

Approved

By the decision of the Provost  
of the autonomous organization  
of education Nazarbayev University  
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**ADMISSION REGULATIONS  
TO THE NAZARBAYEV UNIVERSITY FOUNDATION YEAR PROGRAM  
AT THE CENTRE FOR PREPARATORY STUDIES  
OF THE AUTONOMOUS ORGANIZATION OF EDUCATION  
“NAZARBAYEV UNIVERSITY”**

Nur-Sultan

2021

## Chapter 1. General provisions

1. These Admission Regulations to the Nazarbayev University Foundation Year Program at the Center for Preparatory Studies of the autonomous organization of education Nazarbayev University (hereinafter - Regulations) are developed in accordance with:

1) the Law of the Republic of Kazakhstan “On Status of “Nazarbayev University”, “Nazarbayev Intellectual Schools” and “Nazarbayev Fund” dated January 19, 2011;

2) the Charter of the autonomous organization of education Nazarbayev University approved by resolution of the Supreme Board of Trustees dated April 18, 2013;

3) main directions of the Nazarbayev University Strategy for 2018-2030 approved by resolution of the Supreme Board of Trustees dated December 1, 2018,

and determine the procedure for organizing and implementing the admission competition for Applicants to be enrolled to the Center for Preparatory Studies of the autonomous organization of education Nazarbayev University.

2. Basic definitions and abbreviations applied to these Regulations:

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

2) **Admission Committee** – an advisory and consultative body of the University established to implement arrangements for admission to the Center for Preparatory Studies of the University. The Admission Committee may form a subcommittee to focus on specific tasks;

3) **Admissions Department** – a unit of the University designated to facilitate admission to the NUFYP, undergraduate, and graduate programs of the University;

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

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

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

7) **Enrollment confirmation form** – a form on acceptance or refusal of the admission offer completed by Applicants upon its receipt;

8) **Guarantee fee** – a mandatory payment that secures the Applicant’s place in the Foundation Year Program at Center for Preparatory Studies of the University, the amount of which is determined by a decision of the Managing Council of the University;

9) **IELTS** (International English Language Testing System) – a standardized English proficiency test administered by the British Council, University of Cambridge ESOL Examinations, and IDP Education Pty Ltd. The only version of IELTS test accepted within the admission and selection process to the NUFYP is Academic IELTS, which is intended for Applicants planning to study in English;

10) **Linguaskill** – an English language assessment test developed by the Cambridge Assessment English to test all four English skills - speaking, listening, reading and writing. Within the admission and selection process to the NUFYP applicants may submit Linguaskill test results taken at Testing Centers in person only;

11) **NUET** (Nazarbayev University Entrance Test) – a standardized admission examination developed by the Cambridge Assessment Admissions Testing which tests Mathematics and Critical Thinking and Problem Solving;

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

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

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

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

16) **Superscoring** – using the highest scores by all examination sections of two or more SAT certificates to accumulate the best total score;

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

18) **Testing Center** – a registered specialized organization authorized to conduct tests and examinations in a controlled, proctored environment meeting standards and requirements of a relevant assessment;

19) **TOEFL** (Test of English as a Foreign Language) – a standardized English proficiency test developed by the Educational Testing Service (ETS). The only version of TOEFL accepted within the admission and selection process to the NUFYP is TOEFL iBT test (hereinafter – TOEFL). TOEFL iBT Home Edition is not accepted within the admission and selection process to the NUFYP;

20) **University** – autonomous organization of education Nazarbayev University;

21) **University website** – the University web-resource available at [www.nu.edu.kz](http://www.nu.edu.kz).

## Chapter 2. Admission terms and procedure

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

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

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

- 1) Students in the final year of secondary education institutions;
- 2) Students in the final year of technical, vocational, post-secondary and higher education institutions;
- 3) Applicants who have graduated from secondary, post-secondary or higher education institutions.

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

7. The competition process consists of the following stages:

- 1) Stage 1 – Submission of application package and test results;
- 2) Stage 2 – The NUET;
- 3) Stage 3 – Consideration of Applicants' competition results by the Admission Committee.

8. In case of the impossibility to conduct either of the tests within the Stages 1 and 2 indicated in the subclauses 1)-2) of clause 7 of these Regulations due to circumstances of force majeure or other reasons proving this impossibility, the Admission Committee is entitled to accept Applicants' documents for consideration without passing the respective stage and/or replace the tests within the Stages 1 and 2 indicated in the subclauses 1)-2) of clause 7 of these Regulations with alternative tests. In doing so, the Admission Committee develops and approves an effective selection methodology and evaluation criteria.

