



M. NARIKBAYEV
KAZGUU
UNIVERSITY

M. NARIKBAYEV KAZGUU UNIVERSITY ADMISSION POLICY

2020

M. Narikbayev KAZGUU University Admission Policy

M. Narikbayev KAZGUU University Admission Policy was approved by the decision of the Academic and Research Council (minutes No. 24 of May 8, 2020).

CONTENT

CHAPTER 1. SCOPE OF USE	4
CHAPTER 2. REGULATORY REFERENCES	4
CHAPTER 3 DEFINITIONS AND ABBREVIATIONS	4
CHAPTER 4. RESPONSIBILITY AND AUTHORITY	4
CHAPTER 5. GENERAL PROVISIONS	4
CHAPTER 6. ENROLLMENT PROCEDURES	6
CHAPTER 7. REQUIREMENTS FOR APPLICANTS' ADMISSION TESTS ON FOREIGN LANGUAGES AND ENTRANCE EXAMINATIONS ON KAZAKH/RUSSIAN.....	8
CHAPTER 8. ADMISSION RULES AND PROCEDURE FOR APPLICANTS TO KAZGUU LAW SCHOOL.....	11
CHAPTER 9. ADMISSION RULES AND PROCEDURE FOR APPLICANTS TO HIGHER SCHOOL OF ECONOMICS	12
CHAPTER 10. ADMISSION RULES AND PROCEDURE FOR APPLICANTS TO KAZGUU SCHOOL OF LIBERAL ARTS.....	14
CHAPTER 11. ADMISSION RULES FOR MASTER'S AND DOCTORAL (PHD) PROGRAMS	15
CHAPTER 12. ADMISSION RULES FOR MBA/DBA PROGRAMS.....	21
CHAPTER 13. ADMISSION REQUIREMENTS OF BACHELOR'S PROGRAMS FOR INTERNATIONAL STUDENTS.....	22
CHAPTER 14. OTHER TERMS AND CONDITIONS.....	24
Annex 1	25
Annex 2.....	2
Annex 3.....	29
Annex 4.....	4
Annex 5.....	5
Annex 6.....	6
Annex 7.....	7
Annex 8.....	9
Annex 9.....	10
Annex 10.....	11
Annex 11.....	11
Annex 12.....	12

CHAPTER 1. SCOPE OF USE

1.1 This Admission Policy for JSC “M. Narikbaev KAZGUU University” (hereinafter referred to as the University) for training professional academic programs of higher education (bachelor’s program) and postgraduate education (master’s and doctoral(PhD) programs) in 2020 (hereinafter referred to as Rules, Admission Policy) has been developed in order to organize and monitor the admission process of citizens to the University.

1.2 These Rules shall be obligatory for all departments of M. Narikbayev KAZGUU University.

1.3 These Rules have been designed to familiarize applicants and their legal representatives at the time of admission and enrollment, as well as internal use at M. Narikbayev KAZGUU University and its structural divisions in order to determine the rules and procedure for admitting citizens to University education programs.

CHAPTER 2. REGULATORY REFERENCES

2.1 These Rules have been developed in accordance with the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan ‘On Education’, other regulatory legal acts of the Republic of Kazakhstan, including regulatory and guidance documents of the Ministry of Education and Science of the Republic of Kazakhstan, the Charter of the University, the Academic Policy of the University, decisions of the executive body (Management Board) of the University, Academic and Research Council, as well as by orders of the Chairman of the Management Board of the University and Provost.

CHAPTER 3 DEFINITIONS AND ABBREVIATIONS

3.1 The following definitions and abbreviations shall be applied in these Rules:

MES RK – Ministry of Education and Science of the Republic of Kazakhstan;

LSO – Legal Support Office;

ICD – International Cooperation Department;

KLS – KAZGUU Law School;

HSE – Higher School of Economics;

SLA – KAZGUU School of Liberal Arts;

UNT – Unified National Testing;

WC – Working Curriculum;

CT – Complex Testing;

KEPT – KAZGUU English Placement Test (Entrance examination in English)

CHAPTER 4. RESPONSIBILITY AND AUTHORITY

4.1 These Rule have been approved by the decision of the Academic and Research Council and signed by the University Provost.

4.2 The Marketing and Sales Department Director shall be responsible for implementing and executing the requirements specified in these Rules, organizing and coordinating the activities to implement the specific stages of the Rules.

4.3 Responsibility for safety and unauthorized copying of documents in the department and the leakage of official information shall be borne by the heads of the University structural divisions.

CHAPTER 5. GENERAL PROVISIONS

5.1 M. Narikbaev KAZGUU University shall admit the individuals with general secondary,

technical and vocational, post-secondary and higher education.

5.2 Admitting applicants to the University shall be carried out by arranging the state educational grants at the expense of the state budget, as well as under a fee basis at the expense of citizens' own funds and other sources.

5.3 Applicants who have not gained the threshold points, established in Paragraph 4 of the Model Rules for admission to training in educational organizations, implementing education programs of higher education, approved by Resolution No. 600 of the Government of the Republic of Kazakhstan dated 31 October, 2018, with amendments dated 14 June, 2019 (hereinafter referred to as Model Rules), shall be enrolled in higher educational institutions on full-time under a fee basis.

5.4 For individuals applying in accordance with Paragraph 5.3 of these Rules, UNT shall be repeated at the end of the first academic period at the University. Individuals who have not gained the threshold points, established in Paragraph 4 of the Model Rules, according to the results of UNT, shall be subject to expulsion from the University. Subject to payment for the course according to the register, these individuals have the right to attend classes as non-degree students. The certificate of completion shall be issued at the end of each course.

5.5 Citizens of the Republic of Kazakhstan with technical and vocational, post-secondary or higher education shall be admitted to the University for training in education programs of higher education with reduced training periods.

Admission of individuals with technical and vocational or post-secondary education with the qualification of 'middle-level specialist' or 'applied bachelor' in related areas of training for higher education, providing reduced training periods, those under a fee basis education, shall be carried out according to the results of an interview conducted by examination committees of schools (faculties).

The list of related education programs in the field of higher education and majors of technical and vocational, post-secondary education shall be approved by the authorized body in the field of education.

Admission of individuals with higher education for reduced training periods under a fee basis shall be carried out according to the results of an interview conducted by the admissions committees of Higher schools (faculties).

5.6 Individuals with secondary or technical and vocational, post-secondary education of the current year, who have passed UNT on time in accordance with the Rules for conducting unified national testing, approved by Order No. 204 of the Minister of Education and Science of the Republic of Kazakhstan, dated 2 May, 2017 (hereinafter referred to as Order No. 204), and the individuals who have gained the threshold point, set in Paragraph 5.9 of these Rules, shall apply to the University Provost under a fee basis admission before receiving a document on general secondary or technical and vocational, post-secondary education.

Whereas, students of the final 11 (12) grades of secondary education institutions in the period from 1 February to 25 August of the calendar year shall submit to the University an application addressed to Provost under a fee basis education before receiving a document on general secondary education.

5.7 Admission of international students according to the allocated quota based on the state educational order to the international higher educational institutions, created on the basis of interstate agreements shall be carried out by the University independently.

5.8 Admission of international students to the University under a fee basis education shall be carried out according to the results of an interview conducted by the admissions committees of Higher schools (faculties). In this case, the enrollment of foreign citizens shall be carried out in accordance with the academic calendar within five (5) days before the start of the next academic period.

5.9 The list of education programs of the University shall be given in Annexes 1, 2 and 3 in the context of secondary general education, vocational education, higher and postgraduate

education.

5.10 The list of bachelor's programs shall be approved by the Order of MES RK (Annex 4), for individuals who graduated from rural educational organizations; the quotas shall be established for admission to higher educational institutions of the Republic of Kazakhstan.

5.11 The University admits the following categories of students and trainees:

5.11.1 A student – any student who intends to complete education programs and obtain an academic degree. Students shall be bachelor students, master students and doctoral students.

5.11.2 An audit student – any individual admitted to the part of the education program without obtaining an academic degree.

5.11.3 A non-degree student – any individual, who has fulfilled the admission requirements of the Higher School, admitted to the education program and to the part of the education program.

5.11.4 A Trainee student of Provisional Program for high school students (10-11 grades).

An individual admitted to master courses as a non-degree student must have a document confirming the completion of secondary general education, a diploma of technical and vocational or higher education, or a valid certificate of passing unified national testing or complex testing of applicants.

An individual who wishes to attend the University courses must submit all the required documents in accordance with Paragraph 6 of the Rules and submit an application for permission to the Committee on Academic Quality of the relevant school no later than five working days before the start of the academic period. The admission of non-degree students to master the courses shall be carried out by order of the Provost based on the decision of the Committees on Academic Quality of Higher schools. The personal applications of the students shall be handed to the Student Service Center for storage.

