

"APPROVED"
by the decision of the Academic Council
NJSC Narxoz University
from " 31 " 03 2023
Protocol № 16



ADMISSION RULES
in the NJSC "Narxoz University" of applicants
for undergraduate educational programs

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Document passport

Title of the document:	Rules for admission to NJSC Narxoz University for applicants for undergraduate educational programs
Short description:	These Rules regulate the process of admission of applicants for undergraduate educational programs at NJSC Narxoz University on the basis of the Model Rules for Admission to Higher Education Programs approved by the Ministry of Science and Higher Education of the Republic of Kazakhstan
Topic:	Rules for admission to higher education programs
Status:	current
Approval date:	_____
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Audit date:	As the rules are updated, as needed
Responsible for audit:	Responsible Secretary of the Admissions Committee

Approval sheet

Agreed:

Vice Provost for Academic Work

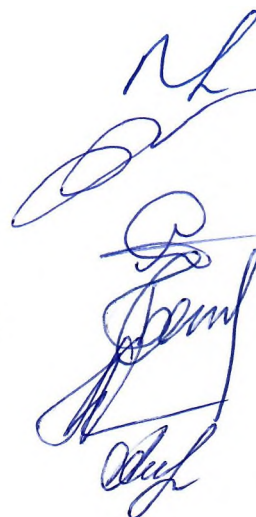
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1. GENERAL PROVISIONS

1.1. These Rules for Admission to NJSC Narxoz University for applicants for undergraduate educational programs (hereinafter referred to as the Rules) are developed in accordance with the current regulatory legal acts regulating the activities of educational organizations in the Republic of Kazakhstan, the Model Rules for Admission to Education in Educational Organizations Implementing Educational Programs of Higher Education and postgraduate education, approved by the Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated October 31, 2018 No. 600 (hereinafter referred to as the Model Rules), and determine the procedure for admission of applicants for undergraduate educational programs to the Narxoz University Non-Commercial Joint Stock Company (hereinafter referred to as the University) in order to form a student body.

The University accepts persons with a general secondary (general secondary), technical and professional (primary or secondary professional), post-secondary, higher education (higher professional) on the basis of a state educational order and an educational grant of higher education at the expense of the republican budget or local budget, as well as payment for tuition at the expense of the student's own funds and other sources. The process of obtaining and the possibility of participation are regulated in accordance with the current regulatory legal acts.

The right to receive free higher education by foreigners on a competitive basis in accordance with the state educational order is determined by international treaties of the Republic of Kazakhstan.

1.2. Admission to the University is carried out for training:

1.2.1. on an educational grant for higher education programs (based on secondary, technical and professional education);

1.2.2. on a paid basis for higher education programs (based on secondary, technical and professional higher education);

1.2.3. under the educational grant of business partners of the University (on the basis of secondary, technical and professional education).

1.3. Citizens of the Republic of Kazakhstan with technical and professional, post-secondary or higher education are accepted to study under educational programs of higher education, which provide for reduced terms of study.

Admission to the University of persons with technical and professional or post-secondary education with the qualification of "mid-level specialist" or "applied bachelor" in related areas of training of higher education personnel, providing for reduced training periods, entering paid education is carried out by the University Admissions Committee based on the results of the interview.

1.4. Admission to the University of persons with higher education, for a group of educational programs that provide for reduced terms of study on a paid basis, is carried out by the University Admissions Committee based on the results of the interview.

1.5. Admission of persons with technical and professional, post-secondary education (colleges), not to related educational programs, as well as to participate in the competition for the award of a state educational grant, for full or reduced (in the case of a state educational grant) take part in the process of passing the Unified National testing (hereinafter UNT).

The UNT is also held for graduates of organizations of general secondary education (secondary general) of past years, graduates of organizations of technical and professional (primary and secondary professional), post-secondary education, graduates of secondary schools who studied through the international exchange of schoolchildren abroad, as well as persons who graduated from organizations education abroad.

