

	<p style="text-align: center;">MINISTRY OF EDUCATION AND SCIENCE REPUBLIC OF KAZAKHSTAN</p> <p style="text-align: center;">SULEYMAN DEMIREL UNIVERSITY (PRIVATE ENTERPRISE)</p>	<p style="text-align: center;">ДП-SDU- 26</p>
<p style="text-align: center;">CODE OF PRACTICE ON THE ADMISSION OF STUDENTS</p>		<p style="text-align: center;">Amendment 2</p>

CODE OF PRACTICE ON THE ADMISSION OF STUDENTS

Kaskelen, 2019

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1. Purpose

This document sets out the University's Code of Practice for the Admission of Students to all undergraduate and postgraduate (Master's and PhD) programs. It provides information on the authority and responsibilities of those involved in the process (both University employees and applicants) and outlines how any disputes will be addressed.

2. Ownership and compliance

This Code of Practice is owned by Suleyman Demirel University (SDU) and is reviewed annually ahead of the relevant admissions cycle. It is in accordance with the laws and regulations of the Ministry of Education and Science of Republic of Kazakhstan, as well as the University's Policies and Regulations.

3. General principles

- 3.1 The University's admissions policy and practices assist in meeting the strategic aims of the University and enhancing its position as a respected higher education institution.
- 3.2 The University is committed to operating admissions procedures that are fair, transparent and consistent, and are also compliant with all relevant legislation and regulations. The University strives to admit only suitably qualified applicants who have the ability to complete their program of study successfully.
- 3.3 The University is also committed to Widening Participation and fair access, and encourages applicants from all social and cultural backgrounds, including socio-economic minorities, mature students and students with special needs.

4. Roles and responsibilities

- 4.1 The Admissions Office works closely with academic faculties and other sections of the University to deliver a professional and equitable admissions service.
- 4.2 The Admissions Office, which is situated in the Student Service Centre, is responsible for:
 - (a) ensuring that the University delivers a fair, transparent and efficient admissions service
 - (b) liaising with applicants throughout the admissions process
 - (c) decision-making for schools where this has been delegated to the Admissions Office (where detailed admissions criteria are agreed with the relevant academic school)
 - (d) providing information, advice and assistance to stakeholders across the University on admissions processes, statistics and targets, and entry requirements including non-standard qualifications
 - (e) safeguarding the University from fraudulent applicants
 - (f) complying with internal and external regulations in relation to Kazakhstani Visas and Immigration, fee status, data protection, and criminal background checks
- 4.3 Academic faculties are responsible for:
 - (a) allocating suitable members of staff to act as members of the Admissions Team for the school and ensuring these staff are appropriately inducted and trained for their role in collaboration with the Admissions Office
 - (b) conducting interviews where they are required, including organising, conducting and documenting all interviews in accordance with section 7 of this document

- (c) Liaising with applicants throughout the admissions process in collaboration with the Admissions Office and other sections of the University as appropriate

5. Entry requirements

- 5.1 Admission requirements and procedures for all programs are detailed in the relevant course information page of the University's website. If an applicant is unable to find information on the acceptability of their qualification(s), they should contact admissions@sdu.edu.kz for further guidance before applying.
- 5.2 Some programs require an interview and/or test as part of their admissions process. This information is published on individual program information webpages.
- 5.2.1. Every student applying to SDU for the first time, including:
- programs with English as medium of instruction;
 - transferring students;
 - programs taught in Kazakh and Russian language;
 - college graduates

must pass the "Entrance English Exam" (EEE) provided by Continuing Education Center (CEC). This is a computer-based multiple choice test and interview, and can only be taken *once*. In cases where an applicant has an existing certificate of language proficiency, its validity will be checked and approved with a CEC stamp.