5.12 Admissions committees of Higher schools shall be provided in the University for the period of the applicants' entrance examinations.

The committees shall have the following competencies:

- Conducting interviews/entrance examinations for admitting international students;
- Conducting interviews/entrance examinations for admitting master's and doctoral programs;
- Conducting interviews/entrance examinations for admitting programs with reduced training periods;
- Conducting interviews/entrance examinations to determine the individual cost of training;
- Conducting interviews/entrance examinations for applicants for dual degree/joint programs;
- Selected questions on entrance examinations in mathematics and English for master's and bachelor's programs.

CHAPTER 6. ENROLLMENT PROCEDURES

6.1 Enrollment in the University for full-time bachelor's programs:

6.1.1 Enrollment of students for bachelor's programs in the University shall be carried out by the Admissions committee **from 10 to 25 August 2020**.

6.1.2 Applicants shall submit the following documents to the Admissions committee:

- an application addressed to the University Provost (Annex 5);
- a document confirming the secondary (general secondary), technical and vocational (initial vocational or vocational secondary), post-secondary or higher (higher vocational) education (original);
- 3x4 sized 6 photos;
- 086 medical certificate (in electronic form);
- UNT certificate;
- results of KEPT or international certificate of proficiency in English;
- Minutes of the Higher School admissions committee to HSE, KLS and SLA on admission (if any);
- original and copy of ID, original and copy of certificate of birth (if the applicant is under-age);
- a copy of the military registration certificate or military ID (for male students at full-time education programs).

6.1.3 Individuals with documents on technical and vocational, post-secondary education, who have confirmed their qualifications and have worked in their qualifications for no less than one year, additionally submit one of the following documents:

- employment record book (the original shall be provided for verification);
- service record (list of information about the work, labor activity of the employee), signed by the employer, certified by the seal of the organization (if any);
- archive certificate containing information about the employee's labor activity;
- extract from the unified accumulative pension fund on the transferred mandatory pension contributions and information from the State Social Insurance Fund on the social contributions made;
- employment contract with a note by the employer on the date and grounds for its termination;
- extracts from the employer's acts confirming the emergence and termination of labor relations based on the conclusion and termination of an employment contract;
- extracts from the payroll of employees.

6.1.4 Applicants to the University, or their legal representatives conclude an agreement on the provision of fee-based educational services in the established form.

6.1.5 The University enrolls graduates of general secondary education institutions (schools) of the current year, graduates of general secondary education institutions (schools) of previous years, as well as graduates of technical and vocational education, who have gained at least 50 points out of 140 points according to the results of UNT. Whereas, the threshold points on compulsory courses shall be at least 5 points for each section of the 1st block (The History of Kazakhstan, Mathematical literacy, Reading literacy – language of training), the threshold points for core subjects shall be specified in Annex 1. For individuals with technical and vocational, post-secondary education, applying for the related training areas in higher education, providing the reduced training periods, who have passed UNT and who wish to participate in the competition in assigning educational grants of higher education at the expense of the state budget or the local budget, it is necessary to score no less than 25 points based on the results of UNT, including no less than 5 points in general professional course and at least 5 points in special course, with the exception of those applying for education programs of higher education that require creative training, the threshold points in special subjects shall be specified in Annex 2.

6.1.6 Additional requirements for enrolling to education programs of KLS, HSE and SLA of the University shall be established in Paragraphs 7, 8, 9 and 10 of these Rules.

6.1.7 Enrollment in the number of students of the University shall be carried out based on the order of the first head or a person performing his/her duties.

6.1.8 Documents submitted in a foreign language must have a notarized translation into Kazakh or Russian.

6.1.9 Educational documents issued by foreign educational institutions shall be held through

nostrification (recognition) procedure in the manner prescribed by the legislations after the enrollment of individuals, during the first academic period.

6.1.10 The University shall provide the authorized body with information in the established forms and within the established due dates, and after the completion of enrollment within ten days shall provide the final report on organization and conduct of admission.

6.1.11 Issues not regulated by these Rules are subject to consideration by the University Admissions committee.

CHAPTER 7. REQUIREMENTS FOR APPLICANTS' ADMISSION TESTS ON FOREIGN LANGUAGES AND ENTRANCE EXAMINATIONS ON KAZAKH/RUSSIAN

7.1 For admission to education programs (full-time) of the University, one of the prerequisites shall be the passing of KAZGUU English Placement Test and entrance testing on Kazakh/Russian (Annex 6).

7.2 Entrance requirements for English proficiency level for admission to the University's education programs shall be specified in Table 1.

Applicants applying for Kazakh-language instruction shall pass an entrance test in Russian language, and the applicants applying for Russian-language instruction shall pass an entrance test in Kazakh.

Applicants applying for English-language instruction, upon passing the entrance test, shall independently choose Kazakh or Russian.

Table 1 Entrance requirements for English proficiency (in accordance with Common European Framework Language System).

Name of education program	English proficiency level in accordance with KEPT (CEFR) results	Academic IELTS	TOEFL IBT/PBT, FCE/CAE/KET/PET * (IELTS)
6B04201 – Jurisprudence 6B04203 – Human Rights and Law Enforcement	Not required	Not required	Not required
6B04202 – International law	Pre-Intermediate (A2) (40% of 100%)	No less than 3,0	30-40 IBT 397-433 PBT KET no less than 120 PET no less than 120 FCE no less than 140 CAE
<u>For English-language instruction of the following EP:</u> 6B03101 – Psychology 6B03088(1) (6B03102) – Business Psychology	Pre-Intermediate (A2) (40% of 100%)	No less than 3,0	30-40 IBT 397-433 PBT KET no less than 120 PET no less than 120 FCE no less than 140
6B04101 – Accounting and Audit 6B04102 – Economics 6B04103 – Entrepreneurship 6B04104 – Finance 6B04105 – Human Resource Management 6B04106 – Management 6B04107 – Marketing 6B04088(1) (6B04110) - IT			CAE

in Business 6B10201 – Social Work 6B11101 – Hospitality 6B11102 - Tourism 6B03103 – International Relations			
<u>For Kazakh and Russian-languages instruction of the following EP:</u> 6B03101 – Psychology 6B03088(1) (6B03102) – Business Psychology 6B04103 – Entrepreneurship 6B04105 – Human Resource Management 6B04106 – Management 6B04107 – Marketing 6B11102 – Tourism (training period – 3 years) 6B11102 – Tourism (training period – 4 years)	Not required	Not required	Not required
<u>For Kazakh and Russian-languages instruction of the following EP:</u> 6B03101 – Psychology 6B03088(1) (6B03102) – Business Psychology 6B04103 – Entrepreneurship 6B04105 – Human Resource Management 6B04106 – Management 6B04107 – Marketing 6B11102 – Tourism (training period – 3 years) 6B11102 – Tourism (training period – 4 years)	Not required	Not required	Not required
6B02301 – Translation Studies (training period – 4 years)	Intermediate B1 (60% of 100%)	No less than 5,0	64 IBT 510 PBT PET no less than 160 FCE no less than 150 CAE no less than 160
6B02301 – Translation Studies (training period – 3 years)	Intermediate B1 (65% of 100%)	No less than 5,5	64 IBT 510 PBT FCE no less than 170 CAE no less than 160
6B02302 – Applied Linguistics (training period – 4 years)	Intermediate B1 (60% of 100%)	No less than 5,0	64 IBT 510 PBT PET no less than 160 FCE no less than 150 CAE no less than 160
6B02302 – Applied Linguistics (training period – 3 years)	Intermediate B1 (65% of 100%)	No less than 5,5	64 IBT 510 PBT FCE no less than 170 CAE no less than 160
6B02303 – Kazakh-English Languages and Linguistics	Not required	Not required	Not required

7.3 In the event that the applicant scores the number of points on KEPT below the required level, the decision on admission shall be made based on the joint decision of CAQ (Committee on

Academic Quality) of the relevant Higher School and School of Liberal Arts. At the same time, the student shall get the opportunity to register for the courses 'Modern History of Kazakhstan' and 'Kazakh/Russian language', 'Physical Training'. Admission to registration for other courses providing for a certain foreign language proficiency level shall be carried out based on the joint decision of the relevant Higher School and School of Liberal Arts. Monitoring the implementation of the decision shall be borne to the advisor of the relevant education program.