1.6. Admission of persons with higher education to educational programs that provide for reduced terms of study, on a paid basis, is carried out by the University Admissions Committee based on the results of the interview.

Organization of acceptance of documents for participation in the UNT

1.7. Applications for participation in the UNT are accepted by the national testing center.

1.8. The University Admissions Committee provides advice on the deadlines for accepting applications and navigating through the information resources of the National Testing Center.

2. ADMISSION TO THE UNIVERSITY ON THE STATE EDUCATIONAL GRANTS

2.1. Admission to the University for study on an educational grant is carried out on the basis of an application from citizens in accordance with the points of the certificate issued based on the results of the UNT, conducted using technologies developed by the National Testing Center of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

2.2. To the University Admissions Committee or through the web portal of the Electronic Government of the Republic of Kazakhstan egov . kz the following documents are attached:

2.2.1. application for admission to educational programs of higher education for study on an educational grant;

2.2.2. a document on secondary general (general secondary), primary professional (technical and professional), secondary professional (after secondary) or higher education (original);

2.2.3. 6 photographs 3x4 in size;

2.2.4. medical certificate form 075-U (including those issued in electronic format);

2.2.5. UNT certificate (electronic);

2.2.6. electronic certificate of awarding an educational grant;

2.2.7. identity document (copy);

2.1.8. registration certificate (for young men).

Organization of acceptance of documents for participation in the competition for the award of an educational grant of the Ministry of Science and Higher Education of the Republic of Kazakhstan

2.2. The grant is awarded on the basis of a competition for a state grant for the following groups of educational programs:

- Sociology, Psychology, Environment, Information Security, Tourism, Catering and Hotel Business, Political Science, Management and Management, Audit and Taxation, Finance, Economics, Banking and Insurance, Marketing and Advertising, Labor Skills, Mathematics and Statistics, Information Technology, Social Work, International Relations and Diplomacy, Law).

2.3. Persons with certificates of international standardized tests SAT, AST, IB with the transfer of points to UNT.

2.4. The application for participation in the competition indicates the selected group of educational programs and the educational organization that implements educational programs of higher education.

2.5. Applications for participation in the competition for the award of educational grants are accepted by the Admissions Committee on time in accordance with the rules approved by the Decree of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58 (or through the e-Government Portal).

2.6. Lists of grant holders are published in the media within the time limits established by the regulatory legal acts of the Republic of Kazakhstan.

2.7. Citizens of the Republic of Kazakhstan entering the University on the basis of a state grant conclude an agreement on working out for at least 3 (three) years in the manner determined by the Government of the Republic of Kazakhstan.

2.8. Persons who have received an electronic certificate of the award of an educational grant, apply for admission to the University through the e-government portal or offline and are enrolled in the number of students by order of an authorized official of the University by August 25 of the corresponding year.

2.9. Additional requirements for admission to the University's educational programs are set out in Chapter 5 of these Rules.

3. ADMISSION TO THE UNIVERSITY ON A PAID BASIS

3.1. Admission of citizens to the University for tuition on a fee basis is carried out according to the applications of citizens on the basis of the minimum threshold score in accordance with the points of the certificate issued by the results of the UNT:

- at least 70 points in general and at least 5 points in each of the subjects, (group of educational programs: Political Science, Management and Management, Marketing and Advertising, Labor Skills, Mathematics and Statistics, Information Technology, Social Work, International Relations and Diplomacy, Information Security, Sociology, Psychology, Environment, Tourism, Catering and hotel business);
- at least 70 points in general and at least 17 points in mathematics (group of educational programs: Audit and taxation, Finance, Economics, banking and insurance, EP: IT in Business);
- at least 75 points, including at least 5 points in each of the subjects (group of educational programs: Law).

