

**AUTONOMOUS ORGANIZATION OF EDUCATION
“NAZARBAYEV UNIVERSITY”**

THE REGULATIONS FOR UNDERGRADUATE STUDY ABROAD PROGRAM

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”

Minutes # 78 of 05.02 2014



1. General Statement for Undergraduate Student Study Abroad

1. Most universities have extensive international academic program opportunities available for their students. The value of international academic programs is well-known. Some of the graduate attributes most important for AOE “Nazarbayev University” (hereinafter – “NU”) students are:

- 1) be fluent and nuanced communicators across languages and cultures;
- 2) be prepared to take a leading role in the development of their country within a global context;

- 3) be a cultured and tolerant citizen of the world.

2. For both NU and international students who come to NU on the Study Abroad Program:

- 1) enhances the learning experience at NU by allowing a broader range of courses and teaching techniques through the host university;

- 2) develops a global understanding;

- 3) widens the personal horizons of the student;

- 4) allows for the development of self-reliance skills;

- 5) develops professional networks;

- 6) assist students to become an “ambassador” of Kazakhstan, enhancing their understanding of Kazakh culture, history and traditions;

- 7) provides an opportunity to explore in-depth aspects of the history, society, and culture of the host country;

- 8) enhance their language skills.

3. The following abbreviations and terms are used in the present Policy:

Schools School of Engineering (hereinafter – “SEng”), School of Science and Technology (hereinafter – “SST”) and School of Humanities and Social Sciences (hereinafter – “SHSS”) of Nazarbayev University.

Credits Numerical credits mentioned in this document are based on the European Transfer Credit System (ECTS).

Study Abroad Program An experiential learning experience that includes substantial academic work.

GPA Grade Point Average

SASEP The Study Abroad and Student Exchange Program

Host University The university that is hosting NU students on a study abroad program.

2. Mission Statement

4. The Study Abroad and Undergraduate Student Exchange Program, being a part of the educational plan of NU, allows NU students to experience a high-quality education abroad as a part of their NU undergraduate degree program. It also allows

international students to take classes at NU thereby exposing those students to the history, literature, and culture of Kazakhstan/Central Asia while enriching our students through exposure to students from a different culture. This will foster the development of Kazakhstani citizens who are able to act globally with social responsibility and expose international students to Kazakhstan.

3. Types of Study Abroad Experience

5. **Reciprocal exchange program** - NU and a partner university would enter into a memorandum of understanding or other type of agreement and exchange an equal number of students each semester, including summer.

6. **Non-reciprocal exchange programs** in which the home university or student pays for tuition, housing and other expenses at the rate charged by the host university.

4. Study Abroad General Policies

7. To qualify as an NU sponsored and funded study abroad experience, the following conditions must be met.

1) a Study Abroad program must be a full-time student program at an international recognized institution of higher learning pre-approved by NU;

2) a Study Abroad program must be taken at an institution outside of Kazakhstan;

3) the courses taken at another institution must be pre-approved as transfer credits by the School where the applicant is pursuing their degree;

4) the number of credits taken at another institution must be at least 24 and not more than 36 ECTS credits for fall and spring term;

5) the minimum number of credits taken at another institution must meet the minimum recommended credits specified by the host university for summer term;

6) the Study Abroad experience has a defined beginning and end.

8. All study abroad students will have an NU faculty member assigned as their advisor during the duration of their study abroad experience.

9. With prior approval of the School, the study abroad student may request a pass/fail option if available at the host university.

10. All credits earned on a Study Abroad Program are recorded as elective credit on the official NU transcript. Students wishing specific departmental credit for work completed abroad must seek approval from the relevant academic School at NU, prior to departure.

11. Students are urged to avoid having incomplete grades during their study abroad experience since completing course requirements may prove difficult and in some cases not allowed by the host university.

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12. No NU credit will be awarded to participants who voluntarily withdraw or are expelled from a program prior to its completion. This includes instances where academic credit has been earned prior to the withdrawal, including study abroad programs with module course components or withdrawal from the second semester of an academic year program.

13. Special accommodations may be made by the School on a case-by-case basis for students whose participation in a study abroad program is interrupted by documented cases of illness, injury, family emergency, verifiable personal problems or circumstances beyond their control.

14. If a student voluntarily withdraws or is expelled from a study abroad program for reason other than those mentioned above, the student may be held responsible for the costs of the study abroad program, including tuition, housing, transportation and all other costs incurred by NU.

15. All students participating in study abroad programs are required to have medical insurance while overseas.

16. All courses taken abroad must be taken for a letter (or number) grade. Courses taken abroad Pass/Fail will not be accepted for credit unless prior approval is received from the School.