7.4 KAZGUU English Placement Test shall be exempted for the following:

- Applicants who have provided documents confirming English proficiency in accordance with the requirements of higher schools specified in Table 1 (Academic IELTS from 3.0 points or its equivalent TOEFL IBT/PBT, FCE/CAE/KET/PET). Whereas, only those FCE/CAE/KET/PET certificates shall be accepted for consideration that are received by candidates no later than 3 years before admission to the University. Academic IELTS and TOEFL certificates must be valid as of 25 August, 2020 (inclusive).
- Applicants who have submitted a DuoLingo English Proficiency Certificate, subject to the required level of the higher schools listed in Table 1. The DuoLingo English Test scores equivalents (CEFR) are listed below (<https://englishtest.duolingo.com/scores>):

DuoLingo	IELTS	TOEFL IBT	CEFR
75-80	5.0	44-55	B1
85-90	5.5	56-67	B1-B2
95-100	6.0	68-79	B2
105-110	6.5	80-91	B2
115-120	7.0	92-102	C1

- School graduates who scored at least 40 points at the Olympiads held by HSE Center for Cooperation and Recruiting, SLA English Department, the University Marketing Department in the 2019-2020 academic year (according to the Minutes of AQC of HSE, AQC of SLA);
- Graduates of Nazarbayev Intellectual Schools of 2020 shall be exempted from paying for KEPT and entrance testing in Kazakh/Russian.

The applicants must provide a copy and original (for verification) of the IELTS/TOEFL IBT/PBT/FCE/CAE/KET/PET certificate to the admissions office before the enrollment order is issued. The authenticity of the certificate shall be verified by the English Department on the following official websites: <https://ielts.ucles.org.uk/> and cambridgeenglish.org/verifiers.

7.5 Applicant has the right to retake KERT an unlimited number of times on a paid basis according to the price register.

7.6 Schedule of the KAZGUU English Placement Test and entrance testing in Kazakh/Russian and English:

Every day, 5 days a week except weekends (**in case of an emergency mode, according to the decision of SLA, KEPT will be held remotely**) from 15 May to 25 August (inclusive), 2020.

Schedule of the KEPT entrance examination (on Kazakh/Russian and English):

9.30-10.00	Registration	Registration
10.00-11.00	English: Reading and Listening	English: Reading and Listening
11.00-12.00	English: Writing	English: Writing
12.00-13.00	Break	Break
13.00-14.00	Speaking: English	Speaking: English (for all)
13.00-14.00	Speaking: Kazakh/Russian	Speaking: Kazakh/Russian
14.00-15.30	Russian test	Russian test (for applicants applying for Kazakh-language instruction)
14.00-15.30	Kazakh test	Kazakh test (for applicants applying for Russian-language instruction)

Registration starts at 9.30 am. Applicants must provide a copy of ID and a receipt of payment (according to the register of cost of services).

10.00-11.00 Reading and Listening in English.

11.00-12.00 Writing examination in English.

12.00-13.00 – break for lunch.

13.00-14.00 Verbal examination in English and Kazakh/Russian.

14.00-15.30 Kazakh/Russian test.

CHAPTER 8. ADMISSION RULES AND PROCEDURE FOR APPLICANTS TO KAZGUU LAW SCHOOL

8.1 Upon admission to education programs of KLS, it is necessary to fulfill the general requirements of the University for admission (specified in Sections 5, 6, 7).

8.2 An applicant applying for education programs of KAZGUU Law School and having an Academic IELTS Band Score from 5.0 and above or its equivalent TOEFL IBT/PBT, FCE/CAE¹ shall be credited with the relevant courses (see Table 2) with a 100% grade (A, 'Excellent', 4.0):

Table 2 Transfer credits in English according to KLS EP

Name of courses for transfer credits	Number of credits	Reason
6B04202 International Law		
«Cambridge English: B1 Preliminary» / «Cambridge English: B2 First»/ «Cambridge English: C1 Advanced» (semester 1)	6	Academic IELTS certificate availability from 5.0 Band Score (minimum 5.5 on sections Writing and Speaking) or its equivalent TOEFL (TOELF IBT 64 IBT or 510 PBT), PET /FCE/CAE (PET no less than 160, FCE no less than 150, CAE no less than 160)
«Cambridge English: C1+ Advanced» (semester 2)	5	Academic IELTS certificate availability from 7.0 Band Score (minimum 5.5 on sections Writing and Speaking) or its equivalent TOEFL IBT/PBT (TOELF IBT from 95 or 587 PBT), CAE (no less than 180)
6B04201 Jurisprudence, 6B04203 Human Rights and Law Enforcement		
«Cambridge English: B1 Preliminary» / «Cambridge English: B2 First»/	5	Academic IELTS certificate availability from 5.0 Band Score (minimum 5.5 on sections Writing
«Cambridge English: C1 Advanced» (semester 1)		and Speaking) or its equivalent TOEFL (TOELF IBT 64 IBT or 510 PBT), PET /FCE/CAE (PET no less than 160, FCE no less than 150, CAE no less than 160)
«Cambridge English: C1+ Advanced» (semester 2)	5	Academic IELTS certificate availability from 7.0 Band Score (minimum 5.5 on sections Writing and Speaking) or its equivalent TOEFL IBT/PBT (TOELF IBT от 95 or 587 PBT), CAE (no less than 180)

8.3 By the decision of the Committee on Academic Quality, the transfer of academic credits shall be made for:

- graduate students of the International Baccalaureate Program and Nazarbayev Intellectual Schools;
- students with technical vocational education in related educational programs;
- master students who have studied the courses of the education program of the master's program during the period of study in a bachelor's degree;

¹ Only those FCE/CAE/KET/PET certificates are accepted for consideration that are received by candidates no later than 3 years before admission to KAZGUU University

- trainee students of the Provisional Program who have mastered the courses of the bachelor's program, when enrolled in the University;
- non-degree students who have mastered the courses of the bachelor's or master's education programs, when enrolled in the University bachelor's or master's programs.

Requirements for transfer credits shall be prescribed in the academic catalog of the Higher School.

8.4 Requirements for admission to full-time education using **distance learning format**.

8.4.1 The applicants shall be accepted for distance learning full-time education program 'Jurisprudence' on the basis of higher education (period of study – 2 years) for reduced training periods.

8.4.2 For admission, an applicant sends a motivational essay according to the approved structure to email admission@kazguu.kz by August 20.

8.4.3 Admissions committee of the Higher School shall make a decision on enrollment or refusal before August 24 and provides the student's individual plan to the Admissions committee of the University.

8.4.4 Applicants recommended for admission shall submit the following documents to the Admissions committee:

- an application addressed to the University Provost (Annex 5);
- a document confirming the higher education with transcript (original);
- 3x4 sized 6 photos;
- 086 medical certificate with fluorography picture;
- Minutes of the KAZGUU Law School admissions committee on admission;
- original and copy of ID, original and copy of certificate of birth (if the applicant is under-age);
- a copy of the military registration certificate or military ID (for male students at full-time education programs).
- Individuals, who wish to study using distance learning format, shall submit an application (in any form) for permission to study using distance learning format, on the basis of which the order of the Provost shall be issued. The following documents shall be attached to the order:
 - Applicant's application (Annex 12);
 - Student's individual education plan.

8.5 Requirements for admission to full-time education with reduced training periods

8.5.1 The applicants shall be accepted for full-time education program 'Jurisprudence' on the basis of secondary vocational education (period of study – 3 years) for reduced training periods.

8.5.2 For enrolling in an educational grant, the applicant must score according to the results of UNT (no less than 25 points), including no less than 5 points in general and special subjects (for each of the subjects);

8.5.3 In the event that there is a qualification specified in the diploma of secondary vocational education, akin to the group of education programs **6B042 – Law**, the applicant shall be admitted to fee-based education on the basis of an interview with the members of the Higher School Admissions committee. The Higher School Admissions committee shall make a decision on admission by 24 August and submit it to the Admissions committee.

8.6 The enrollment procedure for applicants with double-diploma/joint programs, including the procedure and conditions for admission, the list of required documents, shall be determined by a bilateral agreement with the Partner University and annexes to this agreement.

CHAPTER 9. ADMISSION RULES AND PROCEDURE FOR APPLICANTS TO HIGHER SCHOOL OF ECONOMICS

9.1 Applicants applying for HSE education programs shall submit the list of documents to the University Admissions committee (specified in Sections 5, 6, 7).