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

### **Chapter 3. Description and procedure requirements of the NUET**

10. The University shall determine dates, format, and venues or online platform where the examinations will be held and notify Applicants via e-mail specified in the Personal account. Information shall be also posted on the University website.

11. Except in cases provided by these Regulations, the NUET examination is conducted at the expense of the University.

12. The NUET shall be held in two subject sections, Mathematics and Critical Thinking and Problem Solving. Each subject section consists of 30 multiple-choice questions. The duration of testing under each subject section is 60 minutes.

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

14. Test Administrator determines the provisions and format of the test.

15. The number of tasks and duration of examinations can be changed by the Test Administrators.

16. Applicants shall comply with the test procedure requirements specified by the regulations and procedures approved by the Test Administrators. Information about the test procedure requirements is posted on the University website and sent to Applicants by email before the test date.

17. The test scores of Applicants who violate the test procedure requirements shall be canceled by the Test Administrators, a subcommittee of the Admission Committee, or the Admission Committee. Applicants with cancelled test scores shall not be permitted to apply again to the University in the future.

#### **Chapter 4. Admission Committee**

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

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

2) consideration of Applicants' examination results including the work of a subcommittee of the Admission Committee;

3) approving the admission process and admission timeline;

4) providing recommendations for admission to the University;

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

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

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

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

22. Secretary of the Admission Committee is appointed from among staff members of the University Admissions Department. The Secretary has no voting right. In the absence of the Secretary of the Admission Committee, the Chairperson appoints the replacement Secretary.

23. The Admissions Department of the University arranges and plans the Admission Committee's activity.

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

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

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

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

28. The results of the meetings shall be recorded in the minutes drawn up in Kazakh and English according to the Rules for preparing some internal administrative documents on core activities and student contingent in the autonomous organization of education “Nazarbayev University”. The minutes shall be signed by the Chairperson and Secretary or their designee(s) and shall not be disclosed to any other parties.

29. The minutes of the Admission Committee meeting shall be confidential.

30. All Admission Committee meeting minutes shall be numbered and stitched. The Admission Committee meeting minutes are registered and stored in the Admissions Department until handover to the University archive.

## **Chapter 5. Competition stages**

31. To apply for the admission competition within the Stage 1, in the Personal account Applicants shall:

1) accept the consent for personal data processing and fill out an application form upon payment of the non-refundable application fee set by the University internal documents;

2) attach a scanned copy of a statement according to the University’s form with a photograph and the seal of the institution stamped over the photograph confirming that an Applicant studies at the institution in the final grade (course) or a scanned copy of a notarized copy of the document on education (a certificate of secondary/high school education, diploma, etc.) with transcript for those Applicants who completed relevant educational level of study as well as a scanned copy of a notarized translation of the document on education with transcript to English language if the document is not in Kazakh, Russian, or English;

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

4) verify results of valid IELTS, TOEFL, and/or Linguaskill certificate scores from the Test Administrator’s system and submit its scanned copy with scores satisfying requirements specified in the Appendix 1 to these Regulations within deadlines announced on the University website and/or Personal account. The last IELTS/TOEFL certificate submitted to Personal account will be considered in admission competition. If Applicant submits Linguaskill results while also providing IELTS/TOEFL results, Linguaskill scores will be compared to the last submitted

IELTS/TOEFL certificate according to the Appendix 2 to these Regulations so the best certificate will be considered in admission competition.

32. Applicants who complete all requirements of clause 31 of these Regulations within the deadlines announced on the University website and/or in Personal account shall be allowed to take the NUET within Stage 2.

33. Applicants indicated in clause 32 of these Regulations may verify results of another valid IELTS, TOEFL, and/or Linguaskill certificate scores from the Test Administrator's system and submit its scanned copy with scores satisfying requirements specified in the Appendix 1 to these Regulations within deadlines announced on the University website and/or Personal account. Procedure of consideration of these certificates is described in the subclause 4) of clause 31 of these Regulations.

34. Upon receiving the invitation to the NUET, the Applicants must prepare to meet technical requirements of the Test Administrator provided to the Applicant, if the test is held online. Despite the format of the testing (online, on computer, or on paper), Applicants must go through authorization procedure during the registration to the test using identification documents provided in the subclause 3) of clause 31 and for those Applicants under 16 years the original statement provided in the subclause 2) of clause 31 of these Regulations. If an Applicant fails to present the documents indicated above, he/she shall not be admitted to the test.