3.2. A contract for the paid provision of educational services is drawn up with applicants who have scored a threshold score based on the results of the UNT. After that, the applicant pays for the tuition in accordance with the terms specified in the contract and the applicant can be enrolled in the number of students in the Russian, Kazakh, English language.

3.3. Applicants who have fulfilled the conditions of paragraph 3.1. but have not scored enough points are enrolled in the number of students conditionally with the conclusion of a corresponding contract for the provision of paid educational services.

3.4. In the event that a conditionally enrolled applicant does not gain passing scores for the UNT within the period specified in the contract, then the student cannot continue studying as a student.

3.5. If a student enrolled conditionally gains threshold scores within the period specified in the contract, then the student is enrolled as a student of the University.

3.6. Applicants who have graduated from college have access to abbreviated programs according to Appendix 5.

3.7. Enrollment among the students of the University is carried out by the Admissions Committee of the University from August 10 to 25.

3.8. Admission of graduates of Nazarbayev Intellectual Schools and / or graduates of the International Baccalaureate (IB), Cambridge A- level programs is carried out according to the mechanism approved by the Educational and Methodological Council, specified in Appendix 2. Graduates of other schools can apply for re-crediting of the subjects "foreign language", according to Appendix 1 or the decision of the commissions for quality assurance or other authorized bodies for the implementation of the transfer.

3.9. In the absence of payment on time (the fact of payment is the receipt of funds to the account of the University) - the applicant is not subject to enrollment among the students of the University.

3.10. The applicant has the right to provide a guarantee letter of payment before the start of classes. In case of non-fulfillment of the conditions of the letter of guarantee, the applicant will be expelled from the number of students.

3.11. Additional requirements for admission to the University's educational programs are set out in Chapter 5 of these Rules.

4. ADMISSION OF FOREIGN CITIZENS

4.1. Admission of foreign citizens to study at the University on a paid basis is based on the results of an interview conducted by the University Admissions Committee. At the same time, foreign citizens who graduated from educational organizations on the territory of the Republic of Kazakhstan or abroad enter the paid department of the University based on the results of an interview conducted, including in electronic form.

4.2. The right to receive free higher education by foreigners on a competitive basis in accordance with the state educational order is determined by international treaties of the Republic of Kazakhstan.

Documents submitted in a foreign language must have a notarized translation into the state or Russian language in 2 copies.

4.3. Documents on education issued by foreign educational organizations undergo the nostrification procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after enrollment of persons, during the first semester of study.

5. REQUIREMENTS FOR PLACEMENT TEST FOR APPLICANTS

5.1 For admission to the University's educational programs, one of the mandatory conditions is the passage of the Placement Test, which consists of blocks:

- critical thinking;
- English.

5.2 Applicants are exempt from English language proficiency testing in the presence of a supporting document on English language proficiency (Appendix 2). At the same time, only those certificates whose validity period is relevant as of August 25, 2023 are accepted for consideration. (inclusive).

6. RESPONSIBILITY OF EMPLOYEES OF THE ADMISSION COMMISSION FOR ADMISSION TO EDUCATIONAL BACHELOR PROGRAMS

Employees of the Admissions Committee are responsible in the event of:

- 6.1 Failure to comply with the deadlines for receiving documents from applicants.
- 6.2 Improper performance or failure to perform their duties, within the limits determined by the current labor legislation of the Republic of Kazakhstan, as well as the internal labor regulations of the University.
- 6.3 Causing material damage within the limits determined by the current labor and civil legislation of the Republic of Kazakhstan.

7. RESPONSIBILITY OF SUBDIVISIONS IN JOINT WORK WITH THE ADMISSION COMMISSION

7.1 The Department of Marketing and Admissions of the University is responsible for the timeliness of the information provided on the official website of the University.

7.2 The Admissions Committee together with the employees of the Center for Information Technologies are responsible for the technical support of the work of the Admissions Committee and the organization of training for technical secretaries and consultants.