17. Overseas course grades are not calculated in the NU GPA.

18. Courses awarding the equivalent to a NU "C" grade or better will be awarded transfer credit.

19. Study Abroad credit CANNOT be transferred from other institutions in the case of transfer students.

20. Since students are generally unfamiliar with the academic culture of an overseas institution, students are discouraged from taking what would be considered at the host institution to be over and above a normal full-time course-load.

5. General Qualifications for Study Abroad Applicants

21. Students are approved for study abroad based on a competitive review of all applications by the Schools. The Schools will take a holistic approach and considers the appropriateness of the chosen program, the student's statement of purpose, previous international experience, academic standing, year in school, and faculty and staff recommendations.

22. Late applications are considered only if space remains available.

23. An applicant must have a cumulative GPA of 3.50 or higher.

24. An applicant must have completed or registered for 120 ECTS credits or more prior to applying to a Study Abroad opportunity. Students that are registered or in the process to complete 120 ECTS credits the semester immediately prior to a Study Abroad program may also be considered. Under special circumstances, the Dean may waive this requirement.

25. If attending a study abroad program in a language other than English, the applicant must demonstrate proficiency in the language of instruction.
26. An applicant must be in good standing (i.e. not on probation or conditional status).
27. No outstanding incompletes in any school.
28. A student is not permitted to apply if he/she is under the age of 18.
29. At the discretion of the School, an applicant with a record of one or more disciplinary sanctions is not eligible to apply for study abroad.
30. An applicant must demonstrate to the School that he/she fulfills all of the requirements of the host university.

6. The Application Process

31. At a minimum, the student must submit to the appropriate School Committee and/or Department the following:
 - 1) a resume;
 - 2) a copy of their transcripts;
 - 3) a personal statement indicating the motivation and expected benefits from participating in a study abroad program;
 - 4) a list of admissions requirements for admissions at the university that the student intends to attend;
 - 5) each School may have additional requirements. It is the responsibility of the student to understand the specific policies of their School.
32. Each School will design a procedure for first stage approval of study abroad applicants in accordance with internal applicants selection procedures which is independently determined by each School. The Registrar or designated representative of the Registrar's office must be included in the School selection process.
33. These approved applicants will be forwarded to the University Committee on Study Abroad. The members of this committee are:
 - 1) Provost, chair or designate;
 - 2) the Deans or their designated representatives of the schools;
 - 3) one or more Deans or their designated representatives from the appropriate graduate schools;
 - 4) if the applicant is a graduate student, the University Committee on Study Abroad will be altered by the Provost to fit the graduate program of the applicant;
 - 5) the University Committee will design a procedure and criteria for second stage approval of study abroad applicants.
34. The University Committee approved list of the Study Abroad applicants will be reviewed and given final approval with regards to funding by the Managing Council.

7. Study Abroad Funded by the Student

35. On their own initiative, a student may wish to finance his/her own study abroad experience.

36. In such cases, the student must receive permission from the School for academic mobility during the period he/she will be studying abroad.

37. School permission for academic mobility will follow all of the criteria set out in Section 5 of this document and the sections governing approval for each individual School, though the School may exercise some discretion in cases that warrant special consideration.

38. The transfer of credits from another institution will follow the procedures for transfer of credits as stated in the relevant academic policy and procedures documents.

8. SHSS Study Abroad Policy

39. The determination of the number of credits awarded by a Study Abroad experience is the responsibility of the SHSS Student Affairs Committee. This committee is appointed by the Dean of SHSS. The members of the committee, decision making procedures are independently defined by SHSS.

40. The faculty member assigned to the SHSS Student Affairs Committee is responsible for monitoring and advising. Other faculty may be consulted where appropriate.

41. The faculty advisor does not need to be from the student's major or field of the Study Abroad program.

42. Pre-approval by the SHSS Student Affairs Committee is necessary for every Study Abroad student and every student funded by NU.

9. SST Study Abroad Policy

43. The determination of the number of credits awarded by a Study Abroad experience is the responsibility of the SST Curriculum Committee. The members of the committee, decision making procedures are independently defined by SST.

44. The faculty member assigned to the Study Abroad student is responsible for monitoring and advising. Other faculty may be consulted where appropriate.

45. The faculty advisor does not need to be from the student's major or field of the Study Abroad program.

46. Pre-approval by the Study Abroad Committee is necessary for every Study Abroad student and every student funded by NU.

10. SEng Study Abroad Policy

47. The determination of the number of credits awarded by a Study Abroad experience is the responsibility of the SEng Study Abroad Committee. This committee is appointed by the Dean of SEng. The members of the committee, decision making procedures are independently defined by SEng.

48. The faculty member assigned to the Study Abroad student is responsible for monitoring and advising. Other faculty may be consulted where appropriate.

49. The faculty advisor does not need to be from the student's major or field of the Study Abroad program.

50. Pre-approval by the Study Abroad Committee is necessary for every Study Abroad student and every student funded by NU.

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