, Friday
4	Abbs & Stretch	Mariya LOPATINA	Monday, Wednesday, Friday
5	Interval training	Mariya LOPATINA	Tuesday, Thursday, Saturday
6	Step	Mariya LOPATINA	Tuesday, Thursday, Saturday
7	Aikido	Bakhytzhan BAKHTIYAROV	Tuesday, Thursday, Saturday
8	Table Tennis	Alexey TRONIN	Tuesday, Thursday, Saturday
9	Zumba	Lunara BERIKOVA	Tuesday, Thursday
10	Yoga	Brijesh Gupta	Monday, Wednesday, Friday

Gyms:

Gyms in Residential Blocks 21 and 38 are for faculty and Staff (operate from 6:00am to 11:00pm)

Nº	INSTRUCTOR	GYM	SCHEDULE
1	Dmitri GORNY	Block 38	2.00pm- 10.00pm Tuesday, Thursday, Saturday
2	Vladimir KUTS	Block 38	2.00pm-10.00pm Monday, Wednesday, Friday

Club Sports



Nº	CLASS	COACH
1	Nine Q Club (togyz kumalak)	Ayan Ualiyev ayan.ualiyev@nu.edu.kz
2	Women’s Football Club	Indira Suleimenova indira.suleimenova@nu.edu.kz
3	GYM Club	Aibat Akhmediyev aibat.akhmediyev@nu.edu.kz
4	Chess Club	Aisha Yesbolatova Aisha Yesbolatova@nu.edu.kz
5	Yoga Club	Aigerim Fazylova aigerim.fazylova@nu.edu.kz
6	MMA CLUB	Beibarys Umirbayev beibarys.umirbayev@nu.edu.kz
7	Badminton Club	Nailya Salimbayeva nailya.salimbayeva@nu.edu.kz
8	Gymnastics Club	Baizhan Yesbergen baizhan.yesbergen@nu.edu.kz
9	American Football Club	Asset Ainabekov asset.ainabekov@nu.edu.kz
10	Boxing Club	Nurdaulet Orynbassarov nurdaulet.orynbassarov@nu.edu.kz
11	Judo Club	Madiyar Bazylkhanov Madiyar.Bazylkhanov@nu.edu.kz
12	Legion Club (пейнтбол)	Asset Ainabekov asset.ainabekov@nu.edu.kz
13	Women’s Basketball B Team	Aizhan Kapysheva aizhan.kapysheva@nu.edu.kz
14	Flag Football	Sultan Sadykov sultan.sadykov@nu.edu.kz
15	Tennis club	Khadisha Dabayeva khadisha.dabayeva@nu.edu.kz
16	Fencing	Alibek Yerubayev alibek.yerubayev@nu.edu.kz
17	Taekwondo club	Zhandos Abdi zhandos.abdi@nu.edu.kz
18	Aikido club	Aidana Serikova aidana.serikova@nu.edu.kz

Outdoor Sports Fields

NU also maintains 7 no-fee outdoor sports fields for basketball, football, volleyball, and tennis open for shared use to NU community.



Intercollegiate sports

NU has 9 Sports Teams that represent University in sports competitions at intercollegiate and amateur levels. Each team has its own recruiting period when coaches run try-outs and select players for the season. Each try-out will be announced separately.



Nº	TEAM	COACH	COMPETITIONS
1	Men’s Basketball	Vitaliy MAKSIMEIKO	Astana Amateur League, Astana Universiade
2	Women Basketball	Spencer WILLARDSON	Intercollegiate Women Basketball League of Astana, Astana Universiade
3	Men’s Football	Vladimir GLEVICH	National Student League, Astana Amateur League, Astana Universiade
4	Women Football	Vladimir GLEVICH	Astana Universiade
5	Men’s Volleyball	Sergey LUBOVSKYI	Astana Universiade
6	Cheerleading	Nurat SMAGULOV	National Cheerleading Championship, 8th Kazakhstan Open Championship Cheerleading
7	Women Volleyball	Oksana KRUPA	Astana Universiade
8	«Contemporary» Choreography	Asan BORONCHINOV	NU concerts, Astana dance competitions
9	«HipHop» Choreography	Nursultan TASHENOV	NU concerts, Astana dance competitions

City Sports

Astana is home for various professional sports clubs and teams in football, basketball, hockey boxing, and other sports. Sports Center cooperates with these clubs and other sports organizations for free tickets to games and joint programs. Here is the list of major teams of the city and some information on them.

Nº	CLUB	TOURNAMENTS	WEB PAGE	VENUE
1	Astana Basketball Club	Euro Challenge, VTB United League, National League	www.bcastana.kz	Saryarka Velodrome
2	Astana Football Club	UEFA Champions League, National Premier League	www.fca.kz	Astana Arena Stadium
3	Barys Hockey Club	KHL Continental Hockey League, National League	www.hcbarys.kz	Kazakhstan Ice Skating Arena
4	Astana Arlans Boxing Team	WBS World Championships Series	www.astanaarlans.kz	Daulet Sports Complex

Sports contacts

For Sports Passes and schedules information:

Concierge Nazerke ZHYLYSBAYEVA at +7 7172 705 721, nazerke.zhylysbayeva@nu.edu.kz.

For services and maintenance requests:

- Senior Manager, Askar CHUZHEBAYEV at +7 7172 706 242 achuzhebayev@nu.edu.kz;
- Manager, Dauren Myrzakhanov at +7 7172 708 976 and dauren.myrzakhanov@nu.edu.kz
- Manager, Maulen Sovetkhan at +7 7172 694 922 and maulen.sovetkhan@nu.edu.kz

For NU teams, events and competitions information:

- Senior Manager, Head of sport life Yelzhas KAMENOV at +7 7172 706 618 and yekamenov@nu.edu.kz;
- Manager, Aslan TLEULIN at +7 7172 706 406 and atleulin@nu.edu.kz.

4.9 HEALTHCARE SERVICES

Health care and health insurance are important during your stay in Kazakhstan. It is crucial that you learn about the differences between the medical care system in your own country and the medical care system in Kazakhstan. Nazarbayev University offers, as a part of benefits package, a comprehensive health insurance coverage provided by the BUPA International Insurance Company. Upon arrival in Astana you will receive your health insurance number and detailed information on the medical services provided. In addition to the health insurance that is provided to all faculty members, the University Medical Health Care Center (Block 11) provides basic health care services to all faculty members, employees and visitors attending NU. There is also a pharmacy located in the student dormitory (Block 19) right across the parking lot from the main building. Blocks 11 and 19 are connected.

Doctor’s Office hours: Monday-Friday 9.00 a.m. - 4.00 p.m., Block 11, room 201 Phone: +7 (7172) 70 61 87
Pharmacy Office hours: Monday-Sunday 9 a.m. - 9.00 p.m. Dormitory Block 11, 1st floor



NAZARBAYEV
UNIVERSITY



ONE UNIVERSITY –
ONE TEAM

5.1. ONE UNIVERSITY – ONE TEAM

The integration and communication program called “One University – One Team” has been developed to unite all University employees into a single team – a unified team of administrative staff, faculty and students. “One University – One Team” program consists of such activities as friendly sports competitions, arranged trips and sightseeing tours, announcements about concerts and cultural events in town, periodic university-wide celebrations and “team building exercises”. There are also frequent announcements and weekly newsletters that are distributed by e-mail.

5.2 THE FACULTY SENATE

The principle of shared governance involving Faculty is a core element of the Nazarbayev University Charter. The Faculty Senate supports the Faculty’s role in formulating, implementing and overseeing University policy on academic and research activities, as well as Faculty work and life at Nazarbayev University. Senators are elected to two-year terms as representatives of their respective schools, and the leadership of the Faculty Senate, the Chair, Vice-Chair and Secretary, are elected by Senators for a one-year term. The Senate appoints representatives of the Faculty to various councils and committees that advise or decide on University policy. The Senate seeks to be a faithful voice for the Faculty by ensuring close consultation with its constituents, by formulating representative positions and statements, and by participating actively in the process of producing University policy documents. The Senate holds regular meetings, and most of the work of the Senate is open to interested observers. The Senate shares its meeting schedule, agendas and minutes with any interested member of the community, and also shares reports, position statements and other documents with appropriate audiences. Those interested in more information may contact Senate@nu.edu.kz.

5.3 COMMUNICATION WITH THE MEDIA

The Department of Communications and Marketing (DCM) is responsible for monitoring the brand of NU. Therefore we urge faculty and staff to keep us apprised of any planned media appearances, statements, or new media projects. If you have any questions about requests from the media or if you would like help with formulating responses to media questions, please contact us. We can also help provide quick facts and figures about the university. We greatly appreciate links or copies to media stories that include reference to NU so that we can share them with the broader NU community. When faculty travel for conferences and meetings, they should also consider letting DCM know so that we can share news of the event and provide more publicity. The DCM can also provide promotional materials and gifts for distribution on these trips.

Contact: Janet TURARBEKOVA
Director Phone: +7 (7172) 706090
Email: pr@nu.edu.kz

5.4 SUPPORT TEAM

Your support team will be able to assist you with much of your on-boarding. Please find below “who is who” list of people with all the contact details who will be able to help you with the problems you might face.

Loretta O'Donnell

Vice Provost for Academic Affairs / Interim provost
+7 (7172) 705915
loretta.odonnell@nu.edu.kz

Alex James

Chair of the Faculty Senate,
Associate Professor at the School of Engineering
+ 7 (7172) 70 91 33
alex.james@nu.edu.kz

Anatoli Vakhguelt

Dean, School of Engineering
+7 (7172) 70 66 63
anatoli.vakhguelt@nu.edu.kz

Daniel Pugh

Dean, School of Humanities and Social Sciences
+ 7 (7172) 70 59 10
dpugh@nu.edu.kz

Patrick Duparcq

Dean, Graduate School of Business
+7 (7172) 70 45 68
patrick.duparcq@nu.edu.kz

Weng Tat Hui

Interim Dean, Graduate School of Public Policy
+7 (7172) 70 58 68
weng.tat.hui@nu.edu.kz

Rebecca Lee Carter

Registrar
Office of the Registrar
+7 (7172) 70 60 65
rebecca.carter@nu.edu.kz

Duncan Priestley

Head of Academic Quality Enhancement
Office of the Provost
+7 (7172) 70 90 51
duncan.priestley@nu.edu.kz

Lesley Price

General Director of the Centre for Preparatory Studies
+7 (7172) 70 66 36
lesley.price@nu.edu.kz

Vassilios Tourassis

Dean, School of Science and Technology
+7 (7172) 70 90 89
vassilios.tourassis@nu.edu.kz

Massimo Pignatelli

Dean, School of Medicine
+7 (7172) 70 90 55
massimo.pignatelli@nu.edu.kz

Erkan Topal

Dean, School of Mining
+7 (7172) 70 45 31
erkan.topal@nu.edu.kz

Aida Sagintayeva

Chief Executive Director, Graduate School of Education
+7 (7172) 70 63 69
asagintayeva@nu.edu.kz

Aliya Sarsembinova

Director of Nazarbayev University Research Library,
Deputy General Director for library of
PE “Nazarbayev University Library and IT Services”.
+7 (7172) 70 61 06
asarsembinova@nu.edu.kz

Arman Zhumazhanov
Director, Department of International Cooperation
+7 (7172) 70 61 49
azhumazhanov@nu.edu.kz

Askhat Bekzhanov
Director
Department of Student Affairs
+7 (7172) 70 60 85
abekzhanov@nu.edu.kz

Aliya Bigazina
General Manager, Department of International Cooperation
+7-7172-70-61-34
ajanikeyeva@nu.edu.kz

Maryam Abeldinova
Director,
Department of Human Resources Management
+7 (7172) 70 60 60
mabeldinova@nu.edu.kz

Karina Kanapyanova
Senior Manager – Organizational Development
karina.kanapyanova@nu.edu.kz
+7-7172-70-57-40

Aliya Nurkisheva
Senior Manager – Compensation and Benefits
anurkisheva@nu.edu.kz
Phone: +7-7172-70-61-89

Assel Kashenova
Senior Manager – Recruitment
assel.kashenova@nu.edu.kz
+7-7172-70-60-62

Igor Kim
Manager - Recruitment
igor.kim@nu.edu.kz
+7-7172-70-90-53

Dinara Bassibekova
Manager - Administration
dbassibekova@nu.edu.kz
+7-7172-70-64-86

Dana Makhanova
Manager – Professional Development
dana.makhanova@nu.edu.kz
+7-7172-70-64-76

Symbat Irgebayev
Consultant – Health Insurance
symbat.irgebayev@nu.edu.kz
+7-7172-70-60-55

VISA, TRAVEL AND IMMIGRATION SUPPORT TEAM:

Aliya Bigazina
General Manager,
Department of International Cooperation
ajanikeyeva@nu.edu.kz
+7-7172-70-61-34

Alibek Abdullayev
Senior manager,
Department of International Cooperation
alibek.abdullayev@nu.edu.kz
+7-7172-70-64-07

Chingiz Okpenov
Manager,
Department of International Cooperation
chingiz.okpenov@nu.edu.kz
+7-7172-70-66-50

Dinara Kokanova
Consultant,
Department of International Cooperation
dinara.kokanova@nu.edu.kz
+7-7172-70-63-81

IT Help desk +7 (7172) 70 62 00,
helpdesk@nu.edu.kz
Dispatching +7 (7172) 70 62 62

HR SUPPORT TEAM

SCHOOL OF ENGINEERING
Narkiz Ibrayeva
Manager
narkiz.ibrayeva@nu.edu.kz
+7-7172-70-63-30

SCHOOL OF MINING AND GEOSCIENCES
Ilfat Fazylbayev
Senior Manager
ifazylbayev@nu.edu.kz
+7-7172-70-45-32

SCHOOL OF MEDICINE
Aigerim Kaptagayeva
Manager
aigerim.kaptagayeva@nu.edu.kz
+7-7172-70-91-54

SCHOOL OF SCIENCE AND TECHNOLOGY
Meruyert Kaliakparova
Manager
mkaliakparova@nu.edu.kz
+7-7172-70-66-56

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
Laura Makhulbayeva, Senior Manager
lmakhulbayeva@nu.edu.kz
+7-7172-70-71-69

GRADUATE SCHOOL OF BUSINESS
Elnara Koishibayeva
HR Manager
elnara.koishibayeva@nu.edu.kz
+7-7172-70-91-65

GRADUATE SCHOOL OF PUBLIC POLICY
Aigul Yergaliyeva
Manager
aigul.yergaliyeva@nu.edu.kz
+7-7172-70-60-64

CENTER FOR PREPARATORY STUDIES
Beibit Askaruly
Manager
beibit.askaruly@nu.edu.kz
+7-7172-70-60-63

GRADUATE SCHOOL OF EDUCATION
Kalamkas Sergazina, HR Manager
kalamkas.sergazina@nu.edu.kz
+7-7172-70-49-60

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
email: hr_nu@nu.edu.kz



NAZARBAYEV
UNIVERSITY



RELOCATION AND ADAPTATION

Nazarbayev University provides assistance and advising for all international staff members moving to Astana including but not limited to:

- Assistance with obtaining visas for staff and family members
- Travel arrangements
- Airport pickup and placement
- Provision of accommodation
- School and kindergarten placement
- Comprehensive induction program (program will be given on your arrival to Astana).

6.1 PERSONAL SAFETY

Arriving in Kazakhstan

In the excitement of arriving in a new country it can be easy to get distracted and lose personal belongings during check-in, stop-over and landing. Here are some practical tips to help you with your first visit to Kazakhstan:

- Take special care of your passport, travel documents and tickets and keep them with you in a safe place at all times.
- Bring enough cash to cover your immediate needs. You can exchange your currency at the airport or in the currency exchange offices throughout the city. It is better to bring US Dollars or Euros as other currencies have limited convertibility. Bring a debit/credit card, if you have one, and leave some money on your current bank account as it may take few weeks to set up a local bank account.
- Label your luggage clearly so that it can be forwarded to you if it gets lost. If you do lose your luggage, report the loss immediately to officials of the airline or freight company.
- If you need to leave your luggage for some reasons, use official baggage rooms (available at airports).