Based on the results of the EEE by CEC, first year students applying for a program taught in English can opt for one of the following 3 pathways:

1. B1 (Intermediate) or higher –eligible to study a standard 3 credit English for Specific Purposes (ESP) program in their first year of study
2. A2 (Pre-Intermediate) – eligible to study a standard ESP program **only** after successfully accomplishing "In-Session 3+3" program in the first semester. These students are required to pay for an extra 3 credits before the beginning of a semester (75.000tg.). Their remaining 3 credits are covered by the tuition fee or state grant. The course content and learning objectives are similar to the standard ESP program, with more attention paid to Practical English. After successfully accomplishing the 3+3 program, the student is required to take standard ESP class in the second semester.
3. A1 (Elementary) –**not** eligible to take the ESP class, but **must** replace it with two semesters of "3+3" program. The student pays for the extra 3 credits before beginning of each semester (75.000tg.). The other 3 credits are covered by the tuition fee or state grant.

5.2.2 Note: a student placed in groups 2 and 3 can also take Summer Pre-session Intensive English Language Program, and upon successful completion ("B1 achievement" certificate) pass to group 1. The certificate must be provided no later than a week before the last day of Admission.

5.2.3 English Language level requirements for students applying to Bachelor's and Master's Degree in departments with English as a medium of instruction:

- IELTS (academic module) – 5.5 (no band less than 5.0)
- TOEFL (Internet-based) – overall 55 (L:9, S:16, R:10, W:18)
- Pearson Test of English (PTE) – overall 42-49
- University of Cambridge (CAE) – 162 (no band less than 154)
- CEC OYP (One Year Program) – B1 achievement
- CEC IELP (Intensive English Language Program) – B1 achievement

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5.3 The University has general entry requirements for undergraduate degree programs which include a minimum score of 50 in the UNT, or Unified National Test, with a minimum of 5 in each subject, plus evidence of English proficiency from all applicants. A placement test will be taken for English, Kazakh, Russian and Turkish languages. Some programs require slightly different cores and extra examinations in order to be admitted for paid tuition; e.g.: applicants who want to study for pedagogical majors will need to take a special exam; those who want to study for journalism will need to take an exam in creativity. Further details can be found on the University’s website.

6. The application process

6.1 Application routes and deadlines

6.1.1 Application for admission to undergraduate programs of study has several routes, depending on the tuition type, as detailed below:

- Self-paid applicants must come to SDU in person (with their parent(s) if under 18) with required documents by between the application acceptance dates of 20 June – 25 August 2019. These dates are subject to change for each year and will be regulated by the academic calendar.
- Applicants applying for a state grant can either visit SDU, or go to any local university and submit their documents for state grant consideration. Application acceptance dates for the state grant are 13 July – 20 July 2019. These dates are subject to change for each year and will be regulated by the academic calendar.
- E-Gov portal. This service is not available at this time
- All applicants are required to complete an online application via the following link: <http://enroll.sdu.edu.kz/>

6.1.2 Applicants requiring a visa to study in Kazakhstan are strongly advised to apply as soon as possible and usually not less than 45 days before the start of their intended program. It is the responsibility of the applicant to learn about further details and deadlines and act accordingly for visa procedures. This is to ensure that admissions processes are completed in sufficient time to allow for visa processing before the start date.

6.1.3 There are certain programs where a non-standard admission route may also apply (e.g. pre-sessional English programs). Information on how to apply is detailed on the program information pages on the CEC website.

6.1.4 All applicants should receive an acknowledgement from the University within 48 hours of their application being received. Further communications will be sent during the application process.

6.1.5 It is the duty of applicants to inform the University promptly of any change of address, any change of name, or any other change in circumstances which may affect their application.

6.2 Communicating decisions

6.2.1 The University aims to process applications as quickly as possible, and once a decision has been made the Admissions Office will communicate this decision to the applicant. When an offer of a place is being made, a formal offer letter will normally be issued to the applicant. Typically, the offer letter will include:

- applicant's name
- program title
- fee information and fee status
- start date and the duration of study
- any conditions to be satisfied before admission and deadlines for the same, where applicable
- information on where to find terms and conditions
- information on how to respond to the offer

6.2.2 The University operates a policy of verifying qualifications before an applicant can be admitted and therefore if qualifications have not already been verified this will be a condition of the offer.