35. The NUET is administered and evaluated by Test Administrators with assistance of the Center for Preparatory Studies of the University and held in accordance with the clause 6 and Chapter 3 of these Regulations.

36. Results of the NUET are posted in the Applicant's Personal account. Applicants who successfully passed the NUET are considered in Stage 3.

## **Chapter 6. Enrollment at the Center for Preparatory Studies of the University**

37. Upon completion of the Stage 1 and Stage 2 of the competition, the Admission Committee proceeds to the Stage 3 and approves the ranking of Applicants based of the following admission criteria:

1) the NUET results, which meet the minimum requirements indicated in clause 13 of these Regulations;

2) the IELTS/TOEFL/Linguaskill results, which meet the minimum requirements according to Appendix 1 to these Regulations. TOEFL and Linguaskill scores are tentatively converted to the IELTS scores according to Appendix 2 to these Regulations. Further for ranking the scores are presented according to the IELTS conversion results.

38. For ranking, the preference will be given to Applicants with the highest overall score of the NUET.

With equal overall NUET results, priority will be given to Applicants with the highest score in Mathematics subject section.

With equal score in Mathematics subject section of the NUET results, preference will be given to Applicants with highest overall IELTS score.

With equal overall IELTS results, priority will be given to Applicants with the highest sub-scores by following primacy Writing, Reading, Speaking, Listening.

39. Successful completion of the first two Stages does not guarantee enrollment to the Center for Preparatory Studies of the University.

40. Depending on the ranking and the number of vacant seats based on the State educational order and/or quota of other sources of funding approved by the University, the Admission Committee recommends Applicants for enrollment to the Center for Preparatory Studies of the University.

41. The Applicants from the ranking who were not included in the list of Applicants recommended for enrollment shall be put in a waiting list approved by the Admission Committee. The Admission Committee may recommend for enrollment the Applicants from the waiting list according to the ranking to fill vacant places appeared due to withdrawal, rejection, and/or refusal of admission offer of recommended or enrolled Applicants.

42. The recommended Applicants are notified of the Admission Committee decision. The provisions for admission are indicated in the notification. Failure to meet the provisions for enrollment by the deadline indicated in the notification deprives an Applicant of his/her right to participate in the competition according to these Regulations.

43. The recommended Applicants within the indicated deadlines shall:

1) notify about the enrollment and guarantee fee payment confirmation via Personal account;

2) pay a guarantee fee via Personal account;

3) submit to Admissions Department a scanned copy of a notarized copy of the document on education (a certificate of secondary/high school education, diploma, etc.) with transcript in case of absence in Personal account of Applicant. If a document on education with transcript is not in Kazakh, Russian, or English languages, a scanned copy of a notarized translation to English language must be attached too;

4) submit to Admissions Department an original of the document on education (a certificate of secondary/high school education, diploma, etc.) with transcript.

44. The University is entitled to request additional documents.

45. In case of refusal of admission or failure to provide one or more documents listed in clauses 43-44 of these Regulations, the Applicant will not be enrolled in the Center for Preparatory Studies of the University.

46. If Applicant has also applied to undergraduate programs, after accepting the admission offer of NUFYP, he/she will automatically be excluded from the admission competitions to undergraduate programs and vice versa. Applicants can be enrolled to one academic program and/or level of education only.

47. Copies of documents of enrolled students required by these Regulations and submitted to Applicant's Personal account during the admission period are available to the Office of the Registrar in electronic format and used for formation of student's personal folder.



48. Documents indicated in subclause 4) of clause 43 of these Regulations are handed over to the Office of the Registrar of the University and to be returned to the student according to internal documents of the University.

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

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

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

52. Enrollment of Applicants on a fee-paying basis shall be carried out according to Chapter 7 of these Regulations.

### **Chapter 7. Enrollment to the Center for Preparatory Studies of the University on a fee-paying basis**

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

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

1) Applicants that fall into one of the categories indicated in clause 5 of these Regulations, successfully passed all stages of selection process according to clause 6 of these Regulations, and were put in a waiting list according to clause 41 of these Regulations.

2) Applicants that fall into one of the categories indicated in clause 5 of these Regulations, have valid SAT certificate meeting minimum requirement score of 1140 and/or valid ACT certificate meeting minimum requirement score of 24 and valid IELTS/TOEFL/Linguaskill certificates meeting the minimum requirements indicated in the Appendix 1 to these Regulations.