In an emergency

In an emergency you can contact the 24/7 dispatching service of Nazarbayev University by dialing: + 7 7172 70 62 62/63.

Alternatively, if you can speak Kazakh or Russian or you have someone with you who speaks local languages you can contact the common emergency number 112 for police, ambulance, fire and other emergency services.

Looking after your belongings

- Consider making a list of your valuable possessions (including models and serial numbers) for reference
- If you go away on holiday try to leave your valuables in storage
- Avoid displaying currency and expensive items, such as watches, jewelry, mobile phones in busy public places

Safety at home

- If you have to call for a worker to install or fix something in your apartment, please be careful with your valuable belongings and don't leave workers alone in your apartment.
- If you are going out on the town, tell someone you trust where you are going and when you will be back.
- If you arrive home and see signs of a break-in, e.g. smashed windows or open doors, don't go in and instead call the police. Do not touch anything when you do go back in, as you could destroy valuable evidence.
- Whenever you go out, make sure that you turn off electrical appliances.

Safety on the streets

It is generally safe to walk on the streets in Kazakhstan, although you should always be aware of your surroundings and use your common sense wherever you are. The suggestions here are not to alarm you, but to remind you to always be alert on the streets of Kazakhstan as you would be in your country. Pay attention to the location you are going to (especially if you are traveling to new areas on trips or vacations) and plan your stay before you travel. The Reception Desk in the faculty residences can order taxis for you and can give you advice about local areas. It is always advisable to avoid high-risk situations such as walking late at night and in unfamiliar areas. When you

first move into your new accommodation, find suitable and safe routes to shops, trade centers, etc. Try to find routes that are well lit and busy.

- Don't carry large amounts of cash with you when you are out. Do not count large amounts of money in public places.
- Try to avoid attracting attention to yourself. Realize that speaking a foreign language (not Russian and Kazakh) draws immediate attention to you.
- Carry some photo identification at all times, like a photocopy of your passport.
- If you are travelling late at night, walk in a group or, preferably, use public transport or a taxi.
- Always keep your bag, coat or jacket with you and don't leave them on a chair or out of sight.
- Make sure you carry a mobile phone with you so you can make a phone call or call a taxi, if you need one.
- You should never accept drinks from strangers or leave your drink unattended in public places.
- Be aware of others around you at cash point machines (ATMs) and try not to use cash machines at night or in poorly lit areas.
- Avoid deserted areas and badly lit streets. Run away if someone threatening approaches.
- Avoid drugs and/or the excessive use of alcohol. When your judgment is impaired you are more likely to be a target.

Using public transport

Public transport in Kazakhstan is reliable, inexpensive and safe. Operational hours of most buses are from 6.30 am to 11.00 pm. Locate your nearest bus stop and plan your route by bus on <http://kz.easyway.info/en/cities/astana> website. You may also use Astrabus App available both in Appstore and Google market. If travelling by bus, try not to wait at bus stops alone. Ask someone to meet you at the bus stop if you are travelling late and have a long way to walk.

- Local friends or colleagues can often give advice about the best bus for your destination. Remember it never hurts to ask.
- Take along someone familiar with the system and the route for your first trip. Have an idea of where you want to go and which streets will get you there before you use the system.
- Vehicles are often crowded, especially during rush hours so pick your travel times if you have some flexibility. Just like in any crowded situation, keep a good hold on your belongings.
- If you are travelling a long way by train, make sure someone knows which train you are travelling on and when you are due to arrive.
- Always have cash with you and a back-up plan if you are separated from the people you are travelling with.

Using taxis

There will be times when you need to take a taxi during your stay in Kazakhstan – for instance, before or after a night out. If you feel walking is not safe, use a taxi. You need to be aware of some basic safety rules when using taxis:

- If you need to use a taxi, ask the dispatching service of the University, the hotel you stay in, or your friends/colleagues, who will recommend you a taxi company in Astana. Try to use an official taxi only.
- Be aware that some taxis are actually private vehicles and may be cheaper, but are not as safe as taxis that you arrange by phone. Both foreigners and locals catch rides in private cars by flagging them down and paying a small fee. If you decide to try this mode of transportation, observe some guidelines: never accept a ride in a car where there is more than one person - just wave them on - and if the car is weaving, assume that the driver is drunk and avoid it. When taking private taxis text someone you know the number of the car you took. If the taxi does not have a meter, agree to the fare with the driver before you get into the taxi in order to avoid misunderstandings.
- Sit in the back of a taxi and directly behind the driver, whenever possible.
- It is quite acceptable to chat with the driver, but do not disclose any personal information.
- It is better to have your cash ready and leave the taxi before you pay.

Laws in Kazakhstan

Laws in Kazakhstan may be different from those in your country. This especially applies to the use of alcohol and tobacco:

- It is prohibited to drink alcohol in public places except bars or public catering organizations where it is allowed to sell alcohol. It is prohibited to appear drunk in public.
- Sale of alcoholic spirits in Kazakhstan by volume at 30% and stronger is prohibited between 9.00 p.m. and noon the next day. A similar ban on the sale of low-alcohol beverages (e.g., beer and wine) is from 11.00 pm to 8.00 am. However, you may still drink alcohol in restaurants, cafes and bars.
- It is not allowed to make noise and disturb your neighbors after 11 pm until 6 am in the morning. You may be fined for disturbing your neighbors during this period.
- It is prohibited to smoke in public places, except for specifically provided and furnished rooms.
- Gambling is illegal, except for specially designated locations: Borovoe and Kapchagay.
- It is prohibited for individuals under 21 years of age to purchase alcohol.

6.2 IMMIGRATION PROCEDURES

Immigration regulations may be liable to change on short notice; prospective visitors are advised to check on the current situation before departure (<http://mfa.kz/index.php/en/>).

The passport and visa information listed in this profile applies to the holders of normal passports. Holders of diplomatic, official, special and service passports are advised to note that special regulations may apply.

Non-compliance with immigration procedures can result in administrative fines and deportation to the country of origin. Repeated violation may cause serious legal consequences.

Passport

All visitors to Kazakhstan require passports valid for at least three months beyond the period of intended stay and must contain at least several blank pages for visa and stamps. Nationals of Kazakhstan who live abroad need passports which are valid at least six months beyond the date of entry.

If you are replacing an expired passport, please kindly provide the Department of International Cooperation of International Cooperation with the newly issued passport along with the old, expired passport for registration with the Immigration Police. Keep in mind, it is in your best interest to provide us with the necessary documents as soon as possible to prevent any problems with registration. For more details please refer to “Visa” and “Registration with immigration procedures” sections.

Visa

International faculty members need a work visa (M-1) to come to Kazakhstan. This type of visa is arranged for the period of your employment contract’s duration and allows you to stay for the period of the visa’s duration and to make multiple entries to Kazakhstan. For the family members of NU’s international faculty, one needs to apply for the so called spouse/family visa (M-2). According to Kazakhstan’s visa legislation, there is the two-step process for getting Kazakhstan’s visa.

Step 1 –The Department of International Cooperation will prepare visa invitation letter(s) after signing the employment contract with NU and submit it to the Department of Consular Service of the Ministry of Foreign Affairs. The Department of Consular Service will issue the visa reference number within 10-15 days and which The Department of International Cooperation will email you with the copy of the visa invitation letter (s). According to the Decree of the Government of the Republic of Kazakhstan #10 dated by 30.01.2010 NU employees do not need a work permit to provide to the Embassy to obtain a visa. The invitation letter will be decent evidence for the Embassy of Kazakhstan to provide you with a multiple entry visa. You will need to submit the copy of the visa invitation letter with other required documents to the Embassy/Consulate of Kazakhstan. You will find the list of the required documents on the web-site of the Embassy/Consulate. Also, you will need to pay visa fee which will

be reimbursed for you(only) upon arrival to Astana. It may take up to 5 working days for the Embassy to stamp the visa on your passport.

In order to initiate the visa application process described in Step 1, all NU international faculty members are obliged to provide the Department of International Cooperation with the following documents and information:

- Passport copy (the passport should be valid for more than 6 months beyond the visa expiration date and must contain several blank pages for visa and other stamps);
- Home address information;
- Previous work position and address information;
- Visa issuance place (city, country);
- Copies of legal documents or its notarized translations if other than English: e.g. marriage certificate (for spouse visa), certificate of birth (for children).

Step 2 – Upon receipt of the visa reference number and the invitation letter, the applicant submits all his/her documentation to Kazakhstan’s Embassy/Consulate abroad where he/she plans to obtain a visa. It is the personal responsibility of the applicant to check the list of required documents (application form, photocopy, fee receipt etc.) on the web-site of the Embassy/Consulate. It may take up to a week for Embassy/ Consulate to stamp a visa in the applicant’s passport.

In order to initiate the visa application process described in Step 1, all NU international faculty members are obliged to provide the Department of International Cooperation with the following documents and information:

- Passport copy (the passport should be valid for more than 6 months beyond the visa expiration date and must contain several blank pages for visa and other stamps);
- Home address information;
- Previous work position and address information;
- Purpose and dates of visit;
- Preliminary flight itinerary;
- Place (city, country) of visa issuance;
- Notarized copies of legal documents: e.g. marriage certificate (for spouse visa), certificate of birth (for children);
- If you are applying for a visa outside the country of your citizenship, please provide ID or other document verifying your legal stay in that country.

Visa renewal

You may renew your visa either in Kazakhstan or in your home country. Please read carefully following instructions.

In Kazakhstan

In order to renew your visa in the Republic of Kazakhstan please provide the following documents to NU’s Department of International Cooperation:

- Passport (original)
- Photo (3,5 x 4,5)

Visa renewal processing times:

- 5 working days

NOTICE: Documents must be submitted no later than 10 business days before the visa expiration date. Immigration rules are subject to change. Additional documents could be requested by Immigration Police.

Overseas

Foreign nationals need to provide the following documents to renew their visa/s overseas:

- Passport copy
- Visa copy

- Visa renewal location
- Employment contract
- Arrival date to the Republic of Kazakhstan

Visa renewal processing times:

- 18 working days

NOTICE: Documents must be submitted no later than 30 working days before the visa expiration date. Visa support for dependents is issued after the employee has obtained his/her visa.

Exit visa

In case if a foreign citizen retires before the visa expiration date, the visa will be canceled. Thereafter, an exit visa will be issued.

In order to receive an exit visa, foreign nationals must provide the following documents to NU’s Department of International Cooperation:

- Passport (original)

Registration with the Immigration police

Upon arrival to Kazakhstan all foreigners receive a local immigration card at the airport by the customs guards. The card should not be lost and must be kept in passport. If it is lost the passport holder will not be allowed to leave the country until a replacement has been obtained.

To make this registration, NU international faculty members will need to submit their passports to NU’s Department of International Cooperation within 5 calendar days from the date of entry to Kazakhstan. The same registration rules apply for each and every re-entry to Kazakhstan.

Minors/dependents under 16 years of age are not required to register with the Immigration police. If your child is turning 16, please be kind to notify the Department of International Cooperation and provide us with a newly-issued passport of your dependent.

Contact details

For all queries on the visa obtain and registration procedures please feel free to contact NU’s Department of International Cooperation:

Aliya Bigazina – General manager,
ajanikeyeva@nu.edu.kz 70-61-34

Amina Serkaliyeva – Senior manager,
akaragoishina@nu.edu.kz 70-57-36

Alibek Abdullayev – Senior manager,
alibek.abdullayev@nu.edu.kz 70-64-07

Chingiz Okpenov – Manager,
chingiz.okpenov@nu.edu.kz 70-66-50

Dinara Kokanova – Consultant,
dinara.kokanova@nu.edu.kz 70-63-81

6.3 INDIVIDUAL IDENTIFICATION NUMBER (IIN)

The IIN is a 12-digit Individual Identification Number with first 6 digits representing person’s date of birth in the YYMMDD format. The IIN is used by the government as a means of tracking their citizens, permanent residents, and temporary residents for the purposes of work, taxation, government benefits, health care, and other government-related functions. IIN is also required to open a bank account in Kazakhstan.

In order to apply for the Individual Identification Number, you will need to submit the following documents to the Department of International Cooperation within 2 weeks from the date of issuance of the Registration Certificate for Foreign Nationals:

- Passport copy
- Visa copy
- Immigration card
- Registration card
- Application (contact operational manager or School HR manager for assistance)

As soon as you receive your IIN, please present it to the operational manager of your school.

6.4 CARGO SHIPMENT AND CUSTOMS CLEARANCE

It is recommended that you find a licensed customs broker who knows all customs clearance formalities in Kazakhstan. Customs brokers can be found by personal referrals or running an online search.

Note: NU housing is completely furnished and is not considered large. Therefore, the employee is strongly encouraged to pack only those personal goods and comfort items they feel are necessary during their term of employment. Each School has its own responsible person(s) for shipping inquiries. Please select appropriate one from the table:

School	Name of responsible person	Address Astana, 53 Kabanbay Batyr Ave.	Telephone +7 7172 70	e-mail
SEng	Ms Ainur Baizhanova	Block 6, room 6237	6548	ainur.baizhanova@nu.edu.kz
NUFYP	Mr Beibit Askaruly	Block 2, room 2240	6063	beibit.askaruly@nu.edu.kz
SST	Ms Olga Levkovich	Block 7, room 7237	6425	olevkovich@nu.edu.kz
SHSS	Mr Timur Zeinelov	Block 8, room 8233	4732	timur.zeinelov@nu.edu.kz
GSPP	Ms Aigul Yergaliyeva	Block C3, room 4055A	6064	aigul.yergaliyeva@nu.edu.kz
GSB	Ms Elnara Koishibayeva	Block C3, room 6.022	9165	elnara.koishibayeva@nu.edu.kz
SoM	Ms Aigerim Kaptagayeva	Block C3, room 5.063	9154	aigerim.kaptagayeva@nu.edu.kz
School of Mines	Ilfat Fazylbayev	Block 3, room 3241	4532	ifazylbayev@nu.edu.kz
Executive Management and Provost Office	Mr Chingiz Okpenov	Block 1, room 1288	6650	chingiz.okpenov@nu.edu.kz
Executive Management and Provost Office	Mr Alibek Abdullayev	Block 1, room 1288	6407	alibek.abdullayev@nu.edu.kz

6.5 CURRENCY, MONEY AND BANKING

Currency Units

The currency unit is the Kazakhstani tenge (KZT).

The following denominations are in circulation:

Notes: 200, 500, 1,000, 2,000, 5 000, 10,000 and 20,000 KZT.

Coins: 1, 2, 5, 10, 20, 50 and 100 KZT.

US dollars, Euros and British pounds can be exchanged locally in banks and exchange offices.

Credit Cards

Kazakhstan's banking system complies with most international standards. Credit/debit cards are commonly used for transactions. However, cash is generally preferred in retail, small trading and catering points and taxis. Most of the major international credit cards including American Express, Visa and Diners Club are accepted in large hotels, shops and restaurants in Almaty and Astana. Outside of these main cities, acceptance is limited. Travelers' cheques, particularly American Express, can be exchanged in banks in Almaty. Foreigners are advised to take travelers' cheques in dollars. Cash machines, bank departments and exchange offices have widespread network in Astana and Almaty.

The following links provide useful information for locating ATMs/banks throughout the world:

American Express

(www.amexnetwork.com/atmfinder/);

MasterCard

(www.mastercard.com/us/personal/en/cardholderservices/atmlocations);

Visa

(<http://visa.via.infonow.net/locator/global>).