9.2 An applicant applying for HSE education programs and having the Academic IELTS Band

Score from 5.0 or higher or its equivalent TOEFL IBT/PBT, FCE/CAE², shall be credited with the relevant courses (see Table 3) with a 100% grade (A, 'Excellent', 4.0):

Table 3 Transfer credits in English according to HSE EP

Name of courses for transfer credits	Number of credits	Reason
«Cambridge English: B1 Preliminary» / «Cambridge English: B2 First»/ «Cambridge English: C1 Advanced» (semester 1)	10	Academic IELTS certificate availability from 5.0 Band Score (minimum 5.5 on sections Writing and Speaking) or its equivalent TOEFL (TOELF IBT 64 IBT or 510 PBT), PET /FCE/CAE (PET no less than 160, FCE no less than 150, CAE no less than 160)
«Cambridge English: C1+ Advanced» (semester 2)	10	Academic IELTS certificate availability from 7.0 Band Score (minimum 5.5 on sections Writing and Speaking) or its equivalent TOEFL IBT/PBT (TOELF IBT or 95 or 587 PBT), CAE (no less than 180)

9.4 By the decision of the Committee on Academic Quality, the transfer of academic credits shall be made for:

- graduate students of the International Baccalaureate Program and Nazarbayev Intellectual Schools;
- students with technical vocational education in related educational programs;
- master students who have studied the courses of the education program of the master's program during the period of study in a bachelor's degree;
- trainee students of the Provisional Program who have mastered the courses of the bachelor's program, when enrolled in the University;
- non-degree students who have mastered the courses of the bachelor's or master's education programs, when enrolled in the University bachelor's or master's programs.
- Requirements for transfer credits shall be prescribed in the academic catalog of the Higher School.

9.5 Requirements for admission to full-time education using distance learning format.

9.5.1 Applicants shall be admitted for the following full-time education programs using distance learning format with reduced training period:

9.5.1.1 On the basis of higher education (training period – 2 years):

- 6B03101 – Psychology
- 6B03088(1) (6B03102) – Business Psychology
- 6B04088(1) (6B04110) – IT in Business
- 6B04105 – Human Resource Management

9.5.1.2 On the basis of secondary vocational education (training period – 3 years):

- 6B11102 – Tourism

9.5.2 For admission based on higher education, the applicant shall pass an interview with the members of the Higher School Admissions committee.

9.5.3 Admission to education program 'Tourism' on the basis of secondary vocational education:

9.5.3.1 For enrolling in an educational grant, the applicant must score according to the results of UNT (no less than 25 points), including no less than 5 points in general and special subjects (for each of the subjects);

9.5.3.2 In the event that there is a qualification specified in the diploma of secondary vocational education, akin to the group of education programs **6B091 – Tourism**, the applicant shall be admitted to fee-based education on the basis of an interview with the members of the Higher

² Only those FCE/CAE/KET/PET certificates are accepted for consideration that are received by candidates no later than 3 years before admission to KAZGUU University.

School Admissions committee.

9.5.4 The Higher School Admissions committee shall make a decision on admission or refusal by 24 August and submit the student's individual education plan.

9.5.5 Applicants recommended for admission shall submit the following documents to the Admissions committee:

- an application addressed to the University Provost (Annex 5);
- a document confirming the higher education with transcript (original);
- 3x4 sized 6 photos;
- 086 medical certificate with fluorography picture;
- Minutes of HSE admissions committee on admission;
- UNR certificate (if any);
- original and copy of ID, original and copy of certificate of birth (if the applicant is under-age);
- a copy of the military registration certificate or military ID (for male students at full-time education programs).

9.5.6 Individuals, who wish to study using distant learning format, shall submit an application (in any form) for permission to study using distant learning format, on the basis of which the order of the Provost shall be issued. The following documents shall be attached to the order:

- applicant's application (Annex 12);
- student's individual education plan.

9.5.7 Individuals with documents on technical and professional, post-secondary education, who have confirmed their qualifications and have work experience in their specialty for no less than one year, additionally submit one of the documents specified in Paragraph 6.1.3.

9.5.8 The enrollment procedure for applicants with dual-degree/joint programs, including the procedure and conditions for admission, the list of required documents shall be determined by a bilateral agreement with the Partner University and annexes to this agreement.

CHAPTER 10. ADMISSION RULES AND PROCEDURE FOR APPLICANTS TO KAZGUU SCHOOL OF LIBERAL ARTS

10.1 Applicants applying for SLA education programs shall submit the list of documents to the University Admissions committee (specified in Sections 5, 6, 7).

10.2 An applicant applying for education programs on 'Applied Linguistics'/'Translation Studies' and having the Academic IELTS Band Score from 7.0 or higher or its equivalent TOEFL IBT/PBT, FCE/CAE³, shall be credited with the relevant courses (see Table 4) with a 100% grade (A, 'Excellent', 4.0):

Table 4 Transfer credits in English according to SLA EP

Name of courses for transfer credits	Number of credits	Reason
Basic Foreign Language B1	10	Academic IELTS certificate availability from 7.0 Band Score (minimum 5.5 on sections Writing and Speaking) or its equivalent TOEFL IBT/PBT (TOELF IBT from 95 or 587 PBT), CAE (no less than 180)
Basic Foreign Language B2	10	Academic IELTS certificate availability from 8.0 Band Score (minimum 5.5 on sections Writing and Speaking) or its equivalent TOEFL IBT/PBT (TOELF IBT from 110 or 637 PBT), CAE (no less

³ Only those FCE/CAE/KET/PET certificates are accepted for consideration that are received by candidates no later than 3 years before admission to KAZGUU University.

		than 200)
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10.3 By the decision of the Committee on Academic Quality, the transfer of academic credits shall be made for:

- graduate students of the International Baccalaureate Program and Nazarbayev Intellectual Schools;
- students with technical vocational education in related educational programs;
- master students who have studied the courses of the education program of the master's program during the period of study in a bachelor's degree;
- trainee students of the Provisional Program who have mastered the courses of the bachelor's program, when enrolled in the University;
- non-degree students who have mastered the courses of the bachelor's or master's education programs, when enrolled in the University bachelor's or master's programs.
- Requirements for transfer credits shall be prescribed in the academic catalog of the Higher School.

10.4 Requirements for admission to full-time education with reduced training periods

10.4.1 The applicants shall be accepted for full-time education programs 'Applied Linguistics' and 'Translation Studies' on the basis of secondary vocational education (period of study – 3 years) for reduced training periods.

10.4.2 For enrolling in an educational grant, the applicant must score according to the results of UNT (no less than 25 points), including no less than 5 points in general and special subjects (for each of the subjects);

10.4.3 In the event that there is a qualification specified in the diploma of secondary vocational education, akin to the group of education programs **6B023 – Translation Studies**, the applicant shall be admitted to fee-based education on the basis of an interview with the members of the Higher School Admissions committee. The Higher School Admissions committee shall make a decision on admission by 24 August and submit it to the Admissions committee.

CHAPTER 11. ADMISSION RULES FOR MASTER'S AND DOCTORAL (PHD) PROGRAMS

11.1 Requirements for candidates:

11.1.1 According to the Model Rules for admission to training in educational organizations implementing education programs of postgraduate education (Order of the Minister of Education and Science of the Republic of Kazakhstan, dated 31 October, 2018, as amended on 14 June, 2019), admitting applications for master's and doctoral programs at OHPE and research institutions shall be held **from 3 to 25 July, 2020**.

CT, entrance examinations for groups of education programs, creative examinations shall be held **from 8 August to 16 August** of the calendar year, enrollment shall be held **before 28 August** of the calendar year.

11.1.2 In accordance with Annex 2 of Order No. 600, and the University Academic Policy, the individuals who have mastered the relevant or related professional higher education curriculum of no less than 240 ECTS (European Credit Transfer and Accumulation System) shall be admitted to Master's program. In the event that the applicant's major does not correspond to the chosen academic program, or is not related, it is mandatory to have at least 3 years of work experience in the selected program. The exception shall be applied for cross-subject programs.

11.1.3 Individuals applying for master's program shall pass CT, including Foreign language proficiency test (optional English, German and French), Proficiency profile test on education program, Readiness for training test optional in Kazakh or Russian.

11.1.4 Individuals applying for master's program with English language instruction shall pass CT, including Proficiency profile test on education program in English and Readiness for training test optional in Kazakh, Russian or English.

CT shall be carried out by National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan at places for conducting CT, determined by the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as MES RK).

A certificate shall be issued based on the CT results. Retaking CT in one and the same year shall be prohibited. Conducting CT shall be carried out in accordance with the Rules, approved by the authorized body in the field of education.

11.1.5 Individuals who have received educational documents in foreign educational institutions, in accordance with Paragraph 5 of the Model Rules for admission to training in the organization implementing education programs of postgraduate education, for admission to master's and doctoral programs in accordance with the received level of education and training profile, it is necessary to pass the recognition or nostrification procedure of educational documents and submit to Admission committee a certificate of recognition/nostrification of educational documents.

Educational documents issued by foreign educational institutions shall be recognized on the territory of the Republic of Kazakhstan in accordance with international treaties (agreements).

11.1.6 Individuals applying for master's program in the areas of 'The Humanities', 'Social Sciences', 'Business and Administration' shall be exempted from CT for a master's program with English language instruction in the event of GRE (Graduate Record Examinations) international standard test certificate availability with scores specified in Annex 8.