7.3 The School of Arts and Social Sciences is responsible for ensuring the smooth conduct of the Placement Test.

8. UNIVERSITY ADMISSION

8.1 Enrollment in the number of students of the University is carried out by the Admission Committee of the University from August 10 to August 25 of the corresponding year.

8.2 In the case of an applicant applying for an educational loan issued by second-tier banks, the applicant is enrolled in the number of students of the University upon providing them with a relevant certificate from the bank confirming that the documents are under consideration.

At the same time, he is granted a deferment in paying the amount established in the contract for the provision of educational services and payable before it is credited, for the period of obtaining an educational loan, but not more than four weeks from the date of receipt of a certificate from the bank.

8.3 Citizens with a disability of the first or second group, disabled children, as well as disabled since childhood, provide the University Admissions Committee with a conclusion of a medical and social examination (MSE) on the absence of contraindications for studying in the chosen educational program.

10. POLICY AND STRATEGIC OBJECTIVES UNIVERSITY NARXOZ IN THE RECEPTION AREA FOR EDUCATIONAL PROGRAMS OF HIGHER EDUCATION

9.1 The purpose of the recruitment and admission process is to help applicants make the best decisions about their future professional career. This goal takes precedence over other goals, including the achievement of established recruiting goals.

9.2 Applicants should be informed about the University's approach to competencies, the University's standards for learning outcomes, and the methods of verification to achieve such standards.

9.3 The Admissions Committee, in its activities during the Admissions Campaign, brings to the attention of applicants that the University has zero tolerance for cheating in exams, corruption and plagiarism. In particular, applicants should independently familiarize themselves with this information on the University website, the University's social networks.

9.4 The University makes it possible for applicants to contact students who are already studying so that applicants can learn about all aspects of studying at the University through live meetings, creating an information point and infrastructure in social networks, and holding online events. Interference of the University leadership in such meetings is excluded.

9.5 Applicants and their legal representatives can freely ask questions to employees and management of the University. The internal rules of the University oblige the employees of the University to provide applicants with timely, correct and accurate information online / offline.

9.6 The Department of Marketing and Admissions The University on the official website of the University publishes all regulatory documents, quality standards and other internal documents of the University in the field of recruitment of applicants. The University also publishes information about changes in admission procedures in accordance with the current regulatory legal acts of the Republic of Kazakhstan.

9.7 Every year in March of the corresponding year, the Admissions Committee considers complaints and appeals regarding recruiting, selection and enrollment procedures and, if necessary, makes amendments to the work procedure. This performance review includes checking that procedures are aligned with the mission, vision, and strategic goals of the University. The procedures are annually agreed and approved by the Chairman of the Admissions Committee, no later than April of the corresponding year.

9.8 The Department of Marketing and Admissions and the Admissions Committee provide sufficient information to applicants in order to motivate their transition to the ranks of students of the University. The University ensures that the timing and content of any information or event is appropriate and relevant to the various needs of applicants.

9.9 The admission rules of Narxoz University are based on the principles of respect for the diversity of physical and mental abilities, gender identity, age, socio-economic status, ethnicity, race, nationality, religion and culture of applicants.

9.10 If there are changes in the educational programs of the University, the Marketing and Admissions Department, the Admissions Committee, within its competence, informs applicants about the changes that have taken place and advises them on possible choices in such situations.

Developers:

Head of Recruiting and Admissions Department

Attachment 1.
to the rules of admission
in the NJSC " Narxoz University " of applicants
for bachelor's degree programs.