Currency Controls

Currency regulations relate to the import and export of currencies based on normal travel expenses and is subject to change. Expatriates should consult with the appropriate national bank for details on recurrent payments and capital payments.

Import/export currency controls

Nationals, as well as foreign visitors and residents of Kazakhstan, may import/export an unlimited amount of cash (national and foreign currency), Travelers' cheques provided that it is done in compliance with customs regulations. Exported/imported cash, Travelers' cheques are subject to declaration to customs if the amount exceeds 10,000 USD.

6.6 PROCEDURES AND DOCUMENTS NECESSARY TO SET UP BANK ACCOUNT

The salary for International Faculty will be paid through either Altyn bank, Kazkommertsbank or ATF bank. The School managers or HR representatives can assist you in collecting all necessary documents for setting up a bank account at one of these three banks, and a obtaining debit/credit card. Below you can see the process, and necessary documents, to set up your bank account and get your card.

Step 1:

Obtain valid work visa

Step 2:

Obtain Individual Identification Number (IIN). Please see Chapter 3.3 for more details.

Step 3:

Fill out the application form for setting up an account and wait for your card to be issued. It usually takes around 10 business days.

6.7 DRIVING A CAR

Due to high import taxes, expats rarely bring their cars. But it is possible that you might find a good shipment company which could help you to transport your vehicle at an affordable cost. You also might want to purchase a used car here in Kazakhstan or rent a car periodically. In this case you should learn about vehicle registration procedures, penalties for infractions, etc. You may contact the International Students and Scholars Department for consultation and assistance.

Car registration in Kazakhstan

Purchasing a car is made by the sales-purchase agreement. Although the legislation does not establish the need for its notarization, in practice authorities of traffic police require notarial deed in order to register a car. For registration of purchase and sale of the car you need to inquiry at the relevant traffic police department to make sure that its title is free and clear. Valid and official photo identification is also required by both the seller and the buyer (e.g., passports, registration cards), proof of vehicle registration (registration certificate) is also required.

You may buy a car in Kazakhstan and register it in accordance with Kazakhstani legislation by asking the Department of International Cooperation for assistance.

The following documentation will be required by police officers:

1. Application form. To be filled in with the manager of the Department.
2. Passport, migration and registration card, IIN certificate
3. Former owner's registration certificate
4. Documents confirming:
 - payment of tax on transport of individuals;
 - right to a tax exemption - for non-taxpayers in accordance with the Tax Code of the Republic of Kazakhstan.
5. State registration number plates, signs "Transit" and the registration documents of vehicles imported into the Republic of Kazakhstan under the obligation to re-export;
6. Sales-purchase agreement.

Driver's license

If you are stopped while driving a car by the police, they may inform you that you need a local driver's license. Foreign drivers can get by with an alternative to a local license. An international driver's license

is probably your best bet. Such licenses are easily obtained in your home country and usually have a page in Russian. For example, AAA in the USA (the American Automobile Association, www.aaa.com) will issue you with an International Driving Permit if you have a valid state license, and this permit will include the Russian Language page. A license from a foreign country may cause some confusion because most policemen cannot read a foreign language. Many foreigners obtain here a certified translation of their driver's license. This translated document is better understood by the local police than a foreign driving license. Along with the driver's license third parties liability insurance is necessary at all times, if you drive your private car.

If you have an accident

When an accident does occur, get someone to call the police, stay with your car and do not move it until an officer arrives. Try to call your office or a friend if you need help with the language or just support. At the scene, you and other driver(s) will be required to make out a detailed report with diagrams, which you will be asked to sign. Following this, you may have to have a breathalyzer test and medical check-up. The driver at fault is likely to lose his/her license.

6.8 COMMUNICATIONS

Post

Postal facilities are available at main post offices in the cities. Deliveries within Kazakhstan take up to five days, and approximately two to three weeks for deliveries to European US destinations. When addressing mail, the name of the addressee follows the address. Post offices can also be found in the main hotels in Astana and Almaty. Mail addresses should be laid out in the following order: country, postcode, city, street, house number and, the person's name in the end.

Telephone

Making telephone calls in Kazakhstan can be a little confusing for a new visitor. Here are some instructions that will, hopefully, make it a little easier. Local Calls, If you are calling locally, how you dial will depend on whether you are using a land line or a cellular phone. If you are calling a land line from a land line, simply dial the local number (last six digits), for example 76 54 32. If you are calling a land line or cell phone from a cell phone, you must dial the prefix: +7 added with the city code (7172 for Astana) or cell phone operator prefix and then the number, e.g. +7 7172 76 54 32.

International calls

If you are calling abroad from Kazakhstan: Dial for international access (810) + the country code + the regional code (if any) + the local telephone number from the landline and start dialing the number from the country code if calling from the cell phone.

To call Kazakhstan from abroad

Dial the code for international access + Kazakhstan's country code (7) + the Kazakhstan city code + the Kazakhstan local telephone number. Kazakhstan Dialing Codes: Almaty: 727, Astana: 7172.

Cellular Phones

Cellular communications companies operate on a prepaid system. A SIM card (GSM network) can be purchased in wide array of locations throughout the city. As credit runs out, it can be replenished easily by purchasing more via electronic dispensers throughout the city. They are located mainly in supermarkets, convenience stores and major shopping centers. Most of the companies also offer online payment methods. Credit can also be purchased on scratch cards and loaded onto a cell phone by entering the code.

List of the reliable cell phone operators:

Activ

Contact info: <https://activ.kz/en/contacts>

Kcell

Contact info: <https://www.kcell.kz/en/article/906/550>

Beeline

Phone +7(727)350 05 00

For mobile 0611

Web-site: <http://www.beeline.kz/>

Altel

Phone: 584 777

From mobile: 888, 889 Web-site: <http://altel.kz/>

Tele2

Phone +7(707) 0000707

From mobile: 611

Web-site: <http://www.astana.tele2.kz>

6.9 ELECTRICITY

The domestic supply is 220 V AC, 50 Hz. Plugs are of the „Schuko“ style two-pin with grounding clips variety (Type F) and the European two-pin round (Type C) variety.

The Type C plugs will fit in the Type F fittings but not vice versa. Type C fittings will be found in older buildings. The electricity supply is subject to regular interruption and voltage stabilizers are advisable.

World Electric Guide (<http://kropla.com/electric2.htm>). Voltages and electrical fittings by country.

Video Overseas (www.videooverseas.com). Electrical appliance relocation, online-shopping and worldwide delivery.

Adapters are recommended to be brought with you, although increasingly they can be found in Astana.

6.10 PET RELOCATION

To bring your pet to Kazakhstan safely, please, be aware of the following documents and procedures. Keep in mind climate conditions in Astana to make sure that your pet can tolerate the conditions. Your pet should have:

- International Pet Passport;
- Inoculation records (to certify that your pet has been inoculated against rabies and infectious diseases; terms of vaccinations – not less than 14 days and not more 12 months before departure from the country of your origin) should be included in the International Pet Passport;
- For the purpose of identification – an implanted pet microchip or a tattoo;
- Veterinary Certificate to certify the animal is in good health. A veterinary certificate is given by a licensed veterinarian of the country you permanently reside (inform your veterinarian of your destination point). All the information in certificate should be provided both in English and Russian;
- Copies of all other pet documents.

There is a limit on the number of pets you can bring to Kazakhstan – not more than 2 pets per person. But if you want to bring more (for example, you travel alone and you have two dogs and two cats to move) you need to obtain a permit from the Veterinary Service of Astana city. To do this you should provide the University with all the necessary information about your pets (this information includes names of your animals, sex, breeds, copies of International Pet Passports). With this information, the University will make a request to the Veterinary Service

which provides these permits. If the permit is approved, it will be sent to you via e-mail. You must have it in your possession when you travel to Kazakhstan.

In the case your pet(s) is (are) detained during an inspection at the airport of Astana because of improper documents, they are kept at the airport until the paperwork is correctly submitted. Be sure to check with the airline to obtain the proper transportation instructions (e.g. approved crate).

* If you have to bring rare species of animals you should follow regulations of the CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) and transport your pet upon authorization of the CITES bodies. Disclaimer: While Nazarbayev University will provide reasonable assistance in relocating pets, it should be understood that NU assumes no liability with regard to the transportation, care, boarding or additional fees associated with the relocation process. All expenses are the sole responsibility of the respective employee.

Note that special Rules of maintenance of pets of the city of Astana of December 23, 2015 apply to cats and dogs and there are few restrictions for dog walking on the university territory and public places.

For further details please contact International scholars and students department before you bring your pet in Kazakhstan or decide to buy it here.

6.11 INTERNATIONAL SCHOOLS AND KINDERGARTENS IN ASTANA

Miras International School

Miras International School's programs follow three stages: Kindergarten to Grade 5; Grades 6,--10; Grade 11 and DP Grades 11-12. The school teaches classes in Russian, Kazakh, English and French languages.

The students follow an integrated curriculum based on the Kazakh educational system and philosophy of the International Baccalaureate. Miras offers 3 International Baccalaureate programs - the Primary Years Program (PYP), the Middle Years Program (MYP) and the Diploma Program. The school year consists of two semesters, each semester consists of two terms.

Admission is open from August 20 to June 15 of each academic year. The majority of new students start at the beginning of term 1 but students can be accepted at other times if space is available.

Address: Kuishi Dina street 32-34 Phone: +7 (7172) 369 868 /369 867

Website: www.miras-astana.kz

QSI International School of Astana

QSI International School of Astana currently serves students age 3 through age 18 and has an enrollment of 177.

The curriculum includes English (reading, grammar, composition, keyboarding, handwriting, speaking, and spelling), Mathematics, Cultural Studies (history and geography), Science (physical, life, and earth), Art, Music, Computers, and Physical Education.

Intensive English classes are offered to students who need additional help with the English language. Textbooks are loaned to the students without charge. Class sizes are small.

Address: 15 Bayan Sulu Street, Komsomolskiy Village Phone: +7 7172 27 77 60, 27 77 62

Website: <https://www.qsi.org/kazakhstan/ast/>

Haileybury Astana

The Haileybury School in Astana is modeled on the traditions of Haileybury in England. The School follows the standards of the English Educational System. This leads to the International General Certificate of Secondary Education (IGCSE) examinations at the age of 16, and the International Baccalaureate (IB) Diploma Program examinations in the Sixth Form at the age of 18.

All classes are taught in English, with bilingual assistants on hand to help pupils up to the age of 11 with their Kazakh or Russian translation.

Address: 4-43a Street

Phone: +7 (7172) 55 98 55, 55 98 54

Website: www.haileyburyastana.kz

Nurorda International School

NurOrda International School is a non-profit private school executing under the umbrella of Kazakh- Turkish Educational Foundation KATEV. NIS was established in 2008 as an alternative model offering national and international education for local and foreign students in Astana.

NIS acquired its membership to the Council of International Schools (CIS) on 23rd May 2011. The school is currently working towards getting the accreditation of CIS. Moreover, NIS became a Cambridge International School on 2nd September 2011. Nurorda offers a wide range of programs for the different age. Kindergarten is available as well.

Address: Street 23-13 building 34.

Phone: +7 (7172) 42 79 94

Website: www.nurorda.kz

International School of Astana

Launched under the auspices of Nazarbayev Intellectual School, the International School of Astana offers trilingual education for Primary Years Program (PYP) and a Special Program of International Baccalaureate.

Primary school students will study according to the International Primary Curriculum (IPC). This curriculum was designed by international experts specifically for international schools. The IPC is constantly updated in line with current international tendencies. Currently it is one of the fastest growing curricula in the world and implemented in 85 countries. IPC provides the opportunity to be integrated with the national curriculum. The International School of Astana has a license to implement IPC.

The aim of all IB program is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

Address: Turkestan street 2/1. Phone: +7 (7172) 55 80 33 Website: <http://isa.nis.edu.kz/>

Rastigrad Children's Development Center

Rastigrad is located right on the University territory and is here to offer a wide variety of unique programs that will cater to all of the child's interests. All of them are aimed at creating a fully developed, confident and holistic individual. Classes are conducted in Kazakh, Russian and English languages. Rastigrad invites your kids to the following educational sessions:

Me and Mommy (from 2 to 3 years)

Kindergarten on weekdays and weekends (from 3 to 5 years)

Preschool 5-7 years

Tutorial classes

English club
 Russian as foreign language Speech therapist Psychologist
 Address: 1 Floor, block 38, Nazarbayev University, 53 Kabanbay Batyr Ave Phone: +7 (7172) 694 694

6.12 FAMILY ENTERTAINMENT

INDOOR

Happyton – is a chain of small indoor family parks somewhat similar in concept to Chuck E Cheese or ShowBiz Pizza found in the US. In Astana, there are currently two locations at Keruen and Mega Shopping Malls. Keruen, 9 Dostyk str. (Next to Residential complex “Northern Lights”) <http://www.keruen.kz/shop/happyton>
 Mega, 1 Qorgalzhyn high-road
<http://astana.megacenter.kz/rus/fun/60/>

Rock climbing wall – challenge yourself with rock climbing experience
 Mega, 1 Qorgalzhyn high-road

Astana circus – At this venue there is both a permanent program as well as occasional travelling circuses. Clowns, acrobats, trained animals, trapeze acts, musicians, hula-hoopers, tightrope walkers, jugglers will leave you happy and amused by this experience.
 5 Kabanbay batyr Ave. <http://www.circus-astana.kz/>

Mimioria magic world – a family adventure and creativity center. Although primarily geared toward developing and enhancing the skills of children, visiting might also be of interest to adults. The center consists of a Handicraft Village, a Pirate ship and Island themed playground, a Knowledge tree playground, the Family café and kids fashion theatre.
 Saryarka entertainment center, 24 Turan Ave

Children’s club – a palace of childhood, devoted to developing the skills of your children. It offers a variety of courses: dancing, mathematics, physics, chess, national instruments, vocal singing and many many others. Classes are in Russian and Kazakh.
 5 Baurzhan Momyshuly Ave

Sky Beach Club – a tropical paradise in the heart of the capital. This is a place where dreams come true of those who like to rest on the sea. Tropical beach, warm sand from the Maldives and diversity of swimming pools let you feel the breath of fresh marine air.
 Khan Shatyr, 37 Turan Ave
<http://khanshatyr.com/en/sky-beach-club/>

Fame City Game Center invites all children and adults into a world of pleasure and fun. The best rides, animatronics, as well as the coolest game machines await you on the 4th floor of shopping center Khan Shatyr! At the Fame City Game Center you can find the highest ride in the capital, the Leaning Tower, super modern arcade games, a children’s cafe, a soft play area, many types of roundabout rides, as well games where you can win prizes. The mono-rail will take you on a ride through the building, and give you a birds-eye view of all Khan Shatyr’s shopping and entertainment. The ultra-modern Transformers will be a pleasant surprise for your children, as well as for all adults. Dinopark and Ghost hunting room are definite “must see” attractions.
 Khan Shatyr, 37 Turan Ave
<http://khanshatyr.com/en/fame-city-ashyluy/>



Duman Entertainment Center – unique complex consisting of:

- Oceanarium with diving opportunity;
- “Jungle” animatronics theatre;
- 5D-Cinema;
- Curio Shop
- Flight simulator;
- Zoo-exotarium;
- Spherical Cinema.

Alau Ice rink – ice skating and roller skating rink (summer season only) equipped with ultramodern facilities, allowing the creation of “fast ice”.
 47 Kabanbay Batyr Ave.
<http://alau.info/eng/index.php>

Hungry Rabbit Bowling and Restaurant – 10 bowling lanes together with a delicious kitchen and kids playroom will let kill two birds with one stone. You can have wonderful night with your family, enjoying a gourmet meal and some leisure activity.
 38 Seifullin Str.
<http://rabbit.kz/>

OUTDOOR

Astana Central Park – near the central embankment this park is a green island of Astana city. Swan pond, fountains, green alleys and few carousels let you enjoy the shade in the summer. Start of Turan Ave.