11.2 List of documents.

11.2.1 Individuals applying for master's program shall submit the following documents to the University:

11.2.1.1 an application addressed to the University Provost (Annex 10);

11.2.1.2 a document confirming higher education (original, when submitting documents to Admissions committee);

11.2.1.3 copy of ID;

11.2.1.4 3x4 sized 6 photos;

11.2.1.5 086 medical certificate, approved by Order No. 907 of the Acting Minister of Healthcare of the Republic of Kazakhstan dated 23 November, 2010 'On approval of forms of primary medical documentation of healthcare organizations' (registered in the Register of State Registration of Regulatory legal acts under No. 6697) (hereinafter referred to as Order No. 907);

11.2.1.6 a copy of Complex Testing certificate.

11.3 The foreign language entrance requirements.

11.3.1 Individuals who have one of the international certificates confirming foreign language proficiency in accordance with the Common European competences (standards) of foreign language proficiency shall be exempted from foreign language CT for master's program in the following languages:

English:

- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) – no less than 453 points;
- Test of English as a Foreign Language Institutional Testing Program (TOEFL IBT) threshold points – no less than 46;
- Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold points – no less than 453;
- Test of English as a Foreign Language Paper-delivered testing (TOEFL PDT) – threshold points – no less than 65;
- International English Language Tests System (IELTS), threshold points – no less than 5.5;

German:

- Deutsche Sprachprüfung fuer den Hochschulzugang (DSH, Niveau C1/C1 level), TestDaF-Prüfung (Niveau C1/C1 level);

French:

- Test de Français International™ - (TFI) – no less than B1 level on Reading and Listening sections;
- Diplome d'Etudes en Langue français (DELFL), B2 level;
- Diplome Approfondi de Langue français (DALF), C1 level;
- Test de connaissance du français (TCF) – no less than 400 points.

11.4 Requirements for candidates to HSE master's programs

11.4.1 Individuals applying for master's programs with English language instruction shall pass CT, including Proficiency profile test on education program in English and Readiness for training test optional in Kazakh, Russian or English.

11.4.2 Readiness for training test consists of the critical thinking (elementary mathematics, interpretation of various forms of information) and analytical thinking (analysis of academic and popular science texts, identifying the hidden patterns, causal relationships) test, as well as tests on special courses.

11.4.3 A prerequisite for registering for courses in Finance program shall be passing GMAT test and an interview (Annex 9). Graduates with GPA of at least 2.67 of the following universities in related majors shall be exempted from passing the internal GMAT examination and interviewing:

- Higher School of Economics, M. Narikbayev KAZGUU University;
- Nazarbayev University;
- KBTU;
- KIMEP;
- Other foreign universities with the following international accreditations: ACCA, FRM, CIMA, ICAEW.

HSE Admissions committee shall reserve the right to exempt applicants for HSE master's programs from internal GMAT examinations and interviews.

11.4.4 Individuals applying for master's program in unrelated major and having successfully passed the entrance examinations shall be recommended to master the program prerequisites in accordance with the requirements specified in HSE academic catalog.

Transfer of academic credits shall be made by the decision of the Committee on Academic Quality:

- ACCA, FRM, CIMA, ICAEW professional certificate holders;
- master students who have studied the courses of the education program of the master's program during the period of study in a bachelor's degree;
- non-degree students who have mastered the courses of the bachelor's or master's education programs, when enrolled in the University bachelor's or master's programs, no more than 40 academic credits per academic year.

11.5 Requirements for candidates to KLS master's programs

11.5.1 Individuals applying for master's program shall pass CT, including Foreign language proficiency test (optional English, German and French), Proficiency profile test on education program, Readiness for training test optional in Kazakh or Russian.

11.5.2 Individuals applying for master's programs with English language instruction shall pass CT, including Proficiency profile test on education program in English and Readiness for training test optional in Kazakh, Russian or English.

A prerequisite for registering for programs International Business Law – Double Diploma Program with Vytautas Magnus University (Lithuania), Law of International Trade, Finance and Economic Integration – Double Diploma Program with Higher School of Economics (Moscow), LLM in International Economic Law – Double Diploma Program with Halle-Wittenberg University (Germany) shall be passing an internal interview.

11.5.3 Readiness for training test consists of the critical thinking (elementary mathematics,

interpretation of various forms of information) and analytical thinking (elementary mathematics, interpretation of various forms of information) and analytical thinking (analysis of academic and popular science texts, identifying the hidden patterns, causal relationships) test, as well as tests on special courses.

11.5.4 Individuals applying for master's program in unrelated major and having successfully passed the entrance examinations shall be recommended to master the program prerequisites in accordance with the requirements of KLS programs.

11.6 Requirements for candidates to SLA master's programs

11.6.1 Individuals applying for master's programs with English language instruction shall pass CT, including Proficiency profile test on education program in English and Readiness for training test optional in Kazakh, Russian or English.

11.6.2 Readiness for training test consists of the critical thinking (elementary mathematics, interpretation of various forms of information) and analytical thinking (analysis of academic and popular science texts, identifying the hidden patterns, causal relationships) test, as well as tests on special courses.

11.6.3 Individuals applying for master's program in unrelated major and having successfully passed the entrance examinations shall be recommended to master the program prerequisites in accordance with the requirements specified in SLA academic catalog.

Transfer of academic credits shall be made by the decision of the Committee on Academic Quality:

- master students who have studied the courses of the education program of the master's program during the period of study in a bachelor's degree;
- non-degree students who have mastered the courses of the bachelor's or master's education programs, when enrolled in the University bachelor's or master's programs, no more than 40 academic credits per academic year.

11.7 Doctoral (PhD) program

11.7.1 Individuals holding Master's degree and having work experience of no less than one (1) year, who have mastered the corresponding or related professional postgraduate curriculum of no less than 120 ECTS, shall be admitted to the doctoral program.

11.7.2 Candidates applying for doctoral programs must submit the following documents to Admissions committee:

- an application addressed to the University Provost (Annex 11);
- research proposal of the planned research thesis, agreed with the prospective domestic or foreign research advisor;
- a copy of ID;
- a document confirming education (original, when submitting documents to Admissions committee);
- an international certificate confirming the foreign language proficiency in accordance with the Common European competences (standards) of foreign language proficiency;
- list of research publications (if any);
- 3x4 sized 6 photos;
- 086 medical certificate;
- personal data sheet on personnel and professional records confirming work experience (for persons with work experience).

11.7.3 For candidates for doctoral program, the provision of the original documents with copies for verification shall be mandatory. After verification, the originals shall be returned. Accepting applications for admission to doctoral program shall be carried out from 03 to 25 July 2020.

11.7.4 Individuals who have received educational documents in foreign educational institutions, in accordance with Paragraph 9-1 of the Model Rules for admission to training in the organization, implementing education programs of postgraduate education, for admission to

master's and doctoral programs in accordance with the received level of education and training profile, it is necessary to pass the recognition or nostrification procedure of educational documents and submit to Admission committee a certificate of recognition/nostrification of educational documents.

Educational documents issued by foreign educational institutions shall be recognized on the territory of the Republic of Kazakhstan in accordance with international treaties (agreements).

11.7.5 Candidates applying for doctoral program shall provide international certificates confirming foreign language proficiency in accordance with the Common European competences (standards) of foreign language proficiency:

English:

- Test of English as a Foreign Language Institutional Testing Programm - (TOEFL ITP) – no less than 460 points;
- Test of English as a Foreign Language Institutional Testing Programm (Internet-based Test) (TOEFL IBT), threshold points – no less than 32 points;
- Test of English as a Foreign Language Paper-based testing (TOEFL PBT) threshold points – no less than 400;
- Test of English as a Foreign Language Paper-delivered testing (TOEFL PDT) – threshold points – no less than 47;
- International English Language Tests System (IELTS), threshold points – no less than 4.5;

German:

- Deutsche Sprachprüfung fuer den Hochschulzugang (DSH, Niveau B2/B2 level), TestDaF-Prüfung (Niveau B2/B2 level);

French:

- Test de Français International™ (TFI) – no less than B1 level on Reading and Listening sections;
- Diplôme d'Etudes en Langue française (DELFF), B2 level);
- Diplôme Approfondi de Langue française (DALF), C1 level;
- Test de connaissance du français (TCF) – no less than 400 points.

11.7.6 Admission of individuals to doctoral program shall be carried out on a competitive basis based on the results of entrance examinations.

11.8 Selection procedure for doctoral program.

11.8.1 Entrance examinations for doctoral program shall be held **from 15 to 20 August 2020**.

11.8.2 The examination committees shall be created at the University for the period of the entrance examinations.

The form of the entrance examination shall be the preparation of a preliminary Research proposal on the proposed future research topic. Time for preparing and writing a response shall be 3 hours.