55. Applicants complying with subclause 1) of clause 54 of these Regulations and recommended for admission by the Admission Committee to study on a fee-paying basis complete the requirements indicated in clause 43 of these Regulations.

56. Applicants complying with subclause 2) of clause 54 of these Regulations within the indicated deadlines shall complete the requirements indicated in clause 31 of these Regulations and additionally provide verified results of valid certificate score of SAT/ACT from the Test Administrator and their scanned copies according to subclause 2) of clause 54 of these Regulations. In case the Applicant provides several valid SAT certificates, the Superscoring will be applied.

57. Only valid certificates are considered for the admission competition. IELTS/TOEFL/Linguaskill and SAT/ACT test certificates are considered valid if their results do not expire by the 1<sup>st</sup> of August of the relevant academic year Applicants apply for. The terms of expiration of results are provided by the respective official websites of each test, except SAT certificates. Within this admission competition, the SAT certificate expiration period is three years.

58. The admission criteria for Applicants indicated in subclause 2) of clause 54 of these Regulations are as follows:

1) the SAT (including Superscoring) and/or ACT test results, which meet the minimum requirements indicated in subclause 2) of clause 54 of these Regulations;

2) the IELTS/TOEFL/Linguaskill results which meet the minimum requirements indicated in Appendix 1 to these Regulations. TOEFL and Linguaskill scores are tentatively converted to the IELTS scores according to Appendix 2 to these Regulations. Further for ranking the scores are presented according to the IELTS conversion results.

59. For Applicants indicated in subclause 2) of clause 54 of these Regulations the priority will be given to the Applicants with the highest SAT (including Superscoring) and/or ACT test results.

With equal SAT or ACT test results, priority will be given to Applicants with the highest overall IELTS score.

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

60. In case of recommendation for admission to study on a fee-paying basis the Applicants indicated in subclause 2) of clause 54 of these Regulations shall complete the requirements indicated in clause 43 of these Regulations.

61. Clauses 44-49 of these Regulations also apply to applicants enrolling to study on a fee-paying basis.

62. In case of limitation of vacant seats for education of a fee-paying basis, the priority will be given to the Applicants indicated in subclause 2) of clause 54 of these Regulations.

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

64. Applicants indicated in subclause 2) of clause 54 of these Regulations and recommended for admissions do not participate in selection for awarding an educational grant “Nazarbayev University” during enrollment.

## **Chapter 8. Final provisions**

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

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

**IELTS, TOEFL, and Linguaskill minimum requirements\***

	<b>IELTS</b>	<b>TOEFL</b>	<b>Linguaskill</b>
<b>Overall</b>	6.0	60	170
<b>Writing</b>	5.0	16	161
<b>Reading</b>	5.0	6	161
<b>Speaking</b>	5.0	15	161
<b>Listening</b>	5.0	5	161

\* Only valid certificates are considered for admission competition and only on the condition that the test is taken at Testing Center in person. Test certificates are considered valid if their results do not expire by the 1st of August of the relevant academic year Applicants apply for. The terms of expiration of results are provided by the respective official websites of each test.

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

**Table of English Test Scores Used for NUFYP Admission**

Overall/ Band/ Average	IELTS	-	-	6	6.5	7	7.5	8	8.5	9
	TOEFL	-	-	60-78	79-93	94-101	102-109	110-114	115-117	118-120
	Linguaskill	-	-	170-175	176-184	185-190	191-199	200-204	205-208	209+
Writing	IELTS	5	5.5	6	6.5	7	7.5	8	8.5	9
	TOEFL	16-17	18-20	21-23	24-26	27-28	29	30	30	30
	Linguaskill	161	162-168	169-175	176-184	185-190	191-199	200-204	205-208	209+
Reading	IELTS	5	5.5	6	6.5	7	7.5	8	8.5	9
	TOEFL	6-7	8-12	13-18	19-23	24-26	27-28	29	29	30
	Linguaskill	161	162-168	169-175	176-184	185-190	191-199	200-204	205-208	209+
Speaking	IELTS	5	5.5	6	6.5	7	7.5	8	8.5	9
	TOEFL	15	16-17	18-19	20-22	23	24-25	26-27	28-29	30
	Linguaskill	161	162-168	169-175	176-184	185-190	191-199	200-204	205-208	209+
Listening	IELTS	5	5.5	6	6.5	7	7.5	8	8.5	9
	TOEFL	5-6	7-11	12-19	20-23	24-26	27	28	29	30
	Linguaskill	161	162-168	169-175	176-184	185-190	191-199	200-204	205-208	209+