Embankment – This is a pedestrian area along the riverside in the old city. Just ask your driver to take you to the Kenessary Khan monument. After this drop-off point, you can take a leisurely stroll either right or left along the Ishim river. Nearby, are many pleasant surroundings full of children's play grounds, ice cream stands, and boating facilities.

Water-Green Boulevard – starting from Khan Shatyr and finishing near Ak Orda Residence, this boulevard is probably the most beautiful pedestrian area for seeing interesting cityscapes. Fountains, piece of arts, restaurants, cafes, shopping – all of these you may find there.

Golden pheasant – a rest zone in Astana countryside offers bicycle, buggy and horse riding in the summer. Snowcars, skiing, sledding, dog sledding and horse riding services are provided in winter season. At this rest zone, you can also spend a quiet weekend doing sport fishing, or arrange a more active paintball party, or archery contest. Children's facilities include a mini zoo, archery area, sport areas with equipment, as well as a day-camp upon request.

Koyandy, Astana country side

<http://fazan.kz/>

Eco Village – This getaway offers countryside experience, open air children events, and spa procedures. There are sauna and living facilities, as well as venues suitable for hosting corporate events.

Alash Highway 138/2

<http://ecoderevnya.kz/>

Kulager – horse riding country club with restaurant, sport fishing, volleyball, children playground, swimming pool facilities.

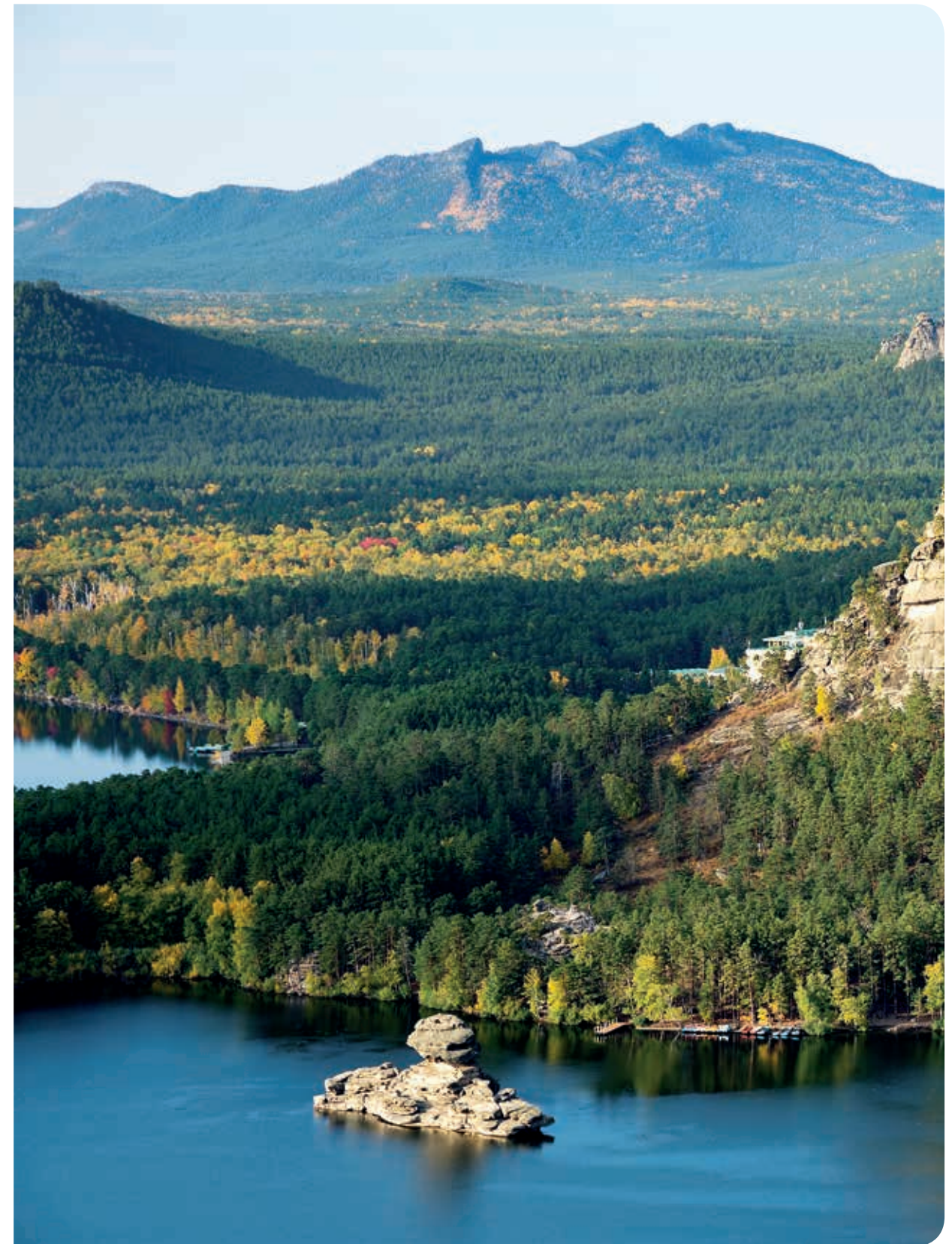
84 Zhagazhai Str, Internacionalni village (former Uchkhoz), Astana countryside

<http://www.kulager-astana.kz/>

Borovoe Santa Claus Residence – This is great winter wonderland is located next to the Rixos Lake Borovoe Hotel, and offers a Santa Claus Residence experience for children and adults. Dog sledding, Santa's Post Office, the Shaman Village, and the Fabulous Seven Wonders Corridor, will leave you and your children excited on the threshold of the Christmas holidays.

Borovoe National Park, 200 km away from Astana

<http://www.burabai-santaclaus.kz/eng/>

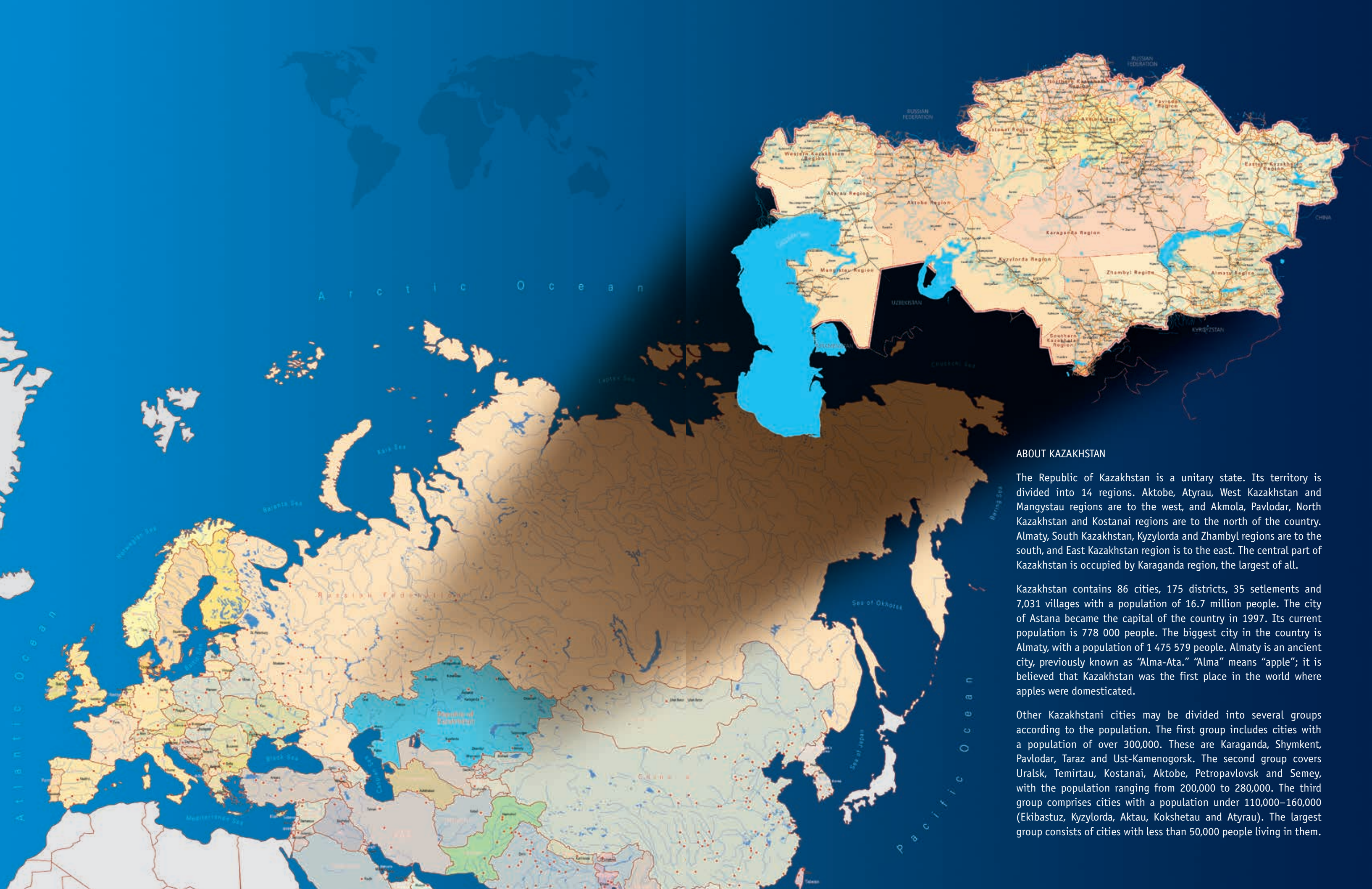




NAZARBAYEV
UNIVERSITY



KAZAKHSTAN
BASICS



ABOUT KAZAKHSTAN

The Republic of Kazakhstan is a unitary state. Its territory is divided into 14 regions. Aktope, Atyrau, West Kazakhstan and Mangystau regions are to the west, and Akmola, Pavlodar, North Kazakhstan and Kostanai regions are to the north of the country. Almaty, South Kazakhstan, Kyzylorda and Zhambyl regions are to the south, and East Kazakhstan region is to the east. The central part of Kazakhstan is occupied by Karaganda region, the largest of all.

Kazakhstan contains 86 cities, 175 districts, 35 settlements and 7,031 villages with a population of 16.7 million people. The city of Astana became the capital of the country in 1997. Its current population is 778 000 people. The biggest city in the country is Almaty, with a population of 1 475 579 people. Almaty is an ancient city, previously known as “Alma-Ata.” “Alma” means “apple”; it is believed that Kazakhstan was the first place in the world where apples were domesticated.

Other Kazakhstani cities may be divided into several groups according to the population. The first group includes cities with a population of over 300,000. These are Karaganda, Shymkent, Pavlodar, Taraz and Ust-Kamenogorsk. The second group covers Uralsk, Temirtau, Kostanai, Aktope, Petropavlovsk and Semey, with the population ranging from 200,000 to 280,000. The third group comprising cities with a population under 110,000–160,000 (Ekibastuz, Kyzylorda, Aktau, Kokshetau and Atyrau). The largest group consists of cities with less than 50,000 people living in them.

7.1 NATIONAL SYMBOLS OF KAZAKHSTAN



National Flag

The National Flag of the Republic of Kazakhstan is a rectangle of skyblue colour with a picture of a golden sun with its 32 rays in the centre, under a soaring steppe eagle. The flagstaff has a vertical line with national ornaments. The picture of sun, its rays, the eagle and ornaments are of golden colour.



National Emblem

The National Emblem of the Republic of Kazakhstan is a picture of a shanyrak (the cupola of a yurt) on a blue background, from which uyks (body bracket) radiate like the sun's rays framed by the wings of mythical horses. At the bottom of the emblem there is an inscription "Kazakhstan". In colour picture the National Emblem of the Republic of Kazakhstan are of two colours: golden and blue-and-sky-blue.

7.2 OFFICIAL HOLIDAYS IN KAZAKHSTAN

National holiday:

Independence Day – December 16

State holidays:

New Year – January 1–2

International Women's Day – March 8

Nauryz Meiramy – March 21 through 23

Holiday of the Unity of the People of Kazakhstan – May 1

Day of Motherland Defenders – May 7

Victory Day – May 9

Capital City Day – July 6

Constitution Day of the Republic of Kazakhstan – August 30



7.3 FACTS ABOUT KAZAKHSTAN

Capital: Astana (since December 10, 1997)

Location: Central Asia, south of Russia and northwest of China

Territory: about 2,724,900 sq. km (1,049,150 sq miles)

Comparative Area: Ninth largest country in the world, equivalent to the size of Western Europe

Independence: since December 16, 1991

Population: about 16,473 million

Ethnic Diversity: Kazakhs about 51.8 %, Russians – 31.4 %, Ukrainians – 4.4 %, Tatars – 1.7 %, Germans – 1.6 %, other – 9.1. There are over 100 other nationalities.

Religions: Muslim about 47 %, Russian Orthodox – 44 %, other – 9 %

Languages: Kazakh is the state language. It is spoken by over 52 % of the population. Russian, spoken by two-thirds of the population, is used in everyday business and has official status under the Constitution.

Currency: Tenge (KZT) – equal to 100 tyins. It was introduced on November 15, 1993. Exchange rate is floating, fully convertible and recently has moved in a range of 145 – 155 KZT to the dollar.

Geography

Kazakhstan is the second largest state in the **Commonwealth of Independent States (CIS)**, covering an area of about 2,724,900 sq. meters, roughly equal to the size of Western Europe. The country is bounded in the west by the **Caspian Sea** and **Russia**, in the north by Russia, in the east by **China** and in the south by **Kyrgyzstan, Uzbekistan and Turkmenistan**.

The landscape comprises mountains in the south and east, desert and semi-desert in the south and west, forested hills in the north and a vast central steppe (along with the **Kizilkum Desert** covering 90 % of the country).

The **Aral Sea** on the southern border and lakes **Balkhash** and **Zaysan** in the east are the largest expanses of water. Major rivers include the **Emba, Ural** and **Syr Darya**. To the south-east, near the former capital Almaty, are the **Tien Shan Mountains**, and to the north east **the Altai**.

Climate

Kazakhstan's distance from the ocean and its vast territory affect the country's climate. The weather and temperature can vary dramatically based on geography and time of year. Also be aware of the wind from the steppe, which can make a huge difference in how the temperature feels. Kazakhstan has a dry continental climate with cold winters, hot summers and extreme variations in temperature. In the north, winters are harsh and temperatures can fall to -40°C (-40°F) with strong gales. Southern winters are shorter and spring arrives earlier. Temperatures in the south can reach 40°C (104°F) in summer. The warmest month is July (August in the mountain regions).

7.4 HISTORY OF KAZAKHSTAN

Kazakhstan's geographical and geopolitical position has played a vital role in promoting the country's development. Located in the center of Eurasia, Kazakhstan has found itself at the crossroads of the world's most ancient civilizations and trade routes. It has been a land of social, economic, and cultural exchange between East and West, North and South, and major Eurasian nations. At different stages of its history, various states emerged, developed, and contributed to the land that became today's Kazakhstan.

A thousand years before the Christian era, the nomadic Skythian-Saka civilization prospered on the Central Asian steppe. Many of their cultural monuments have survived, including impressive tools and everyday items made in gold and bronze, extracted from ancient burial mounds. Another worthy extraction, the royal tomb of the Golden Warrior Prince of the Saka civilization, was found in the ancient town of Issyk and is famous for its integrity, beauty, elegance, and craftsmanship. This cultural treasure's motifs have become the basis of the modern Monument of Independence, erected in Almaty in the early 1990s.

In later centuries, the steppe was home to a powerful state formed by the Huns, whose empire greatly influenced the geopolitical map of that time.