According to the decision of the Academic Council of Narxoz University dated October 19, 2021 Minutes No. 5, the Regulations on the procedure for recognizing the learning outcomes of formal and non-formal education graduating from Nazarbayev Intellectual Schools or the International Baccalaureate for all educational programs of the University are approved on the basis of the following correspondence table, subject to the specified credit recognition conditions:

Cycle	NIS disciplines	Disciplines Narxoz	Conditions for recognition of loans
OOD	English language	Foreign language	Recognition of the result and re - crediting of 10 credits in the discipline
OOD	Kazakh/Russian language 1.2	Kazakh (Russian) language	Decision of the Quality Assurance Commission of the School to recognize the result and re- credit the amount of credits (5-10)
OOD	Modern history of Kazakhstan	Modern history of Kazakhstan	Recognition of the result and re - crediting of 5 credits, subject to passing the State exam. Passing the exam is possible without studying the discipline, if necessary, it is possible to study the discipline
OOD	Global perspectives and project work	Socio-Political Knowledge Module	Recognition of the result and re - crediting of 8 credits in the discipline
OOD	Global perspectives and project work	Philosophy	Recognition of the result and re - crediting of 5 credits in the discipline
OOD	Informatics	Information and Communication Technologies	Recognition of the result and re - crediting of 5 credits in the discipline
OOD / BD	Maths	Fundamentals of Applied Mathematics	Decision of the Quality Assurance Commission of the School to recognize the result and re- credit the amount of credits (5)
OOD / BD	Economy	Introduction to Economics / Introduction to Macroeconomics	Decision of the Quality Assurance Commission of the School to recognize the result and re- credit the amount of credits (5)
DB	English language	Foreign language	Recognition of the result and re - crediting of 10 credits in the discipline when providing an IELTS certificate of at least 7.0 (10)

OOD	Physical Culture	Physical Culture	Recognition of the result and re - crediting of 4 credits in the discipline*
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* 4 out of 8 credits (50%) in the discipline "Physical Education"

1. The approved mechanism for recognizing learning outcomes for applicants who have graduated from Nazarbayev Intellectual Schools or the International Baccalaureate can only be applied if the profile subjects of UNT/CT correspond to the relevant groups of educational programs.

Attachment 2.
to the rules of admission
in the NJSC " Narxoz University " of applicants
for bachelor's degree programs.

Recognition of the learning outcomes acquired by students and applicants is carried out on the basis of the following compliance table, subject to the specified conditions of credit recognition:

Certificate	Disciplines	Narxoz Conditions for the recognition of loans
IELTS 5,0 - 6,5	Foreign language	Recognition of the result and transfer 10 credits in the discipline
IELTS 7,0 - 9,0	Foreign language	Recognition of the result and transfer 20 credits in the discipline
TOEFL iBT 89-109 CBT 227-269 PBT 567-636	Foreign language	Recognition of the result and transfer 10 credits in the discipline
TOEFL iBT 110-120 CBT 227-269 PBT 567-636	Foreign language	Recognition of the result and transfer 20 credits in the discipline

Attachment 3.
to the rules of admission
in the NJSC " Narxoz University " of applicants
for bachelor's degree programs.

Language departments for recruitment for the 2023-2024 academic year

№	category	educational program	language department
1	School of Economics and Management	Finance	English, IELTS 5.5, B1/30-39 NET
2	School of Economics and Management	Accounting and Audit	English, IELTS 5.5, B1/30-39 NET
3	School of Economics and Management	Economy	English, IELTS 5.5, B1/30-39 NET
4	School of Economics and Management	Financial Risk Management	English, IELTS 5.5, B1/30-39 NET
5	School of Economics and Management	IT in Business	English, IELTS 5.5, B1/30-39 NET
6	School of Economics and Management	Marketing	KZ/RU/ENG IELTS 5.5, B1/30-39 NET
7	School of Economics and Management	Management	KZ/RU/ENG IELTS 5.5, B1/30-39 NET
8	School of Economics and Management	HR and Business planning	KZ/RU/ENG IELTS 5.5, B1/30-39 NET
9	School of Digital Technologies	Applied mathematics in the digital economy	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
10	School of Digital Technologies	Digital Management and Design	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
11	School of Digital Technologies	Digital Engineering	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
12	School of Digital Technologies	Cybersecurity	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
13	School of Law and Public Policy	Law	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
14	School of Law and Public Policy	Public administration	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
15	School of Law and Public Policy	International relations	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
16	School of Law and Public Policy	Political mass communications	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
17	School of Arts and Social sciences	Sociology	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
18	School of Arts and Social sciences	Social work	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
19	School of Arts and Social sciences	Ecology	KZ/RU/ENG