The language of the examination shall be determined by the program for which the candidates apply (Kazakh, Russian and English).

Training at doctoral programs for citizens of the Republic of Kazakhstan shall be available on a free basis or on a fee basis (at the expense of citizens' own funds and other sources).

11.8.4 Enrollment of individuals for doctoral program shall be carried out on the basis of an international certificate confirming foreign language proficiency in accordance with the Common European competences (standards) of foreign language proficiency and based on the results of an entrance examinations on the group profile of education programs of doctoral program and candidates scored no less than 50 points out of possible 100 points.

11.8.5 Individuals who have scored no less than 75 points in the entrance examination shall be enrolled in doctoral program on state educational order in a competitive basis.

In the event of identical results in points, the research achievements corresponding to the profile of the chosen major shall be taken into account: research publications, including in high-ranked research publications; certificates of research development; certificates in awarding

research scholarships, grants; certificates/diplomas for participation in research conferences and competitions, work experience in major.

11.9 Admission of foreign citizens to master's and doctoral programs.

Admission of international students to master's, doctoral programs and fellowship shall be carried out on a fee basis. Receiving free postgraduate education by foreigners on a competitive basis in accordance with the state educational order shall be determined by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.

Admission of foreign citizens to train at OHPE or research institutions on a fee basis shall be carried out according to the results of an interview conducted by the Admissions committee of OHPE or research institutions during the calendar year. Enrollment of foreign citizens shall be carried out in accordance with the academic calendar, within five (5) days before the start of the next academic period.

11.9.1 For international students the entrance examinations consist of the following:

- Interview.

One of two certificates confirms the English language proficiency:

English:

- IELTS, threshold points – no less than 5,5 for master's program, no less than 4,5 for doctoral program;
- TOEFL ITP – no less than 460 points.

German:

- Deutsche Sprachprüfung für den Hochschulzugang (DSH, Niveau C1/C1 level);
- Test DaF- Prüfung (Niveau C1/C1 level).

French:

- Test de Français International™ (TFI – no less than B1 level on Reading and Listening sections);
- Diplôme d'Études en Langue française (DELFL, B2 level);
- Diplôme Approfondi de Langue française (DALF, C1 level);
- Test de connaissance du français (TCF – no less than 400 points).

11.9.2 International students who wish to enroll in a master's or doctoral programs at the University must fill out an Application form and attach the following documents:

- bachelor's degree or master's degree diploma with transcription (original);
- 3x4 sized 6 photos;
- 086 medical certificate (with fluorography picture, a copy of vaccination card);
- certificate confirming the foreign language proficiency (if any);
- certificate of awarding an educational grant (if any);
- a copy of ID (it is must to have original documents);
- criminal record certificate;
- documents submitted in a foreign language must have a notarized translation into Kazakh or Russian.

All foreign documents on secondary or higher education must undergo nostrification (recognition) in the manner prescribed by law.

Documents according to the specified list must be sent to the Admission committee for consideration in electronic form **by 25 July, 2020**, email admission@kazquu.kz.

11.9.3 Visa support and signing contracts.

Registration of students from visa-free regime countries shall be carried out by LSO staff. Issuing invitations, visa support, registration of students from visa regime countries shall be carried out by the International Cooperation Department managers.

The Admissions committee manager shall send the student by mail an official letter of invitation from the University and a visa support number to apply for a visa at the Embassy of Kazakhstan in his/her country.

In the event that an applicant is out of Kazakhstan, it is possible to sign an agreement in his/her country and send the signed agreement by mail to the Admissions committee for further procedure (while the costs of mail services shall be covered by applicants). It is also available to sign a contract online.

After receiving a visa, the applicant must arrive in the country no later than 24 August, 2020 and pay the tuition fee for 1 semester. In this case, before arrival, the applicant must send a scanned version of the ticket and visa in the passport to the Admissions committee manager. During the day (or the next day) upon arrival in the country, the applicant must register in the LSO/ICD and Migration Service journal.

11.9.4 Campus. The applicant shall submit an application for dormitory check-in via the Platonus information system or with the help of the Admissions committee manager.

CHAPTER 12. ADMISSION RULES FOR MBA/DBA PROGRAMS

12.1 Citizens of the Republic of Kazakhstan, as well as foreign citizens with higher education, confirmed by a state-issued document and a certificate of recognition (nostrification) of educational documents (for foreign citizens) shall be admitted to continuing education programs.

12.2 Admission to MBA programs takes place three times a year: September, December and March.

12.3 Admission to the DBA program takes place once a year, with enrollment in September of the current year.

12.3 Requirements for students of continuing education programs:

- MBA: work experience of no less than five (5) years (Admissions committee reserves the right to consider exceptional candidates with work experience of no less than three (3) years), with the obligatory provision of an open CV describing the academic background and work experience;
- DBA: Master's/MBA/PhD degree, 7 years of work experience, 3 of them in a managerial position.

12.4 Training on continuing education programs shall be carried out on the basis of contracts for providing educational services concluded with M. Narikbayev KAZGUU University JSC with individuals or legal entities.

12.5 The MBA/DBA students shall be formed from individuals whose tuition fees are paid at the expense of citizens' own funds and other sources.

12.6 International students shall be accepted for MBA/DBA programs in the manner prescribed by the legislation of the Republic of Kazakhstan.

12.7 Applicants for MBA/DBA programs shall submit the following documents to the University Admissions committee:

- an application addressed to the University Provost;
- a copy of a document of higher education;
- a personal data sheet on personnel and professional records and copy of work book (if any);
- CV;
- Letter of Recommendation;
- 3x4 sized 6 photos;
- 086 medical certificate;
- a copy of ID;
- list of research publications, as well as recommendations for candidates for DBA program (if any).

12.8 The original of the documents shall be provided with copies for verification. After verification, the originals shall be returned.

12.9 Documents submitted in a foreign language must have a notarized translation into Kazakh

or Russian. Documents provided by foreign citizens must be notarized in the prescribed manner.
12.10 Candidates applying for MBA programs shall be interviewed (the presence of recommendation letters is valid during the interview) and submit an ESSAY on the chosen topic (no less than 500 words).

Essay 1. The University and Business School community is multicultural and multinational. In what extent your personal experience can influence the development of our community.

Essay 2. Describe your personal achievement that has particular impacts on your life.

12.11 Candidates applying for DBA program, at the first stage, shall submit a detailed essay with answers to the following questions: What factors motivated you to become a program candidate. What goals do you have in business and what research fields you suppose to choose? Describe your research section in brief. The second stage shall be the interview (the presence of recommendation letters is important for the interview).

12.12 Admissions committee of Business School shall be created to conduct an interview for MBA/DBA programs. The Admissions committee shall consist of a chairman and two members, as well as appeal commissions from among the Business School instructors.

12.13 Enrollment in MBA/DBA programs shall be carried out by order of the Provost based on the decision of the Admissions committee.

12.14 The University Admissions committee shall carry out enrollment in the number of students before 30 August, 30 November, 1 March of the current academic year.

12.15 The order on the enrollment of students on a contractual basis shall be issued only after the conclusion of an agreement for providing educational services and full or partial payment (first tranche) of the first academic year.

12.16 All MBA program graduates shall receive a diploma of the Republic of Kazakhstan of the established sample, Diploma Supplement, a diploma of the proper sample and the opportunity to receive an international double diploma from Business School Partner Universities with an academic degree: 7M041 Master of Business Administration.

12.17 All DBA program graduates shall receive a diploma of the Republic of Kazakhstan of the established sample, Diploma Supplement, a diploma of the proper sample and the opportunity to receive an international double diploma from Business School Partner Universities. The degree awarded: 8D041 Doctor of Business Administration.

CHAPTER 13. ADMISSION REQUIREMENTS OF BACHELOR'S PROGRAMS FOR INTERNATIONAL STUDENTS

13.1 Admission of international students to education programs shall be carried out on the basis of the applicant's applications and the results of entrance examinations conducted by the University Admissions committee.

International students who wish to apply for a bachelor's program must fill out an Application form and attach the following documents:

Before the interview:

- a copy of passport;
- original document on secondary, technical and vocational (primary and secondary vocational, post-secondary) or higher education (certificate/diploma with transcript);
- documents submitted in a foreign language must have a notarized translation into Kazakh or Russian. If the applicant is under 18 years old, it is necessary to provide a copy of the birth certificate and the presence of one of the parents is obliged;

After the interview:

- 3x4 sized 6 photos;
- 086 medical certificate;

- Minutes of the decision of the Committee.