Later, the Huns were replaced by Turkic tribes who founded several large states known as kaganats, stretching from the Yellow Sea in the East to the Black Sea in the West. These states were distinguished by a progressive culture, not only based on a nomadic economy but also on an oasis urban culture with rich trade and handicraft traditions. During this time, cities and caravanserais (roadside inns) were founded in the oases of Central Asia, the territory of South Kazakhstan, and Central Asia, and stood along the famous trade route known as the Great Silk Road which connected Europe and China. The route along the Syr Dariya River to the Aral Sea and the South Urals, as well the Sable Road from South Western regions of Siberia through Central Kazakhstan and the Altai region, were also very important. It was through trade on the Sable Road that the Middle East and Europe were supplied with expensive furs. Major cities and trade centers founded on these routes included:

- Otrar (Farab)
- Taraz
- Kulan
- Yassy (Turkestan)
- Sauran

The Great Silk Road not only stimulated the development of trade, it also became a conduit for new scientific and cultural ideas. For example, the great philosopher Al-Farabi (870-950) was largely influenced by the culture of the trade routes. Born in the Farab district, Al-Farabi was dubbed "the Second Teacher," after Aristotle, for his profound findings in the following fields:

- Philosophy
- Astronomy
- Musical theory
- Mathematics

In the 11th century, the outstanding scholar of Turkic philology, Mahmud Kashgari, created the three-volume Dictionary of Turkic Dialects, dedicated to Turkic folklore and literature heritages. Around the same time, Yusup Balasaguni, a famous poet and philosopher from Balasagun, wrote Kutaglu Bilig (Knowledge that Brings Happiness) which is thought to have played an important role in the development of many modern conceptions, including:

- Sociology
- Politics
- Ethics

Part of the cultural legacy of that period is the elegant urban architecture. Some of the best preserved examples are the mausoleums of:

- Arystan Bab
- Sufi Hodja Akhmet Yassau in Turkestan
- Aisha Bibi in Taraz

Apart from this, the most ancient nomads of the region invented the yurt, a dome shaped portable house made from wood and felt, ideal for an itinerant life.

Years later, in 1221, Mongolian tribes of Genghis Khan conquered Central Asia and added their own culture and values to the increasingly complex society of the region.



By the second half of the 15th century a process of consolidation had begun among the people of the Central Asian steppe. Derived from the various ethnic and cultural identities, this process was drawn together by a common world view and lifestyle.

The first Kazakh khanates emerged at this time, and by the first half of the 16th century, the formation of a single Kazakh nation was completed. The word “Kazakh” in the old Turkic language meant “free” or “independent,” perfectly defining the people who had been yearning for their own independent state.

In the 17th and 18th centuries, the nomadic Jungar tribes, directed by the Chinese Bogdykhans, started a large scale war against the Kazakh khanate. Fortunately, the people escaped total capture and physical annihilation, due to a variety of factors:

- The courage of the “batyrs” (knights)

- The decisiveness of the Kazakh leader, Ablai Khan
- The diplomatic skills of the Kazakh ‘biys’ (sages), Tole Bi, Kazdausty Kazybek Bi, and Aiteke Bi
- The self sacrifice of the people.

The Kazakhs were never able to fully recover from the war or establish themselves as a powerful military force; therefore, they sought the protection of the Russian Empire and lost sovereignty in 1871. For a time, the fate of Kazakhstan was tied to that of the Russian State and its peoples, as well as the European model of social development. After the 1917 revolution, Soviet power was established in Kazakhstan, and the people suffered greatly. Due to the forced collectivization in the 1930s, hunger caused the death of 1.5 million Kazakhs, more than 40 percent of the nation.



Many of those who survived fled to China, while others, mostly gifted intellectuals, were repressed and often killed by the Soviet regime.

On December 17, 1986 Kazakhs took to the streets, indicating to the world that the reign of the once powerful Soviet Union was soon coming to an end. Five years later, Kazakhstan proclaimed its independence on December 16, 1991, and Nursultan Nazarbayev was democratically elected the first President of the country.

Source: www.edgekz.com

Kazakhstan is still perceived by many as a civilisation of nomads who, like a thousand years ago, live in yurts, ride camels and subsist on horse meat and milk. Surely, it is not so. Modern Kazakh society is fairly urbanised and keeps abreast of the universal progress. However, the Kazakhs still strongly adhere to the traditions of their ancestors. It does not take a Kazakh much to recreate in his or her mind the pictures of the distant past: listening to the dombra (two-stringed musical instrument), eating beshbarmak or kazy (traditional food), or watching baiga (horse races).





Historically, the development of Kazakh culture has been tied to the nomadic economy that included animal husbandry as the main occupation and some crop production. Household livestock – horses, camels, cows, sheep and goats – provided the steppe dwellers with meat, milk, skins and wool. The latter materials were used to produce felt for mobile houses, carpets, bags, clothes, and many other items. Crop farming was limited to South Kazakhstan and included millets, barley, wheat and oats. Fishing was practiced in lakes and rivers. Hunting was popular, essentially as a recreational activity rather than trade. The Kazakhs hunted hares, foxes, wolves, deer and mountain goats using bows or, in later epochs, firearms. The most prestigious type of hunting was falconry.

A nomad spent his life in the wild. That is why love for animals shows in Kazakh customs, ceremonies and folk poetry. Animal names were often used as epithets to describe a person's character or express an attitude towards him. Loving parents would address their child "*kulunym*" ("my foal"), "*botam*" ("my colt"). When talking about beautiful eyes of a girl, one would say "*bota koz*" ("the eyes of a colt"). The Kazakhs cared about foals and colts lovingly, and often tied a *tumar* (triangular amulet) to the animal's neck and plaited tiny plumes of eagle-owl feathers into its mane to protect it from diseases or an evil eye. As people moved from one place to another, they fumed all their livestock with the sacred juniper smoke in order to scare away evil spirits.

Light, movable houses, *kiiz ui* (*yurts*), were perfectly suited for nomadic life, as they were easy to assemble, disassemble and transport. The size of a *yurt* depended on the number of wooden latticed sections (*kerege*) which were attached to bent poles (*uks*) meeting at the top. These elements were fastened together with woven belts of varying width (wide, *baskur*, and narrow, *bau*). The wooden framework was covered with thick felt (*kiiz*), brown for ordinary days or white for festive occasions. At the top of a *yurt* there was a wooden circle with crossing spokes, *shanyrak*, which is the traditional symbol of home. The interior of a *yurt* included a minimum set of sectional wooden furniture:

a bed, a dresser, bins, chests and a rack, all easy to transport. Felt and woven carpets, embroidered bedspreads, curtains, hanging bags for utensils, and other items were functional yet decorative, and some of them were true works of art. Many researchers say that, as you step into a Kazakh *yurt*, you enter a world of bright colours and patterns.

Kazakh traditional utensils were made of leather, bones, wood and metal. For example, leather was used to make *sabas* – vessels for storing and processing horse and camel milk with capacities of 10, 20 and even 100 litres. A *saba* has a wide square bottom and a narrow nozzle in which a wooden whisk is fixed. The bottom end of the whisk had a crosspiece and the upper part was decorated with silver incrustations. As a rule, *Sabas* and other vessels made of leather were treated with juniper smoke. Leather was also used to make other items: kettle-shaped milk-pails, anchor-shaped field vessels for *kumys* (horse milk), cases for porcelain *pialas* (caps), etc. Wood was used to make conical churns, plates for meat, large bowls for mixing *kumys*, ladles, *pialas* and many others. Iron was used to cast cooking boilers which were installed on iron stands or earthen ovens. Boilers for festivals were big enough to cook a cut horse carcass at once.

Traditional Kazakh cuisine is dominated by meat and milk products. Horse meat was valued most; in autumn, it was used to make sausages: *kazy* (from rib parts) and *chuzhyk* (from cut meat). In summertime women gathered wild garlic, pounded it with salt, and then hanged it in sacks until all moisture was gone. In two weeks, dry yellow mass was produced, which was used during autumn slaughtering for flavouring meat. The most popular festive dish was *beshbarmak* – boiled meat with rolled dough, which was served with onion sauce and broth. Horse and camel milk were fermented to prepare traditional drinks called *kumys* and *shubat*, respectively. *Airan* (kefir) was produced from cow and sheep milk. The sour mass that remained after milk filtering was used to make *kurt* – small balls dried in the shade. Sweeties made of fried and milled millets with butter and sugar were called *zhent*. Flour was used to fry thin cakes, *sherpek*, and doughnuts, *boursak*.





The Kazakh traditional clothing was practical and comfortable. It was mainly unbuttoned, loose in sleeves and flaps and could be put on or taken off quickly. It was universal and protected the steppe dwellers from cold and sun heat alike.

Men's clothing included an undershirt, pants, outer trousers and an unbuttoned robe (light or warm) which was wrapped up to the left and fastened with a belt. In winter, men wore heavy sheepskin coats. Traditional headdress included *tyubeteika* (a skull-cap cylindrical in form) and a white felt high-crowned hat over it in summer, and a fur hat in winter. Men wore soft heelless boots with overshoes (galoshes) or heeled leather boots; and felt stockings and boots with loose long bootlegs in winter.

Ladies' garments were mostly similar to the men's one in style and cut and included a bib gown, jacket, cool and cold-weather dressing-gowns, and a fur coat. Girls and young women wore a skull-cap in summer and a fur hat in winter. Women wore a cloth headwear looking like a hood and a turban (a long scarf of linen, cotton or silk wound around the head) atop. Both girls and women wore hose made of supple leather, and shoes or boots.

Wedding dress was particularly remarkable for their gorgeousness. A headdress, *saukele*, was the most sumptuous and costly part of the wedding attire: conical in form, up to 70 centimeters high, decorated with silver and gold-plated jewelry, gems and ornamental stones. A wedding dressing-gown was trimmed with coins and silver-mounted jewels hanging on chains and with silver and pearl plates. A bridal gown was embroidered with silver on the neckline and trimmed with corals and pearls round the skirt. A belt of velvet, brocade, woven, chamois or leather and footwear of leather, chamois, velvet or brocade were decorated with silver plates. Bridal decorations also included a necklace, amulets, earrings, bracelets and rings as well as silver jewelry woven into the braids.

The Kazakhs had an unwritten code of behavior that regulated gestures, mimics, poses, speech, and voice intonations during meals, funerals and festivals. The relations between men and women, family members, hosts and

guests, clansmen and people from other clans all were subject to these rules. Kazakh etiquette is traditionally based on respect towards the elder, men, guests, and mother. The nomads strictly observed the laws of hospitality which was essential for survival in the steppe. The most honourable guest would be asked to sit on the best carpet against the yurt entrance and offered a mutton head cooked in a special way. People arriving from distant places were also treated with much respect: they were regaled with best food and offered gifts. A guest who carried news enjoyed the overall attention. The Kazakh speech etiquette was close to diplomatic standards in that it employed smooth, allegorical formulas and that there were no direct forms of refusal or request.

In summertime, especially when guests came from various clans, traditional games were held, which included mainly exercises in riding skills: *baiga* (long-distance race); *kok par* (struggle for a goat carcass by two teams of horsemen); *kumis alu* (picking up a silver coin at a full gallop); *audaryspak* (wrestling on horseback). The Kazakh traditional wrestling, *kazaksha kures*, was very popular. There was also a ritual race called *kyz kuu*: if a young man had been able to overtake a girl and kiss her at a full gallop, he was entitled to marry her; but if a girl was overtaking a young man, she was whipping him with a lash.

In the evening, as the games were over, a musical and poetical contest, *aitys*, would begin. Singers, *akyns* were signing and improvising until dark, and then young people continued to enjoy themselves near campfires and *alty bakan* (movable swings). They would sing and play various ritual games. One of them was called *ak suyek*: in a moonlit night, a white bone was thrown into the steppe, and young men and girls started looking for it. As they were walking in the dark, romantic affairs began between them. Young men and girls from the same *aul* (village) could only be friends: inside a father's clan, relatives could marry each other only in seven generations.





A Kazakh wedding was always a bright spectacle. Many elements of wedding, from clothing and rituals to games, were deeply symbolical, and intended to express the ideas of prosperity, wealth, numerous and healthy children, and protection from the evil eye or wicked tongue. Normally, after a preliminary agreement, the relatives of the young man came to the girl's house. Upon receiving the consent of her father and agreeing on the amount of *kalym* (goods and money to be paid for the bride), they would present the girl with earrings, beads and feathers of an eagle-owl to indicate that she was engaged. Then the bride's family started collecting the dowry and the groom's family *kalym*. A farewell was held in the bride's house followed by a more spectacular bridal reception in the groom's house with performing rituals such as *bet ashar* (the taking off the veil) and *kyorymdyk* (the bride-show on the next day). When first entering the groom's house, the bride poured a spoon of oil into the fire saying, "*Mai ana, ot ana zharylka*" (an appeal to earth-goddess Umai for the well-being and healthy children). It was a rite of the bride's absolution from sins and joining the new family.

The bride could wear her best garments, *saukele* and jewelry, especially when visiting her husband's relatives, until the first child's birth. She had to keep within certain rules of decorum. She was forbidden to speak and laugh aloud, look into her father-in-law's eyes, address her father-in-law and her husband's elder brothers by name and turn her back to the senior members of the family unless necessary. In addition to skill in culinary and serving the tea, the daughter-in-law had to be skilled with the needle and had a refined taste. She was expected to be smart in all things, including neat dresses, a graceful manner of walking, behaviour, gestures, the skill of homemaking and laying the table for *dastarkhan* (repast). Women who had many sons were held in honour, so the bride's health and reproductive capacities were in the centre of her family's attention. They practiced magic, for example they sewed mascots of fertility on the bride's dresses. People believed that a golden eagle in the room where a woman in labour was lying, or a smith banging with a hammer on the anvil, or firing rifles could alleviate abnormal labour and deliver the woman from malign forces. Other women unbound hair, the lying-in woman took off all jewelry, all knots in the house were undone, and all chests, buckets and jars were opened in order to hasten the happy event.

Wealthy families marked the birth of their sons by holding the festivity (*shildekhana*) three days after the delivery. It included a distribution of costly gifts, a lavish feast, national sport games, and poetry and musical contests. On the fifth day, when the baby was put in a cradle, women arranged another festivity (*besikke salu*). When the infant was 40 days, one more feast was given (*kyryknan shygaru*). Prosperous mothers of large families added water into the child's bath with a silver spoon in forty stages. Then the hostess threw silver coins or rings saying "*balanyñ kuni*



kumistei zharyk bolsyn" ("May my child have the future as bright as silver"). After bathing of the child in that water, the silver coins and rings were dealt out among the guests. When the child was one year old, he underwent the rite *tusau kesu*: his legs were bound by a boiled ram intestine or a parti-coloured rope in a figure-eight knot. Usually, a strong and lucky man cut the rope manacles and helped the child to make its first steps. This rite was symbolical, and intended to promote the child's prosperity.

At the age of three or five, girl had ears pierced using floss thread as earrings. Boys of the same age underwent circumcision (*sundet toi*) which was marked by a feast and giving presents to the circumcised infants. Boys first bestrode a horse when they were five or six years old, only after circumcision. The Kazakhs used a special child saddle (*ashamai*) providing safe riding. Wearing a smart dress and a hat trimmed with eagle-owl feathers, an infant sat astride a horse while *aksakals* (elders) blessed him. Then the guests enjoyed a feast and sweets (*shashu*). When a boy could sit tight, he was presented with a small-sized saddle, and at the age of 12 he was presented with a man-sized saddle fitted with complete harness. When a boy was 12, the age when infants are vulnerable for illness (*mushel zhas*), he was put on a leather belt decorated with silver plates.