			IELTS 5.0, B1/30-39 NET
20	School of Arts and Social sciences	Environment and Sustainable Development	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
21	School of Arts and Social sciences	Psychological counseling	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
22	School of Arts and Social sciences	Tourism and hospitality	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
23	School of Arts and Social sciences	Restaurant and hotel business	KZ/RU/ENG IELTS 5.0, B1/30-39 NET
24	Double degree with Mykolas Romeris University (Lithuania)	International law and security	English, IELTS 5.0, B1/30-39 NET
25	Double degree with Coventry University (Great Britain)	International Accounting	English, IELTS 5.5
26	Double degree with Coventry University (Great Britain)	Finance and Data Analysis	English, IELTS 5.5
27	Double degree with Coventry University (Great Britain)	PR and Marketing Management	English, IELTS 5.5
28	Double degree with Coventry University (Great Britain)	Technology and Innovation Management	English, IELTS 5.5
29	Double degree with La Rochelle Excelia Group (France)	Tourism and Hospitality Management	English, IELTS 5.5

Requirements for placement test for applicants

NARXOZ PLACEMENT TEST

Narxoz placement test is an exam in mathematics, erudition and logic, which applicants take when entering the university.

Categories of applicants who pass through the Narxoz placement test.

- All applicants. In this case, the exam is aimed at determining the level of knowledge.
- Applicants who scored 65-69 points at the UNT and college graduates. In this case, the exam is an entrance exam. The passing test score is 30% of the total test result.

Narxoz placement test is conducted offline/online on the OES testing and proctoring system.

NARXOZ ENGLISH TEST

Narxoz English test is an English language exam that all applicants take to determine their level of English proficiency.

Categories of applicants who pass through the Narxoz English test.

- Applicants entering the English department. In this case, the exam is mandatory.
- All applicants. In this case, the exam is aimed at determining the level of language proficiency of all applicants.

Level	Level Description	Score
C2	Proficiency	55-60
C1	Advanced Low	48-54
B2	Upper-Intermediate Low	40-47
B1	Intermediate Low	30-39
A2	Pre-Intermediate Low	18-29
A1	Elementary Low	0-17

Narxoz placement test is conducted offline/online on the OES testing and proctoring system.

Important! If the applicant confirms the level of proficiency in English or scores a high score in the mathematics block (Narxoz Placement Test), it is submitted to the Admission Committee meeting and can be enrolled regardless of the points scored on the entrance exam.

Attachment 5.
to the rules of admission
in the NJSC " Narxoz University " of applicants
for bachelor's degree programs.

For applicants under the 2+2 program for the Narkhoz College

№	College specialty	Specialty at the university	Duration of training with us	Language departments
1	Computer technology and software	Digital engineering	3 years	Kazakh, Russian, English
2	Accounting and auditing (by industry)	Accounting	2 years	English
3	Banking and insurance business	Finance	2 years	English
4	Management (by industry and application areas)	Management Public administration HR and Business planning	2 years 2 years 2,5 years	Kazakh, Russian, English
5	Legal studies (by industry)	Law	2 years	Kazakh, Russian, English
6	Marketing	Marketing	2 years	Kazakh, Russian, English

For those entering the program for 3 years, abbreviated for other colleges

№	College specialty	Specialty at the university	Duration of training with us	Language departments
1	According to the methodological recommendations of the correspondence of related groups of educational programs of higher education and specialties of technical and vocational, after secondary education	Accounting	3 years	Kazakh, Russian, English
2		Finance	3 years	
3		Management	3 years	
4		Law	3 years	
5		Economy	3 years	