6.2.3 Successful applicants will have their place confirmed and Registration and Welcome details will be sent before the start of their program. If the applicant requires a visa to study in Kazakhstan, they should contact the International Relations Office (IRO) via their website. An email will then be issued to facilitate the application process for a study visa.

6.2.4 Applicants who are unable to meet all the conditions of their offer cannot be admitted to their chosen program. In some circumstances, however, for example if an academic condition has been marginally missed, the Admissions Tutor will be consulted to establish if the applicant can be accepted. If admission to the originally chosen program is not possible and a suitable alternative is available, this may be presented to the applicant as an option.

6.3 Fee status

For fee paying students, the tuition fee is payable by 25 August 2019. For information on SDU bank details please visit this link <http://sdu.edu.kz/en/admission/bachelors/> and then go to [details](#). It may take up to 2 working days for the bank to process transactions. Students are recommended to pay via Halyk Bank, though transactions made through other banks may also be accepted. Once an applicant becomes a registered student, the fee status will only be reclassified in exceptional circumstances.

6.4 Disability

If an applicant has declared a disability on their application form this will have no bearing on determining their academic suitability for the program. If an offer is made the applicant will be strongly encouraged to complete a self-assessment form and return this to the University's Student Service Center in order to ensure that appropriate support arrangements can be put in place before studies commence. For programs that are subject to Fitness to Practise procedures, all students, including those with disabilities, must meet the competency thresholds set by the professional registering body/council for that particular profession.

6.5 Criminal convictions

For programs which do not require criminal clearance, all applicants are required to declare any relevant unspent convictions at the point of application. If a criminal conviction is declared this will be considered before the offer of a place is made and if thought appropriate more information will be requested from the applicant. A criminal conviction does not preclude an applicant from studying at the University. However, the University has a duty of care to its students and staff and the decision will depend on the nature of the conviction and the program applied for.

6.6 Fraudulent, misleading and incomplete applications

6.6.1 SDU will pay particular attention to the following when considering potentially fraudulent applications to study at the University:

- an application with false or misleading information/statements
- an application where relevant information has been omitted

- submission of fraudulent or falsified documents
- plagiarism
- collusion (where the content of the application submitted is not the work of the applicant)
- refusal by an applicant to provide additional information when requested

6.6.2 It is the applicant's responsibility to ensure that the information they provide is accurate and complete, and does not contain false or misleading information. It is also the applicant's responsibility to provide additional information when requested to do so. The University will check an applicant's academic history, qualifications, research proposals, and anything else provided as part of an application for accuracy.

6.6.3 The University reserves the right to:

- investigate any application suspected of including false, misleading or fraudulent information or appearing to be incomplete
- request additional information to verify an application
- put the application process on hold pending completion of such investigation

6.6.4 In the event that the University finds evidence that the applicant has submitted a false, misleading, fraudulent or incomplete application as referred to above, the University reserves the right to:

- reject, withdraw or cancel the application before a decision is made
- withdraw any offer of a place that has already been made
- withdraw registration if an applicant has already been accepted onto a program of study and registered as a student
- refuse to consider future applications from the applicant

6.7 Accreditation of Prior Learning (APL)

6.7.1 An application for admission to a program of study is different from an APL application and it is the responsibility of the applicant to apply for both. Applicants must make their application to the program first, before submitting a claim for APL.

6.7.2 Applicants for APL should ensure that they make a claim as early as possible and no less than one month prior to the commencement of the program for which the exemption is being sought.

6.7.3 Claims for APL will be assessed with the following criteria:

- **Validity.** The evidence must show that the prior learning for which the applicant is making a claim is relevant to the program of study they have applied for. The applicant must be able to demonstrate that there is an appropriate match in both level and content between their previous studies and the University's module(s) for which they are seeking exemption.
- **Currency.** Prior learning must have been gained recently enough to still be of value: This will vary according to subject area but qualifications and experience undertaken in excess of five years from the point of entry to the University are not normally eligible for consideration.
- **Sufficiency.** The applicant must provide enough evidence to demonstrate fully the achievement of the credit being claimed.
- **Authenticity.** The evidence should be clearly related to the applicant's own efforts and be able to be verified as such.