Funerals were also associated with numerous rituals. The departed was laid in the right part of the yurt or in a separate yurt, if the family was wealthy. The wife and close relatives wept for the defunct meeting the visitors with a mournful song, *zhoktau*. A lance was placed on the right of the funeral yurt's entrance, with a white banner if the decedent was old, a red one if he was young and a black-and-white one if he was elderly. The body would be committed to earth the next day after the night following the death-day (*konagasy*). If it was Tuesday (according to popular belief, a heavy day), the funeral was postponed for the next day. At the funeral day, at the seventh and fortieth days, and at the death-day commemorations (*as*) were arranged with feasting and telling beads. In commemoration of the most honoured people a feast was held with horse racing and contests four years after the death-day as well. In the 18th-19th centuries graves were decorated with stelae (*kulpytas*), semiabstract sculptures of a moufflon (*koitas*), charnel houses (*kumbez*) and other monuments.

Islam spread into Kazakhstan in the 9th-10th centuries, mainly in the south. Along with the Muslim sacred law (*Sharia*) the Kazakhs applied customary law (*adat*) which legitimated kalym, a marriage to a brother's widow (*amangerlik*), and calling people of different family lines as sworn brothers (*tamyrlık*). Islam has not eradicated Shamanism and heathen beliefs associated with worship of fire, animals, plants, cliffs, and water. The Kazakhs used to tie scraps of material on sacred trees (*oba*) believing that they could help them to recover health and protect from bad luck. At the same time, the Kazakhs used to observe the Muslim fast (*oraza*) and celebrate two religious holidays: *Oraza Ait* and *Kurban Ait*.

Ancient traditions pertaining to weddings, births or funerals are still alive in rural areas. Falconry also remains popular in some regions. *Asar* ("mutual assistance") is a noteworthy custom when neighbors, friends and relatives join hands in doing painstaking work, specifically in making felt or woven carpets and building of houses. Thus, the wall construction takes one or two days due to cooperative efforts.



Modern Kazakhs celebrate lavishly both the European New Year and the Turkic New Year *Nauryz*. The celebration of Nauryz starts on 22 March (the day of the vernal equinox) and lasts for three days. People decorate their houses, wear festal dresses and make as many dishes as possible, including *Nauryz kozhe*, a ritual dish composed of seven ingredients: water, salt, milk, kefir, fresh or air-dried meat, millet and noodles, which is a symbol of the fertility. Each guest partakes of this dish, believing that it promotes health, happiness and wealth.

Gay colours in households, numerous rituals in human relations, the unity of laws established by people and laws of nature – such is the nomads' world, which has given strength to generations of the Kazakhs during thousands years. Many of its scenes exist now only in quiet museum rooms and on photo album pages. However, this world has not been faded away and still lives in the mind of the Kazakhs who often think and act mechanically in accord with traditions. You should perceive this world and only then you will be able to understand the mentality of modern Kazaks and discern the picture of their millennium-long life.

7.5 KAZAKHSTAN: THE SEVEN WONDERS OF NATURE

Kazakhstan encompasses endless steppes, hot deserts and sky-scraping mountains. Visitors from any part of the world can find a place in Kazakhstan that will remind them of their home countries. Some will enjoy slopes and peaks, and others will feel like home, travelling across the vast steppe. These unique, breathtaking landscapes feature rich plant and animal life. The country is proud to be home to numerous natural wonders, and now we will tell you about the seven most amazing ones



Burabai

As you enter the Kokshetau Heights after travelling a thousand kilometres across the steppe, a landscape will appear that you probably will call a marvel.

In the middle of the steppe is a large oasis filled with the fragrance of splendid grass and forests. Sometimes urban people who come to these places for the first time fall unconscious as they breathe in the purest, freshest air of Burabai. The backbone of Burabai's "oxygen factory" is the evergreen pine forests that cover the hills. The oldest of these giant trees are about two hundred years old.

The "eyes" of this land are the beautiful blue lakes: Burabai (Borovoye in Russian), Schuchye, Grand Chebachye and Minor Chebachye. Pine-trees are joined by aspens, various shrubs and "dancing birches" with gracefully bent trunks and branches. Mushrooms and berries are abundant, and the animal life includes deer, elk, bears, wolves, squirrels and about two hundred species of birds. Burabai is sometimes called "the Kazakh Switzerland", and rightly so.

For about two centuries these places have been famous for their healing power. In the summer, the forests and lakes provide pleasant coolness, and in the winter Burabai is safely sheltered by rock walls from the chilling steppe winds. The mild climate, fresh air, picturesque landscapes, therapeutic mud, mineral water and virgin wildlife all create an atmosphere of a paradise. Burabai is an excellent recreational place in any season. A number of superb spas have been built there, and the Kokshetau National Park has been established to protect wildlife.



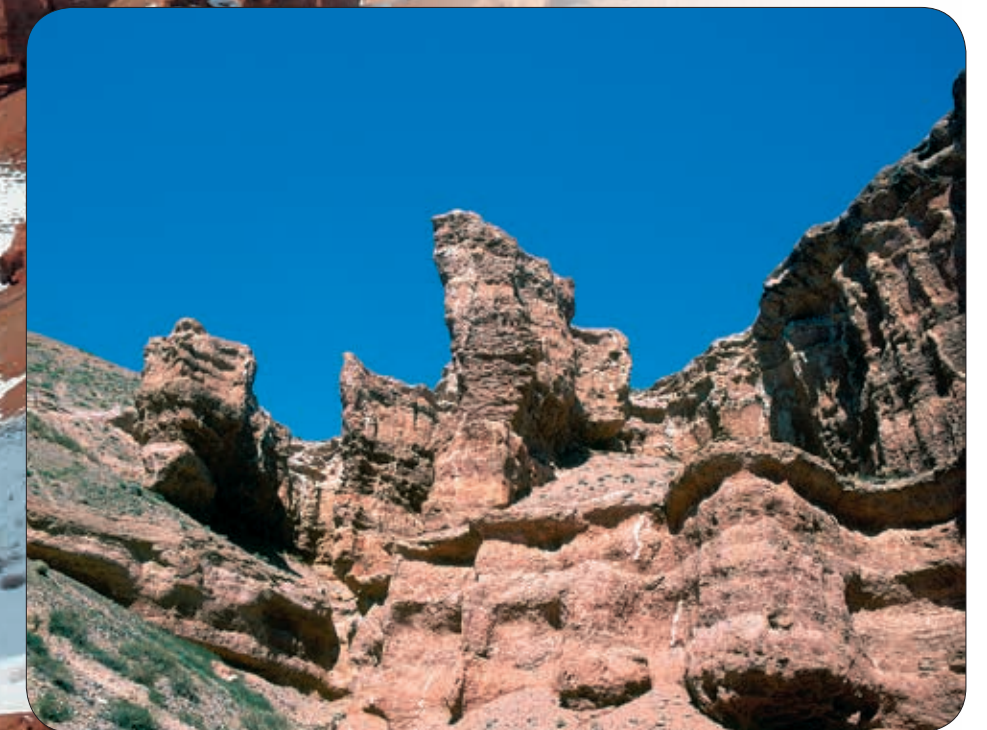
Charyn

Everyone who has happened to see Charyn says that it clearly deserves visiting. The site is named after a small river that originates from the glaciers of the Zailiysky Alatau and empties into the Ili River. However, this calm area has its zest that attracts thousands of tourists.

Charyn is famous for its magnificent canyon which is second in size only to the Grand Canyon in Arizona, USA. The fantastic panorama of the Charyn Canyon would make you feel like you are a space traveller exploring another planet.

The canyon's walls, up to 300 m high, have been exposed to wild winds, heavy rains and extreme temperatures for thousands of years. These climatic effects eventually carved numerous surreal formations in the rock. You can see there the ruins of ancient fortresses, mythical creatures, and even armies ready for battle, hence the fancy names given to these places: "the Valley of Castles", "Witch Ravine", "Devil's Ravine", etc. The special air of Charyn's solitary world evokes unknown emotional experiences, and some say it helps see one's own life in a different way.

The reserved grandeur of the rocks suddenly changes into the mild beauty of an ancient ash grove. Apart from the famous Charyn ash-trees, you can see Lombardy poplars, giant Ili oleasters and other rare plants. Over 300 birds, 20 amphibians and over 800 arthropods inhabit Charyn.



Bayanaul

According to Kazakh tradition, after the Creator had endowed each land with natural wealth and beauty, he generously gave the remainder over to a single place, Bayanaul. This amazing hill country is located in the northeast part of the Sary-Arka steppe.

In Kazakh, Bayanaul means “rich, happy mountains”. It is a combination of fantastic rocks, mysterious caves, mountain lakes abundant in fish, pine forests with mushrooms and berries, and crystal springs. Bayanaul is not only one of the most beautiful places in Kazakhstan; once this land was the scene of many legends and important historical events, and is sacred to the Kazakh people.

As you come to Bayanaul, you will understand why this land is so celebrated. The everlasting change from cold to hot, strong winds and geological processes created beautiful natural formations. Some of them are true granite “sculptures”: “the Stone Head”, “the Dove”, and others. There are also numerous simpler formations that impress the visitor with the perfect union of animate nature and rocks. The lakes of Jasybai, Sabandykol and Toraigyr quietly lay in intermountain troughs, just like mirrors in the precious rim of the mountains.

A few years ago Bayanaul received the status of a National Park, so the beauty of this land will be preserved for generations to come. However, this precious gift of nature serves humans. For centuries, people celebrated the healing climate of Bayanaul in poetry; many children’s recreational camps and rest homes have been built on the shores of its lakes.



Altyn-Emel

National Park Altyn-Emel is a place where the diversity of the local nature is best seen. With an area of more than 520,000 hectares, the park is the largest in the country. It stretches from the Jungar Alatau in the north across the plain to artificial Kapchagai Lake in the south. The animal life is unique, with 56 species protected by the state. There you can see herds of the graceful jeyran antelope and, with a little luck, encounter a swift mountain goat, tau-teke, or a timid wild horse, kulan. The latter endangered species is being restored in Altyn-Emel. The plant life is just as rich and distinct. Of the 1,800 local higher plants, 21 are protected and 60 are classified as endemic or rare.

Altyn-Emel's claim to fame is the so-called Singing Dune, which can be seen from a distance as a giant goldish spot in front of brown mountains in the Ili Valley. This dune, 3 km wide and 80 m high, was named for its ability to produce a powerful buzzing sound resembling that of a jet. Another special feature about the Singing Dune is that this huge "sand pile" has retained its distinct shape for centuries despite strong, permanent winds.

Visitors should also see the famous sandwich-like mountains of Aktau (Kazakh for "white mountains"). These lifeless, oddly incised rocks, painted white, pink or red, look like the pieces of a giant pie and impress a newcomer at once.



Zailiysky Alatau

In 1856, when the famous Russian explorer Petr Semenov (later known as Semenov-Tyan-Shansky) first arrived at the Zailiysky Alatau, he exclaimed: "What a powerful beauty!"

The northern end of the Tien Shan system, the Zailiysky Alatau comprises a number of peaks, intermountain troughs and a tract of plain. The Zailiysky Alatau extends eastward between the Chu and the Charyn for 380 km. The range proper has a length of 130 km and a height of 4,000 m above sea level. There are 22 peaks with a height greater than 4,500 m. Special mention is given to Mount Talgar, which is higher than Europe's highest peak Mont Blanc (5,017 and 4,807 m, respectively).

The Zailiysky Alatau is a place of great charm, and is one of the most promising areas in South Kazakhstan in terms of tourist industry development. Scarlet poppies and tulips, emerald green grass, blue firs, snow-white peaks and myriads of huge stars at night all make the local landscapes recognisably distinct. As you climb to 2,000 m above sea level or higher, you will be fascinated at the breathtaking view of the plain below and clouds curling at your feet. The vast sun-dried steppe creeps up on the mountains forming so-called "cabinets" on the slopes. From the plain, the mountains look like a wall hiding half of the world, their peaks cut-off by low clouds and soaring freely in the sky. It is indeed an unforgettable spectacle.

Zailiysky Alatau is a place of many natural and cultural treasures. In order to protect them and promote tourism, the Ile-Alatau National Park was founded there.



Ustyurt

The amazing Ustyurt plateau is located in the western part of Kazakhstan. Like the famous Charyn Canyon, Ustyurt is an absolutely extraterrestrial scene that makes the visitor think of the transient and fragile nature of life outside this kingdom of eternal rocks and sand.

The surface of Ustyurt is perfectly flat, as if it was sliced by a gigantic knife, with steep ledges on the edge (up to 400 m high). It is an unforgettable experience to walk across this vast plain and suddenly see the land in front of you literally collapsing hundred of metres down.

Ustyurt stands like an unassailable fortress guarding the western steppe between the Caspian and the Aral Seas. These solitary places with a harsh climate are the habitat of some endangered animals such the Ustyurt mouflon. Also known as the urial, this species of the argali easily survives in these seemingly lifeless rocks, subsisting on scarce vegetation and salt water. The other animals inhabiting Ustyurt are the honey badger, the hedgehog, the caracal and the sand cat. The rarest animal of Central Asia, the cheetah, sometimes can be seen there hunting jeyran and saiga antelopes. There are also numerous desert species of birds, including the black-bellied sandgrouse, the Pallas sandgrouse, the chat and the skylark.

The unique wildlife of Ustyurt is protected by the government. The staff of the Ustyurt reserve care for rare animals and valuable steppe plants.



Altai

The father of history, Herodotus, wrote that behind the steppes populated by nomadic tribes there lay mysterious mountains, the homeland of the Griffons guarding gold. The Altai have always been closely associated with the religious beliefs of Turkic peoples who treated these mountains as sacred. Only a portion of the Altai range is located in Kazakhstan, the other parts extend into Russia and China.

The Altai is the most eastern point of Kazakhstan. At various heights, there are deep coniferous forests, rich Alpine meadows and eternal ice. The wildlife of the Altai is remarkably diverse. At higher elevations, you can see the argali (protected by the government of Kazakhstan) and the Siberian mountain goat, tau-teke. Forests at lower heights provide a habitat for wild boar, bear, lynx, elk, Siberian deer, roe-deer and musk-deer, the smallest in the family. Rodent species are represented by the famous sable, chipmunk, glutton, the badger and others. If you are lucky, you will see a bearded vulture in the sky, a huge bird with a wing span in excess of three metres. It is also worth mentioning the beautiful Himalayan snowcock, the Himalayan griffon, the golden eagle (the favourite hawking bird in Kazakhstan), and the legendary Alpine chough, "bluebird of happiness". Game birds include the wood grouse and the hazel hen. On the shores of Lake Markakol, there are nesting places of endangered birds such as the fish-hawk and the black stork, and the lake itself provides a habitat for the Markakol lenok. To preserve these natural treasures, the Markakol and West Altai reserves have been established.

The highest point of the Altai is the mysterious Mount Belukha (4,506 m). Serving as a natural "boundary post" between Russia and Kazakhstan, it symbolizes the spiritual unity of the followers of various religious confessions, and is a place of pilgrimage. According to ancient beliefs, Belukha is the Shambala, the land of gods to which the Buddha has made his pilgrimage, and one of the ends of the energy bridge that connects the earth with space. In recent years, thousand of pilgrims have visited Belukha.



7.6 POLITICAL STRUCTURE

President of the Republic of Kazakhstan

A President of the Republic of Kazakhstan is the Head of State, its top official, who defines domestic and foreign policies of the country and represents Kazakhstan within the country and in international relations. The President of the Republic is a symbol and guarantor of the people's unity and state power, the freedoms and rights of a man and citizen. Under constitutional law, the President is elected based on the universal, equal and direct elective franchise, through a secret vote. Since April, 1990 the President of the Republic of Kazakhstan has been Nazarbayev, Nursultan Abishevich.