13.2 An applicant shall be able to provide copies of documents online by sending them to Admissions committee e-mail admission@kazguu.kz, while the applicant shall undertake to provide the original documents to Admissions committee when enrolling. Educational documents issued by foreign educational institutions shall undergo a nostrification (recognition) procedure in accordance with the procedure established by law after the enrollment of individuals during the first semester of the academic year.

13.3 Enrollment period.

For citizens from:

- visa regime countries before 1 August 2020;
- visa-free regime countries before 15 August 2020.

13.4 Requirements for English proficiency.

For admission, applicants must pass KAZGUU English Placement Test to determine English proficiency level. The cost of testing shall be determined according to the register of prices of the University.

An applicant who has submitted an Academic IELTS certificate to Admissions committee with a score corresponding to the school requirements specified in Table 1, shall not pass the English proficiency level test.

13.5 Interview with foreign applicants.

Interviews with applicants shall be conducted by the Higher Schools Admission committees. Within three days, the applicant receives a notification of the results of the interview (listed on the website and individually by e-mail).

The applicant receives confirmation of the decision by the Committee, instructions for obtaining a visa, login for AIS Platonus and information on obtaining health insurance.

13.6 Visa support and signing contracts.

Registration of students from visa-free regime countries shall be carried out by LSO staff. Issuing invitations, visa support, registration of students from visa regime countries shall be carried out by the International Cooperation Department managers.

The Admissions committee manager shall send the student by mail an official letter of invitation from the University and a visa support number to apply for a visa at the Embassy of Kazakhstan in his/her country.

In the event that an applicant is out of the Republic of Kazakhstan, it is possible to sign an agreement in his/her country and send the signed agreement by mail to the Admissions committee for further procedure (while the costs of mail services shall be covered by applicants). It is also available to sign a contract online.

After receiving a visa, the applicant must arrive in the country no later than 20 August, 2020 and pay the tuition fee for 1 semester. In this case, before arrival, the applicant must send a scanned version of the ticket and visa in the passport to the Admissions committee manager. During the day (or the next day) upon arrival in the country, the applicant must register in the LSO/ICD and Migration Service journal.

13.7 Campus. The applicant shall submit an application for dormitory check-in via the Platonus information system or with the help of the Admissions committee manager.

13.8 Requirements for knowledge in mathematics for HSE.

For admission of foreign applicants to the education programs in Economics, Finance, Accounting and Audit, and Management at HSE, it is necessary to pass an internal examination in Mathematics. In the event that applicant provides the Admissions Committee with GMAT certificates, as well as supporting documents on completion of the International Baccalaureate (IB) and passing the Cambridge International AS and A Level qualification (CIE), the applicant shall be exempted from passing the internal examination.

Table 5 Entrance requirements for mathematics

Education program	Internal examination	GMAT	IB	Cambridge test
6B04102 Economics 6B04104 Finance	25 points of 40	30% of 100%	B-	B-
6B04106 Management 6B04103 Entrepreneurship, 6B04105 Human Resource Management 6B04107 Marketing	15 points of 40	30% of 100%	B-	B-
6B04088 IT in Business	20 points of 40	30% of 100%	B-	B-

CHAPTER 14. OTHER TERMS AND CONDITIONS

14.1 Any changes and additions shall be made to these Rules only in agreement with the Chairman of the Management Board of JSC "M. Narikbayev KAZGUU University". The original of this document shall be kept in Marketing and Sales Department, copies certified in accordance with the established procedure shall be handed to the heads of structural divisions.

**The list of education programs of JSC “M. Narikbayev KAZGUU
University” for enrolling full-time training
(with core subjects of unified national testing and threshold points)**

Code	Name of education program	Core subject 1	Core subject 2	Language instruction
Names of groups for education programs				
B036 Translation Studies				
6B02301	Translation Studies	The World History (no less than 5 points)	The Foreign Language (no less than 5 points)	English
6B02302	Applied Linguistics	The World History (no less than 5 points)	The Foreign Language (no less than 5 points)	English
B037 Philology				
6B02303	Kazakh-English Languages and Linguistics	The Kazakh Language (no less than 5 points)	The Kazakh Literature (no less than 5 points)	Kazakh
B040 Political and Civic Studies				
6B03103	International Relations	The World History (no less than 5 points)	The Foreign Language (no less than 27 points)	English
B041 Psychology				
6B03101	Psychology	Biology (no less than 5 points)	Geography (no less than 5 points)	English/ Kazakh/ Russian
6B03088 (1 (6B03102)	Business Psychology	Biology (no less than 5 points)	Geography (no less than 5 points)	English/ Kazakh/ Russian
B042 Law				
6B04201	Jurisprudence	The World History (no less than 5 points)	Man, Society and Law (no less than 10 points) ⁵	Kazakh/ Russian
6B04202	International Law	The World History (no less than 5 points)	Man, Society and Law (no less than 10 points) ⁵	Kazakh/ Russian
6B04203	Human Rights and Law Enforcement	The World History (no less than 5 points)	Man, Society and Law (no less than 10 points) ⁵	Kazakh/ Russian
B044 Management and Administration				
6B04106	Management	Geography (no less than 5 points)	Mathematics (no less than 15 points)	English/ Kazakh/ Russian
6B04103	Hospitality	Geography (no less than 5 points)	Mathematics (no less than 15 points)	English/ Kazakh/ Russian

6B04105	Human Resource Management	Geography (no less than 5 points)	Mathematics (no less than 15 points)	English/ Kazakh/ Russian
6B04107	Marketing	Geography (no less than 5 points)	Mathematics (no less than 15 points)	English/ Russian
6B04088 (1) (6B04110)	IT in Business	Geography (no less than 5 points)	Mathematics (no less than 20 points)	English
B045 Audit and Taxation				
6B04101	Accounting and Audit	Geography (no less than 5 points)	Mathematics (no less than 5 points)	English
B046 Finance, Economics, Banking and Insurance				
6B04102	Economics	Geography (no less than 5 points)	Mathematics (no less than 5 points)	English
6B04104	Finance	Geography (no less than 5 points)	Mathematics (no less than 5 points)	English
B090 Social Work				
6B10201	Social Work	Biology (no less than 5 points)	Geography (no less than 5 points)	English
6B091 Tourism				
6B11101	Hospitality	Geography (no less than 5 points)	The Foreign Language (no less than 5 points)	English
6B11102	Tourism	Geography (no less than 5 points)	The Foreign Language (no less than 5 points)	English/ Kazakh ⁷

⁴ International accreditations are not subject to Kazakh and Russian language instructions

⁵ Applicants who have scored less than 10 points in UNT on subject 'Man, Society and Law' shall be enrolled in KLS programs conditionally and based on the results of their studies in the first semester, they must successfully master the course 'General Theory of Law and State' with a final grade of no less than C +; 70 %; 2.33., They cannot be transferred to subsequent courses, until the specified requirement shall be met.

⁶ International accreditations are not subject to Kazakh and Russian language instructions

⁷ International accreditations are not subject to Kazakh and Russian language instructions

The list of education programs of JSC “M. Narikbayev KAZGUU University” for enrolling reduced training periods

a) on the basis of secondary vocational education (full-time education)

Code	Name of education program	General course	Special course	Language instruction	Period
Names of groups for education programs					
B036 Translation Studies					
6B02301	Translation Studies	Kazakh/ Russian	The Foreign Language	English	3
6B02302	Applied Linguistics	Kazakh/ Russian	The Foreign Language	English	3
B042 Law					
6B04201	Jurisprudence	General Theory of Law and State	Civil Law of the Republic of Kazakhstan	Kazakh/ Russian	3

б) on the basis of secondary vocational education (full-time education with using distance learning format)

Code	Name of education program	General course	Special course	Language instruction	Period
Names of groups for education programs					
6B091 Tourism					
6B11102	Tourism	Geography	Tourism Management	Russian ⁸	3

в) on the basis of higher education (full-time education with using distance learning format)

Code	Name of education program	Period	Language instruction
B041 Psychology			
6B03101	Psychology	2	Russian ⁹
6B03088 (1) (6B03102)	Business Psychology	2	Russian
B044 Management and Administration			
6B04105	Human Resource Management	2	Russian
6B04088 (1) (6B04110)	IT in Business	2	Russian
B042 Law			
6B04201	Jurisprudence	2	Russian

8 International accreditations are not subject to Kazakh and Russian language instructions
9 International accreditations are not subject to Kazakh and Russian language instructions

The list of master's and doctor's education programs of M. Narikbayev KAZGUU University