6.8 Accreditation of Prior Experiential Learning (APEL)

- a) The APEL is the process by which credit is given for learning acquired outside formal education and training systems; e.g.: work experience related to the academic field of study. The APEL process seeks to assess the eligibility of an individual's previous experience for entry with credit, not to assess the experience itself.
- b) Applicants will be expected to submit a portfolio to assess the eligibility of previous experience.

6.9 APL/APEL Appeals

- a) Appeals are only eligible on the basis of additional evidence that was unavailable at the time of the original application. No other request will be considered.
- b) A request for a formal review of the decision should be made in writing to the Director of the Student Service Center within **one month** of the decision outcome.

6.10 Deferral policy

The University may consider applications for deferred entry and will also normally consider requests to defer after an application has been received. The University only allows applicants to defer their offer for one year, after which time the applicant is required to re-apply. Furthermore, a deposit of 50% of the tuition fee is required to secure the deferral.

6.11 Multiple applications

The University will accept up to four choices on one application in the same academic year from local students.

In the case of international applicants, the University will only accept an application for one program of study for the same academic year.

Application fee (registration fee): 4000 KZT

7. Assessment of applications

7.1 Applications are assessed on the basis of information provided by the applicant in the supporting documentation. The assessment will take into account the following:

- Academic performance to date
- Research proposal (PhD programs only)
- Relevant professional experience (where stated in entry criteria for a program)

7.2 For International students, one or both of the following will also form part of the assessment process. Where this is the case it will be stated within the program information:

- Formal interview
- Placement test/language certificate

7.3 All applicants are considered against the same criteria for the program for which they have applied.

8. Investigation of complaints and requests for review of decisions

8.1 If an applicant believes that they have any grounds for complaint with regard to the process by which their application was considered or if they wish to ask for a review of the process which led to their application being unsuccessful, they should contact the Director of the Student Service Center

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(didar.zhakanbayev@sdu.edu.kz) with full details of their complaint or an explanation of why they would like a review of the decision.

- 8.2 However, applicants should be aware that the University will not review an admissions decision where the grounds for requesting a review are simply that the applicant disagrees with the academic judgement that has been applied, and where there is no evidence that the correct procedures have not been followed.

9. Collaborative programs

- 9.1 The University is involved in a number of collaborative provision arrangements with other organisations. Information concerning admission to these programs, and other regulations, may be obtained from the relevant Program Coordinator.
- 9.2 The decision as to whether to admit a student to a program that is part of a collaborative provision with another organisation shall normally be decided by University, and is also dependent on the student's GPA.

10. Transfers within SDU

Registered Students may transfer to a different program of study after the first academic period, subject to having no F grades, procedures, spaces and deadlines. Additionally, the students must not be the subject of any investigation for academic misconduct.

11. Transfers from another HEI within Kazakhstan

- 11.1 Students seeking to transfer their registration on a taught program to SDU from another higher education institution (HEI) within Kazakhstan should apply for admission normally, requesting prior learning to be taken into account as under 6.7 above. Students cannot transfer to the first semester of the first year of study.
- 11.2 Students seeking to transfer their registration on a research program to SDU from another Higher Education Institution within Kazakhstan must submit an application with supporting documents and their reason for requesting a transfer.
- 11.3 Once the recommendation to permit the transfer has been made by the Head of Departments, Admissions will:
- check that regulations have been met regarding the required period of registration in order to obtain degree from SDU. Further details on dates can be found in academic calendar
 - check the student's qualifications in order to ensure that they meet the entry requirements for SDU
 - obtain confirmation from the previous institution of the official date of the student's registration and a transcript of study to date
 - seek assurance that the existing supervisory team and the previous institution are in agreement for a transfer to be made to this institution. Required for exchange and summer school
 - if appropriate, obtain confirmation from the external sponsor for the transfer of funding
- 11.4 The formal offer of admission shall be issued to the applicant by the Student Service Center and shall include most or all of the details outlined in 6.2.1 above.

Note: This document has been adapted from a Code of Practice produced by the University of Birmingham, UK

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