Parliament of the Republic of Kazakhstan

The Parliament of Kazakhstan is the supreme representative body of the country, which performs legislative functions. The Parliament consists of two chambers: The Senate and The Majilis, which operate on a standing basis. The Senate is made up of deputies who are elected, two from each region, the cities of republican importance and the capital of the country at a joint meeting of deputies of republican importance and the capital of the country at a joint meeting of deputies of representative bodies from these administrative units. Deputies are elected on an indirect elective franchise, through a secret ballot. Half of the deputies elected are reelected every two years. Seven deputies of the Senate are appointed by the President of the country for the term of the Senate's authority. The Majilis comprises 77 deputies, 67 of whom are elected from one-mandate territorial voting districts, which are set up taking account of the administrative and territorial divisions of Kazakhstan. Ten deputies are elected on the basis of party lists, under a proportionate representation system, and on the territory of the common national voting district. Deputies are elected on the basis of a universal, equal and direct elective franchise, through a secret vote. The Parliament passes legislative acts: laws of the Republic of Kazakhstan, decrees of the Parliament, Senate and Majilis which have the binding force on the entire territory of Kazakhstan. A deputy of the Parliament swears an oath to the people of Kazakhstan. The term of the office of Senators is six years and that of Majilis deputies five years.

Courts and Justice in the Republic of Kazakhstan Justice is administered only by courts in Kazakhstan

The judicial branch of government is executed through civil, criminal and other forms of legal procedures. Criminal legal procedures are also executed with the participation of a jury. The Supreme Court and local courts make up the courts of the country. In 2001 the Economic Court was established. The Supreme Court of the Republic of Kazakhstan is the highest judicial authority entitled to administer civil, criminal and other cases, to supervise the activities of courts and to provide comments on legal practice issues. The Chief Justice of the Supreme Court, presiding chambers, and judges of the Supreme Court are nominated by the president and elected by the Senate. The presiding judges of regional courts and other courts of equal status, presiding chambers, and judges, are appointed to office by the President of Kazakhstan upon the recommendation of the Supreme Court Council of the country.



Government of the Republic of Kazakhstan

The government carries out executive governing of Kazakhstan, heads the system of executive bodies, and controls their activities. In its activities, the government is subject to control by the President and Parliament of the country. It is made up a Prime Minister, his deputies, ministers and heads of a number of other central executive bodies. The members of the government take the oath to the people and President of Kazakhstan.

Local Government and Self-Government of the Republic of Kazakhstan

Local state government is formed by representative and executive organs. Maslikhats are elected by people, based on a universal, equal and direct elective franchise, through a secret ballot, for the term of four years. Executive organs are included in the united system of executive organs of the country. They are headed by Akims, representatives of the President and Government of the country. They are appointed by the President. Local self-government is recognised for independent solution of local issues by the population.

7.7 CHRONICLE OF MODERN KAZAKHSTAN

1991

- Kazakh SSR transformed into the Republic of Kazakhstan, state independence of the republic was proclaimed
- Semipalatinsk nuclear test site was closed.

1992

- Kazakhstan enters UN, OSCE and ECO
- Kazakhstan acceded to the Treaty on non-proliferation of nuclear weapons as nuclear-free country.

1993

- First Constitution of the Republic of Kazakhstan adopted
- National currency introduced - tenge.

1997

- Adopted strategy “Kazakhstan – 2030. Prosperity, security and improvement of welfare of all Kazakhs”

2000

- National Fund of the Republic of Kazakhstan was established.

2006

- In order to improve asset management of the largest public corporations, State holding “Samruk” was created
- Created Sustained Development Fund “Kazyna” to increase investment and innovation activity in non-oil economic sector of Kazakhstan.

2007

- A decision made on transfer of the base material sector revenues (including revenues from oil) to the National Fund, therefore the state budget is formed without “oil money”.

2008

- Adopted plan to stabilize economy and financial system of the country
- The main operator of stability plan implementation is newly created Fund “Samruk-Kazyna”.

2010

- Government program on forced industrial-innovative development for 2010-2014 was adopted.
- Customs union with Russia and Belarus created.
- Kazakhstan’s OSCE chairmanship.

2011

- Winter Asian Games was being held in Astana and Almaty.

2012

- The Bureau International des Expositions voted to select Astana as the host of EXPO 2017.



7.8 DEVELOPMENT STRATEGY

In 1997, Kazakhstan launched the long-term national strategy “Kazakhstan 2030. Prosperity, Security and Improvement of Welfare of the Citizens of Kazakhstan”. The strategy identified seven national priorities for the period to the year 2030 which serve as a “road-map” for Kazakhstan’s future growth:

- National security. Ensure development of Kazakhstan as an independent sovereign state preserving its complete territorial integrity
- Safeguard and strengthen domestic political stability and national unity
- Economic growth based on an open market economy with high levels of foreign investments and internal savings. Achieve realistic and sustainable rates of economic growth
- Health, education and well-being of the citizens of Kazakhstan. Consistently improve living standards, health, education and opportunities of Kazakhstanis and improve the natural environment in the country
- Energy resources. Effectively utilize energy resources of Kazakhstan through rapid increases in extracting and exploring oil and gas with the aim of gaining revenues to engender stable conomic growth and improve living standards
- Infrastructure and particularly transport and communications. Develop these key sectors to enhance national security, political stability and economic growth
- Professional government. Establish an effective professional corps of civil servants and state-owned formations of Kazakhstan loyal to the cause they serve and capable of acting as representatives of people in achieving national priorities.

7.9 ASTANA

Astana (“the capital” in kazakh), formerly known as Akmola (until 1998), Tselinograd (until 1992) and Akmolinsk (until 1961), is the capital of Kazakhstan since December 10, 1997.

The city is located on the steppe fields by the Ishim river.

History of the capital of Kazakhstan

Astana, the capital of Kazakhstan, represents all that Kazakhstan is proud of. The country’s capital was moved from Almaty to Astana (then Akmola) on December 10, 1997 at the request of President Nazarbayev. This decision was based on a number of factors, primarily economic and geopolitical. The capital is located in the heart of the country, linking Europe to Asia. It is equidistant from the country’s major regions. It has developed industrial and agriculture infrastructure, it has become a major transport hub and the climate is relatively favorable. It was previously an area of sparse population, a key reason behind the move which has given the centre of Kazakhstan bright prospects for further development.

The Day of the Capital is celebrated on July 6. Astana has become a showcase for the actively developing society of Kazakhstan. The city is divided by the Ishim River dotted with slowly floating boats. Just a few years ago there were only a handful of 10-story buildings. Now the city is home to many 70-meter-high buildings and some even higher structures.

Throughout these years Astana has been transforming from a provincial town to a huge megapolis with a flourishing tertiary sector. Over a hundred new cafes and restaurants, shops, entertainment places and shopping malls have been built.

Today Astana is a modern, vibrant city with an architecture combining the best traditions of European and Eastern countries. The architectural concept of the city was based on President Nazarbayev’s idea of creating a Eurasian image. The city landscape has already changed drastically and we are yet to see many more new construction projects.

European technology was widely used when building up the city. Along with local companies, a raft of Turkish, Italian, French and Swiss companies were involved. This has enabled us to construct a unique modern city in the steppes of Kazakhstan in just 6-7 years.

More information about Kazakhstan and Astana can be found on the website – <http://www.akorda.kz/en/kazakhstan>

Information on Culture life, Shopping, Restaurants and Cafes, Sport, Transportation and Travel in Astana is available at www.edgekz.com

Location

Astana is located in central Kazakhstan on the Ishim River, near where it meets the Nura River.

The city sits on terraces above the flood plain. The climate is extremely continental. The drainage network mainly consists of the Esyl River and its intermittent right-sided feeders – Sarybulak and Akbulak. Astana is surrounded by a raft of fresh and saline lakes located within 25-30 km of the city. The total area of the city is 71,000 hectares.

Climate

Astana has an extremely continental climate. Average annual temperatures stand at 3.1 °C. Precipitation is 300 mm a year. The heat can exceed 40 °C in summer, with freezing temperatures in winter falling below –50 °C. In winter the city is within reach of the severe Siberian frost, while in summer it can be a target of hot air masses formed in Central Asia.

Population

As of January 1, 2011, the population of the city stood at 697,300 people. In 2009 alone, net inflow migration made up 31,908 people, which is the highest in Kazakhstan. Migration flows are mostly people from

other regions of the country. The city is a magnet of human capital, largely because of higher income levels in the capital. Ethnically, the population consists of Kazakhs, Russians, Ukrainians, Tatars, Armenians, Azerbaijanis, Jews, Belarusians, Georgians, Moldavians, Tajiks, Uzbeks, and others.

Economy

The city’s economy is dominated by the retail, transport and construction sectors. Astana is second only to Almaty in its contribution to national GDP. The two cities account for over half of the country’s trade operations. Astana’s retail sector is also ranked second. In 2009 Astana accounted for one fifth of all the housing commissioned in Kazakhstan. The city has been the unprecedented leader in terms of housing commissioned for the last five years. Industrial production is primarily focused on construction materials

and foodstuffs. In Kazakhstan, Astana is the leading producer of construction hardware including ready-to-use concrete, concrete building blocks. The city produces a substantial share of heat radiators, central heating boilers and lifting-and-conveying machines. SMEs account for 22% of the region’s GDP.

To attract investors and develop new competitive industries, a special economic zone “Astana – a new city” has been established. An advantage of special economic zones is the tax and customs incentives that they offer. This special economic zone accommodates various projects. The city seeks to create a competitive economy, with a high share of tech-intensive industries, processing industries and a developed tourism sector.

President Nazarbayev’s decree # 67 as of March 17, 2006 approved a strategic plan for the city’s sustainable development until 2030. The plan was designed with the Center for Sustainable Development of the Capital.

7.10 PLACES TO GO

Astana is a city on the rise. Its stunning modern architecture is rising from the vast Asian steppe as its international reputation as a center of regional trade and politics grows along side. The same is true of the city's arts culture and infrastructure.

Sights of the city



Arts and Culture

- Water-Green Avenue, a walking avenue in the center of Astana
- Ak-Orda, Residence of the Kazakhstan's President
- Baiterek Tower, a major place and interest and symbol of Astana
- Palace of Independence, a venue of diplomatic and other international events
- Palace of Peace and Reconciliation (Pyramid of Peace) constructed to accommodate the triennial Congress of World Religions
- Khan Shatry, a large shopping mall and entertainment center
- Shabyt Creativity Palace, a center of culture and arts
- Kazakh Ely Monument, a symbol of Kazakhstan's independence.

Alzhir Memorial Museum of Victims of Political Repressions and Totalitarianism

Address: Kurgalzhin Highway, 37 km from Astana in village Malinovka
 Phone: +7 (7172) 49 94 55,
 +7 (7172) 54 26 69
 Hours: 10:00 am – 06:00 pm
 Website: www.alzhir.ucoz.kz

Atameken: A walking map of Kazakhstan

Address: 6 Kabanbai Batyr Avenue
 Phone: +7 (7172) 24 04 97,
 +7 (7172) 24 52 72
 Hours: 8:00 am – 10:00 pm
 Opened from May till November

Has Sanat Gallery

Address: 47 Abai Avenue and 14 Kunaev Street (Nursaya-1 residential complex)
 Phone: +7 (7172) 39 12 68;
 +7 (7172) 97 85 44
www.hassanat.kz

Kazakhstan Central Concert Hall

Address: 10/1 Orynbor Street
 Phone: +7 (7172) 70 53 02

Modern Art Gallery

Address: 57 Tauelsizdik Avenue
 Phone: +7 (7172) 70 03 83
 Hours: 10:00 am – 6:00 pm
 (Closed Mondays)

Museum of Modern Art in Astana

Address: 3 Respublika Avenue
 Phone: +7 (7172) 21 54 33
www.msi-astana.kz

Museum of the First President of the Republic of Kazakhstan

Address: 11 Beibitshilik Street
 Phone: +7 (7172) 75 12 14/92

National Theatre of Opera and Ballet named after Kulyash Baiseitova

Address: 10 Akzhaiyk Street
 Phone: +7 (7172) 39 27 60/61
www.astana-anshlag.kz

Presidential Center of Culture of the Republic of Kazakhstan

Address: 1 Respublika Avenue

Phone: +7 (7172) 44 32 33/76

The Russian Drama Theater named after Maxim Gorky

Address: 11 Jeltoksan Street
 Phone: +7 (7172) 32 40 53

+7 (7172) 32 05 70
 +7 (7172) 32 24 49

The Saken Seifullin Museum

Address: 20A Ayezov Street
 Phone: +7 (7172) 32 35 63
 Fax: +7 (7172) 32 84 67
 Hours: 10am-6pm

Shezhyre Gallery

Address: 57 Tauelsizdik Street, Palace of Peace and Harmony

Phone: +7 (7172) 74 47 27

Kulanshi Modern Art Center

Address: 57 Tauelsizdik Street, Palace of Peace and Harmony (6th floor)
 Phone: +7 (7172) 74 47 17
 Hours: Mon. – Fri. : 10:00 am - 6:00 pm Sat.: 11:00 am - 5:00 pm

Restaurants

In terms of food, Astana offers a growing array of cuisines that are uniquely influenced by its history as a former Soviet republic and its geographic positioning between East and West..

Bagrationi

Cuisine: Georgian
 Address: 25 Turan Avenue
 Phone: +7 (7172) 40 21 48

Arbalet

Cuisine: European
 Address: 16 Beibitshilik Avenue
 Phone: +7 (7172) 32 40 60

Al Fresco

Cuisine: Italian
 Address: 14 Kunayeva Street
 Phone: +7 (7172) 50-83-85
 Hours: 10:00 am – 12:00 am
 Business lunch: 12:00 pm – 04:00 pm

Austeria

Cuisine: European
 Address: 8 Vodno-Zelenyi Boulevard in the Keruen Shopping Center
 Phone: +7 (7172) 79 55 13
 Hours: 10:00 am – 11:00 pm
 Website: www.austeria.net

Astana Nury

Cuisine: Caucasian, European
 Address: 3/2 Respublika Avenue
 Phone: +7 (7172) 43 93 38/39
 Website: www.a-n.kz

Farhi/Ali Baba

Cuisine: Caucasian, Kazakh, Middle Eastern
Address: 3 Bukeykhan Street
Phone: +7 (7172) 32 04 06

Epoch

Cuisine: European, Kazakh, Russian
Address: 9 Valikhanov Street
Phone: +7 (7172) 21 01 57

French Brasserie Capri

Cuisine: Mediterranean
Address: 4 Sary Arka Avenue,
“Radisson Hotel”
Phone: +7 (7172) 99 00 00

Fusion

Cuisine: American, Italian, Japanese
Address: 4B Mailina Street
Phone: +7 (7172) 22 27 77

Kishlak

Cuisine: Uzbek, European
Address: 22/2 Kabanbai Batyr Avenue,
Kruglaya Ploshad
Phone: +7 (7172) 97 41 61 or 97 41 42

Korean House

Cuisine: Korean
Address: 19/1 Sary Arka Avenue
Phone: +7 (7172) 40 20 99

La Riviere

Cuisine: French
Address: 2 Kabanbay Batyr Avenue (near Quay Park)
Phone: +7 (7172) 24 22 60

Line Brew

Cuisine: European, Caucasian
Address: 20 Kenessary Street
Phone: +7 (7172) 23 63 73

L’Olivio Ristorante

Address: 7 Kunayeva Street
Phone: +7 (7172) 24 50 50

Melnic “The Windmill”

Cuisine: Ukrainian
Address: 31 Turan Avenue
Phone: +7 (7172) 40 21 68

Most Restaurant

Cuisine: International, European
Address: Saraishik Street, Turkestan Street corner
“Arailym” housing estate
Phone: +7 (7172) 51 40 44

Satti

Cuisine: Kazakh, International
Address: 32 Kabanbay Batyr Avenue
Phone: +7 (7172) 24 28 48

Pane & Vino

Cuisine: Italian
Address: 5 Sarayshyk Street
Phone: +7 (7172) 72-96-03, +7 (701) 981-96-11