Code	Name of education program	Period	Language instruction
Groups of education programs			
M066 Psychology			
7M03088(1)) (7M03122)	Business Psychology	2 years/ 1.5 years/ 1 year	English/ Russian
M056 Translation Studies			
7M02301	Translation Studies	2 years/ 1 year	English
M059 The Foreign Philology			
7M02302 (7M02088)	Applied Linguistics	2 years/ 1 year	English
M061 Sociology			
7M03102	Sociology	2 years	English
M070 Economics			
7M04102	Economics	2 years/ 1.5 year	English
M072 Management and Administration			
7M04105	Human Resource Management	2 years/ 1 year	English
7M04105	Human Resource Management	2 years/ 1 year	Russian
7M04109	Leadership and Corporate Management	1.5 years	English
7M11102	Tourism Management	2 years	English
7M04150	Master of Business Administration	2 years	English/ Russian
7M04151	Executive MBA	1 year	English / Russian
M073 Audit and Taxation			
7M04108	Management Accounting	2 years/ 1.5 years/ 1 year	English
M074 Finance, Banking and Insurance			
7M04104	Finance	2 years/ 1.5 years	English
M075 Marketing			
7M04107	Marketing	2 years/ 1 year	English
7M078 Law			
7M04020 1	Jurisprudence	2 years/ 1 year	Kazakh/ Russian
7M04020 2	International Law	2 years/ 1 year	English
7M04020 5	Law of International Trade, Finance and Economic Integration - Double Diploma Program with Higher School of Economics (Moscow)	2 years	English
7M04020 6	LLM in Law - Double Diploma Program with Halle-Wittenberg University (Germany)	2 years	English
7M04208	IT Law	1 year	English

7M04209	International Business Law - Double Diploma Program with Vytautas Magnus University (Lithuania)	1,5 years	English
8D04 Business, Administration and Law			
8D04150	DBA	3 years	English / Russian
8D04201	Jurisprudence	3 years	Kazakh/ Russian
8D04202	International Law	3 years	Kazakh/ Russian

The list of education program groups for social and economic development of the rural areas providing the admission quotas to JSC “M. Narikbayev KAZGUU University”

Number of groups for education program	Name of education groups
B044	Management and Administration
B045	Audit and Taxation

To Provost of
JSC "M. Narikbayev KAZGUU
University"

Pen S.G.

From Mr./Ms. _____
(applicant's full name: family name, first name,
patronymic name)

(full name of applicant's legal representative, if
needed)

Address _____
(registration address, home address, contact
phones)

Graduated from _____
(indicate the name of educational institution,
address and year of graduation)

What foreign language did you study at school _____

Indicate the foreign language proficiency level:

elementary intermediate upper-intermediate advanced

Indicate the Kazakh language proficiency level

elementary intermediate upper-intermediate advanced

APPLICATION

I request your permission to admit me to the entrance competition for University program: *full-time*
on groups of education programs _____
on education program _____

(code and name)

for Russian Kazakh English
I don't need I need a campus

I additionally inform about myself:

Gender ___ Nationality _____ Year and place of birth _____

Family name, first name, patronymic name of parents or persons substituting parents, for contact
only in case of emergency:

Family name, first name, Patronymic name	Family relationship	Residence/ address	Phone/e-mail

I additionally inform about myself:

I have read the Charter of M. Narikbayev KAZGUU University JSC, Admission Policy of 2020

« _____ » _____ 2020.

_____ (signature)

KAZGUU English Placement Test entrance examination rules

Candidates should:

- come to the registration at the address of the examination in the interval between 9:00 to 9:50;
- leave all the personal belongings in the registration room;
- take only 2 documents to the examination classroom: an identity document (original + copy) and a payment receipt (according to the register of the cost of services*);
- follow carefully the instructions given on the testing day;
- inform immediately the examiner in case you have received an incorrect exam booklet;
- inform immediately the examiner in case if the examination booklet is incomplete and/or difficult to read.

** this amount is not refundable in case of refusal to pass the entrance examination or upon further enrollment in training under an educational grant.*

Candidates are prohibited to:

- violate the examination rules;
- enter the examination classroom with auxiliary materials, with a mobile phone (on or off) and other electronic devices;
- make noise before or during the examination;
- use a corrector and markers;
- use the pen during the Listening and Reading sections;
- speak loudly to the examiner during the examination. Raise your hand in case you need to ask;
- exchange materials and documents with other candidates during testing;
- talk, cheat during the examination;
- continue writing after the instruction 'Stop writing now' has been given. Invigilator has the right not to accept those answers added after the instruction 'Stop writing now';
- take the examination materials with you;
- leave the place before all examination materials have been collected;
- discuss and disclosure the content of the examination.

Breaks

- There are no breaks between the first three parts of the examination: Listening, Reading and Writing;
- Candidates who need to go to washing room can do so at the expense of personal examination time;
- Candidates are not allowed to leave the examination classroom during the playback of the audio recording, as well as during the collection and distribution of examination papers and in the last 5 minutes of each section.

Also remember:

- A candidate who violates one or more of the listed rules will be dismissed from the KAZGUU English Placement Test and will not receive a refund for the test;
- All Listening, Reading, Writing and Speaking parts of the examination are held on the same day and follow each other without interruption.

Payment for participation in the entrance examination is made in accordance with the register of M. Narikbayev KAZGUU University. You can find the detailed information at Admissions committee or on the official website of the University.

The list of education programs groups with core courses of complex testing for admission to the master's program

Code	Education program	Course 1	Course 2
7M040201	Jurisprudence	General Theory of Law and State	Case study (a comprehensive legal analysis of a specific case based on applying the norms of the legislations of the Republic of Kazakhstan and/ or international law)
7M040202	International Law		
7M040205	Law of International Trade, Finance and Economic Integration - Double Diploma Program with Higher School of Economics (Moscow)		
7M040206	LLM in Law - Double Diploma Program with Halle-Wittenberg University (Germany)		
7M04208	IT Law		
7M04209	International Business Law - Double Diploma Program with Vytautas Magnus University (Lithuania)		
7M04102	Economics	Economic Theory	Macroeconomics
7M04104	Finance	Economic Theory	Macroeconomics
7M04105	Human Resource Management	Management	Business organization
7M04107	Marketing	Economic Theory	Macroeconomics
7M04108	Management Accounting	Basics of Accounting	Audit
7M04109	Leadership and Corporate Management	Management	Business organization
7M04088(3)	Tourism Management	Management	Business organization
7M02301	Translation Studies	Translation Theory	The foreign language for professional purposes
7M02302 (7M02088)	Applied Linguistics	Fundamentals of the Language Theory	The foreign language for professional purposes
7M03088(1) (7M03122)	Business Psychology	General Psychology	Developmental psychology

7M03102	Sociology	History of Sociology	Organization and planning of sociological research
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Scales for converting the international certificate scores of GRE into CT scores for master's program with English language instruction

International GRE test			Complex testing	
Test sections	Points for training specialists in 'The Humanities', 'Social Sciences'	Points for training specialists in 'Business and Administration'	Test types	Points
Quantitative Reasoning	No less than 155 points	No less than 160 points	Readiness for training test	30
			Proficiency profile test on education program	70

**Internal entrance examination for master's program of Higher School of Economics
on 'Finance'**

BLOCK 1 – Quantitative	Task 1 – Problem solving
BLOCK 2 – Date Sufficiency Problem	Task 1 – Analysis of quantitative tasks
Time (min)	120
Threshold points	By the decision of Higher School of Economics Admissions committee

To Provost
of JSC “M. Narikbayev
KAZGUU University”

Pen S.G.

From _____
(full name)

Home address: _____

Mob. phone: _____

E-mail: _____

Application

I request _____ your permission to admit me to the entrance competition for
master’s program
of JSC “M. Narikbayev KAZGUU University” on the group of education programs:

Master’s program:

Scientific and pedagogical master’s program – 2 years

Specialized master’s program – 1 year, 1,5 years

For education program: _____

For state grant:

I claim

I do not claim

I additionally inform about myself:

ID (passport) No _____ issued by _____

The foreign language I plan to take the examination (if you have IELTS certificate, put --):

I have read the Rules of admission to master’s program _____

(signature)

« ____ » _____ 20 ____.

To Provost
of JSC “M. Narikbayev
KAZGUU University”

Pen S.G.

From _____

(full name)

Home address: _____

Mob. phone: _____

E-mail: _____

Application

I request _____ your permission to admit me to the entrance competition for doctoral program of JSC “M. Narikbaev KAZGUU University” on the group of education programs:

For education program: _____

For state grant:

I claim

I do not claim

I additionally inform about myself:

ID (passport) No _____ issued by _____

The foreign language I plan to take the examination (*if you have IELTS certificate, put --*):

I have read the Rules of admission to doctoral program _____

(signature)

« ____ » _____ 20 ____.

APPLICATION

I request your permission for distant learning format on education program _____
_____, _____ department (on the basis of higher education, training period
- 2 years), in accordance with the following reasons:
_____(state the
reasons).

« _____ » _____ 2020.

_____ (*signature*)