Pivovaroff

Cuisine: German
Address: 1 Beibitshilik Avenue
Phone: +7 (7212) 41 15 62

Portofino

Cuisine: Italian, Japanese
Address: 27 Turan Avenue
Phone: +7 (7172) 40 20 34

Princess Turandot

Cuisine: Chinese
Address: 40 Sary Arka Avenue
Phone: +7 (7172) 23 70 55

Cafestar

Address: 13 Dostyk Street
(Nursaya-2 Residential complex)
Phone: +7 (7172) 79 54 12

Del Papa Café

Address: 59 Abaya Avenue
Phone: +7 (7172) 21 22 22
www.delpapa.kz

Mister Coffee

Address: 15 Turan Avenue
Phone: +7 (7172) 90 10 33

The Shoreditch Burger & Wok

Cuisine: America, Asian, British, Vegetarian
Address: 7 Kabanabay Avenue
Phone: +7 717 272 9603

Coffee houses

Ma Famille

Cuisine: Italian, French
Address: 30 Kenesary Street
Phone: +7(771)517-71-71

Brioche

Cuisine: European, Japanese
Address: 28 Pobedy Street
Phone: +7(7172)52-09-63, +7(7172)52-09-66

Papa Sergio

Cuisine: Italian
Address: 5 Respublika Street
Phone: +7(7172)43-95-11, +7(702)777-88-33

SUG.A.R pastry&coffee

Cuisine: European
Address: 3 A-34 Street
Phone: +7(7172)75-61-77, +7(777)883-65-87

Lucky Cafe

Address: 14 B. Momyshuly
Phone: +7(7172)28-21-48, +7(747)555-70-70

Marrone Rosso

Cuisine: European
Address: 9 Dostyk Street
Phone: +7(7172)57-52-22, +7(7172)44-63-99

Bon Bon

Cuisine: European
Address: 14/1 Kunayeva Street
Phone: +7(7172)50-85-01

Coffeenova

Cuisine: Italian
Address: 15 Syganak Street
Phone: +7 (7172) 79 52 55 +7 (7172) 566 934

Groceries

Astana

Good selection of meats (pork, chicken, horse, lamb, etc both cooked and raw), ham/sausage and cheese, prepared food and appetizers, confectionary and bakery.
Address: 59 Abaya Avenue
Phone: +7 (7172) 21 22 22

Green

Good selection of food and household items
Address: 20 Valikhanov Street/Turan Avenue (Khan Shatyr mall)

Korean Food Store

Good source for Korean and Japanese food products.
Address: 13 Magistral 18/1
Hours: 9:00 am – 21:00 pm

Ramstore

Food and household goods.
Address: Mega mall / 11 Samal microregion / 33 Kunayeva street, Astanalyk mall
32 Manasa avenue

Galmart

Good selection of food and household items.
Address: Keruen mall

METRO Cash & Carry

The biggest grocery store in Astana offers a wide variety of food and non-food products. This includes an extensive range of local, national and international specialties.
Address: 4/1 Karaganda-Astana highway
www.metro.com.kz

Bazaar

Fresh meat, seasonal vegetables, prepared food, household goods and clothing.

Alem

Address: 62 Bogenbay street

Eurasia

Address: 3 Microdistrict 2a

Artyom

Address: 47 Seifullin/Valikhanov street

Sport facilities in Astana

Fitness routines are an integral part of many people’s lives both at home and while traveling. Astana offers ample opportunity to keep your regime going while living in the Kazakh capital. LifeFitness, FitNation and World Class are among Astana’s most popular and well – equipped fitness centers with gyms, swimming pools,

tennis courts and other facilities (e.g. world class fitness center: www.worldclass.kz, life fitness center: life-fitness.kz). The stadium 'Alau', which is not far from Nazarbayev University, also offers a fitness center, skating rink and other services <http://alau.info/rus/fitness-centre/>

APRIORI Sport Club

Description: swimming pool, gym, Jacuzzi, Russian banya and Finnish sauna, Turkish hammam. There is a variety of group classes, including various types of dance, yoga and aerobics.

Address: 2A Kurgalzhin Highway, close to the Mega Centre shopping and supermarket complex.

Phone: +7 (7172) 79 15 56

Website: www.apriorisport.kz

DAULET sports complex and tennis court

The Dualet center is the premier tennis complex in Kazakhstan. The training complex includes locker rooms, showers and three cafes, as well as a small hotel and sauna facilities. It boasts three stadium courts, which can seat 583, 1201 and 2686 spectators for tournament play.

Address: 6/3 Kabanbai Batyr Avenue

Phone: +7 (7172) 44-56-24

Hours: 8:00 am – 11:00 pm

FITNATION network

The Fitnation club in Astana includes a gym, swimming pool, sparring room and studios for martial arts and fitness classes. Group classes include dancing, cycling, yoga and aerobics, among others. Finnish, Russian and Turkish saunas are available, and the spa offers massage, a sun deck and the services of a manicurist and cosmetician. Fitness programs for children are also available.

Address: 4/1 Turan Avenue

Phone: +7 (7172) 23 05 95

Hours: 7:00 am – 11:00 pm

Website: www.fitnation.kz

FITNESS FIRST Health Club

Fitness First club has dance classes, gym, training programs and a "Baby Park" to keep kids occupied and a sauna. The centre is located in the Asia Park shopping complex.

Address: Kabanbai Batyra Street, Asia Park mall, 2 floor

Phone: +7 (7172) 97 87 77

Hours: 09:00 am – 11:00 pm

Website: www.fitnessfirst.kz/clubs/astana

LIFE FITNESS Astana

Description: Life Fitness offers all the services of a well equipped fitness center, including a gym with a variety of exercise machines, a lap pool, personal trainers, group

classes and a children's program. For post-workout relaxation, the center also offers two Russian baths with bathhouse services and an attendant masseur.

Address: 2 Turkestan Street

Phone:

+7 (7172) 79 73 73

Hours: Weekdays 7:00 am – 12:00 am

Weekends 9:00 am – 12:00 am

Website: www.life-fitness.kz

World Class

Description: World Class is the most prestigious fitness center in Astana. It has a fully equipped gym, swimming pool and spa. It offers group fitness classes, including yoga and pilates, as well as personal training. The center also has a café.

Address: 1 Pobedy Street (Next to the Radisson Hotel)

Phone: +7 (7172) 39 13 69,

+7 (701) 222 90 90

Hours: Weekdays: 7:00 am – 12:00 midnight

Weekends 9:00 am – 12:00 midnight

Website: www.worldclass.kz

Sport Facilities

at NU Residential buildings

Highville Cultural and Community Center

The Highvill Cultural and Community Center includes a sports complex with a gym, running track and free weights, as well as a variety of exercise machines. Instructors are available for individual training, and clients can participate in a variety of exercise classes. The Center provides towels and slippers, and there are locker rooms and showers.

Address: 1, 23-21 Street

Phone: +7 (7172) 51 32 69

Hours: 9:00 am – 10:00 pm

Tenants of the on-campus accommodation have free access to the gym of Block 21.

Students and staff of the University have free access to the swimming pool of the 'Alatau' sports center at a fixed time.





NAZARBAYEV
UNIVERSITY



APPENDICES

APPENDIX 1

MEDICAL SERVICES

Preferred General Practice and Family Clinic:

International SOS Astana clinic:
Tel.: +7 (7172) 47 69 11;
Address: Astana, 62A, Kosmonavtov street.

For Laboratory Tests and Diagnostics – often with SOS referral

Republican Diagnostic Center
Contacts:
+7 (7172) 70 15 50
+7 (7172) 70 15 70
Website: www.diagnostics.kz/en/

National Research Center for Maternal and Child Health

Contacts:
+ 7 (7172) 70 14 25
+ 7 (7172) 70 14 26
Website: <http://www.nrcmc.kz/en>

Other Astana Clinics

Clinic “LA BONNE SANTE” /(Dostar Med)
Address: Astana, Kunayev Str., 14
Phone: + 7 717 44 61 61

Eye clinic of Doctor Oparova S.T.
Address: Astana, Saryarka Str., 8/1
Phone: + 7 717 32 54 26

Dental Clinic DentLux
Address: Astana, 5, Saraishyk. VP-11
Phone: +7 7172 66 70 70
Website: <http://www.dent-lux.kz/#>

Interteach Astana Clinic
Address: Astana, Kenessary Street, 1
Phone: + 7 7172 515 300, 515 301
Website: www.interteach.kz

Keruen Medicus Medical Center
Address: Astana, Irchenko Street 14 /Jeltoksan Street,1
Phone: + 7 7172 1115, + 7 7172 32 53 46
Website: www.keruen-medicus.kz/en/

Meiryim Hospital
Address: Astana, Syganak, 1
Phone: + 7 7172 97 40 10
Website: www.meiyrim.kz/

Republic Hospital
Address: Astana, Abylai Khan Avenue, 36
Phone: + 7 717 223 1199 Fax: + 7 717 223 2927

Traumatology Center
Address: Astana, Abylai Khan Avenue 15
Phone: + 7 717 2 54 77 41

APPENDIX 2

Emergency Services

Nº	Description	Phone # landline/mobile
1	Astana city Informational & Inquiry Service	11801
2	Firefighting and Rescue Service	101
3	Police	102
4	Astana City Medical Emergency Services / Ambulance	103

For any Emergency Situation please contact 24/7 Nazarbayev University Central Dispatching Department
From a landline dial 70 62 62 / from mobile + 7 7172 70 62 62

APPENDIX 3

FREQUENTLY ASKED QUESTIONS

Expatriation to Astana/ Repatriation from Astana

Question: How can I arrange my ticket(s)?
Answer: For expatriation and repatriation purposes NU can directly purchase your (and your family's) tickets of one way economy class ticket (unless you are eligible for business class) with minimum layovers. Alternatively, you can purchase the tickets yourself and apply for reimbursement. Please note that if you choose to purchase your tickets only those that meet the above requirements and meet NU’s travel rules will be reimbursed up-to the prescribed limit on price.

Question: Can round-trip tickets be purchased for expatriation/repatriation needs, because they are significantly cheaper, than one-way?
Answer: No, only one-way tickets can be purchased during expatriation/repatriation.

Question: What address should I indicated for cargo shipping?
Answer: To ship your belongings please indicate following address: Nazarbayev University 010000 Astana, Kazakhstan 53 Kabanbay Batyr Ave., Number of your block, office number Recipients’ name and last name (indicate your or your School manager’s name).

Summer/Winter home leave tickets

Question: When can we buy our Summer/Winter home leave tickets?
Answer: As soon as your annual leave is approved by your school and Finance Department and your home leave allowance received, you can purchase your roundtrip ticket according to your contract prescriptions and Travel Policy regulations.

Question: Is it possible to work in Kazakhstan with M2 visa?
Answer: M2 is not work permitted visa. According to Kazakhstan laws it is prohibited to work with M2 visa.

Question: Is it possible to obtain M1 working visa in Kazakhstan?

Answer: No, M1 working visa can be obtained only in Kazakhstan Embassy/Consulate abroad.

Question: From what age foreigners need to be registered in Migration Police?

Answer: Starting from 16 years old. Please bring your dependent's passport 10 days prior to his/her 16th birthday.

Should you have more questions, please feel free to contact our International Scholars and Students Department:

Aliya Bigazina – Director, ajanikeyeve@nu.edu.kz 70-61-34

Alibek Abdullayev – Senior manager, alibek.abdullayev@nu.edu.kz 70-64-07

Dinara Kokanova – Consultant, dinara.kokanova@nu.edu.kz 70-63-81

Chingiz Okpenov – Manager, chingiz.okpenov@nu.edu.kz 70-66-50

Question: I have heard that not all children need to be registered with the Migration Police. Can you tell me, starting from what age must foreigners register with the Migration Police?

Answer: It is mandatory that all children 16 years and older be registered with the Migration Police. If your child will celebrate their 16th birthday sometime after arriving in Kazakhstan, please bring your dependent's passport 10 days prior to his/her 16th birthday to the consultant or manager of your school who facilitates registration with the police. For example, the parents and their 15 year old son arrive in Astana on August 10th 2015 and the son's birthday is on October 20th. The parents will register upon arrival, and will need to bring the son's passport to their school manager no later than October 10th.

Question: What do I need to renew my visa (M1, M2) in Kazakhstan?

Answer: You will need to have your medical certificate (086 form, valid 1 year), HIV certificate, passport, labor contract copy, 1 3x4 cm size photo.

Question: How many paid leave days do I have?

Answer: Academic staff is entitled to 56 calendar days per year. Administrative staff is entitled to 30 calendar days per year. However, annual paid leave days are not accrued automatically, rather you accumulate them with time served. Academic staff accrue roughly 4.6 days per month, and administrative staff accrue them at a rate of 2.5 per month worked.

Question: How do I request paid leave?

Answer: You must fill out an official form requesting leave. This form or "Decree" for requesting leave is provided by your relevant HR representative. You should fill in all fields and submit it for your supervisor's signature, in the case of the faculty this person is usually your school's Dean, for Deans and other administrative staff the signatory is the Provost. After completing the form and acquiring all necessary signatures the form is then submitted to the relevant HR representative.

Question: How far in advance should the paperwork for paid leave be submitted to the Department of Human Resources Management or HR representatives?

Answer: It is required to submit signed paperwork at least 10 working days before wanting to begin your leave.

Question: Who should I submit the request for paid leave to?

Answer: You should submit the request to HR representative of your School. Please see contacts below.

Question: If for some reason I need to take unpaid leave, what is the procedure?

Answer: You will also need to fill out a request for this type of leave. Please contact the relevant HR representative for instructions about the Decree for unpaid leave. This form should also be filled out and signed by immediate

supervisor and Dean (for Faculty) or Provost (for administrative staff and Deans of Schools) and submitted to a relevant HR representative

Question: How far in advance should the paperwork for unpaid leave be submitted to the Department of Human Resources Management or HR representatives?

Answer: It is advised to submit the signed paperwork at least 10 working days before leave.

Question: What to do if I am sick?

Answer: If you are feeling sick, inform your supervisor and respective HR representative. Please note that the certificate (called a "spravka" in Russian) from the doctor is necessary for you to receive compensation for missed days of work. For example, if you have the flu and do not want to get students sick and decide to cancel class, you must get this note from the doctor to be off from work. This is surprising to many foreign staff who are not familiar with documenting medical excuses.

Question: How to request business trip?

Answer: The first step is to get authorization from your immediate supervisor and check if there is enough budget for the trip. This trip also requires filling out a form or "decree," and this form for the business trip can be acquired from a relevant HR representative. It should be filled, signed by immediate supervisor and Dean (for Faculty staff) or Provost (for administrative staff and Deans of Schools) and submitted to a relevant HR representative minimum 15 working days in advance. If you have more questions, please contact one of the HR representatives:

School of Humanities and Social Sciences

Aiganym Ayazbayeva, +7 (7172) 70 57 85,
aiganym.ayazbayeva@nu.edu.kz

School of Science and Technology

Meruert Kaliakparova, +7 (7172) 70 66 56,
mkaliakparova@nu.edu.kz

School of Engineering

Narkiz Ibrayeva, +7 (7172) 70 63 30,
narkiz.ibrayeva@nu.edu.kz

Graduate School of Business

Elnara Koishibayeva, +7 (7172) 70 91 65,
elnara.koishibayeva@nu.edu.kz

Graduate School of Public Policy

Aigul Yergaliyeva, +7 (7172) 706064
aigul.yergaliyeva@nu.edu.kz

School of Medicine

Igor Kim, +7 (7172) 70 90 53
igor.kim@nu.edu.kz

Center for Preparatory Studies

Aibek Zhasenov, +7 (7172) 70 60 56
aibek.zhasenov@nu.edu.kz

