

Approved  
by the Managing Council of the autonomous  
organization of education  
Nazarbayev University  
dated “02” June, 2015 # 02.06.15

**GRADUATION POLICY AND PROCEDURES FOR  
UNDERGRADUATE AND GRADUATE PROGRAMS OF NAZARBAYEV  
UNIVERSITY**

*(as amended as of April 2016 and May 2018 )*

Astana

2018

## **1. General provisions**

1. This document contains graduation policy and procedures for Nazarbayev University (hereinafter – the University) Schools’ undergraduate and graduate programs. These policy and procedures (hereinafter – the Policy) apply to all undergraduate and graduate students of the University Schools.

2. The President of the University appoints and oversees the Graduation Ceremony at the University (hereinafter – Ceremony). The President sets forward the Graduation Working Group to provide support for the event.

## **2. Definitions**

3. The following terms applied in the Policy shall have the following definitions:

- 1) academic degree is the award conferred by the University certifying that a student has completed a program of study at the University;
- 2) Chief Marshal is the University Registrar;
- 3) Grand Marshal (University Marshal) is the Chair of the Faculty Senate;
- 4) Graduation Regalia is the clothing designed specifically for the Ceremony;
- 5) School Marshals are staff or faculty members of the University, appointed by the leadership within each School;
- 6) CGPA is Cumulative Grade Point Average as defined in internal documents of the University;
- 7) Undergraduate students are students, who are completing Bachelor degree programs of the University;
- 8) Graduate students are students, who are completing Master or Doctorate (PhD/MD) degree programs of the University;
- 9) Advisor is a faculty member, acting as an academic mentor to a student in the relevant specialty, assisting in the choice of learning path (the formation of individual curriculum) and the development of educational programs. Advisor represents the academic interests of students.

## **3. Academic procedures**

### **§1. Graduation requirements**

4. To receive an academic degree from the University, a student must satisfy requirements related to credits, grade point average, program of study and courses. The University maintains these requirements in concordance with internationally recognized expectations of academic performance and achievement.

5. It is the student’s responsibility to ensure that all requirements for graduation are fulfilled in a timely fashion. The students along with their Advisors follow internal documents of the University which specify all University, School and major requirements, and indicate whether the student has met the requirements and, if not, what the student must do to meet the requirement.

6. All requirements necessary for completion of an academic degree are available in School handbooks and established by the Academic Council of the University. Undergraduate and Graduate students shall follow the requirements as described in each School's handbooks.

## **§2. Graduation with Honors**

*Clause 7 and 8 has been restated in accordance with the amendment approved by the Managing Council #24.05.2016 dated 24 May, 2016.*

*Clause 7 and 8 has been restated in accordance with the amendment approved by the Decision of the Provost of the University #36-н/қ dated 25 May, 2018.*

### **7. For Undergraduate students:**

An Undergraduate student is eligible for honors designation and will receive “red” diplomas, if he/she meets one of the following criteria:

1) his/her completed academic records equal to 4.00 CGPA. Such student qualifies for the category “**Distinction**”;

2) his/her completed academic record equals to 3.90 CGPA and above (CGPA at graduation  $\geq 3.90$ ) calculated after excluding student(s) eligible for the category “Distinction”. Such student qualifies for the category “**Summa Cum Laude**”;

3) his/her completed academic record equals to 3.80 CGPA and above (CGPA at graduation  $\geq 3.80$ ) calculated after excluding student(s) eligible for the category “Distinction” and “Summa Cum Laude”. Such student qualifies for the category “**Magna Cum Laude**”;

4) his/her completed academic record equals to 3.67 CGPA and above (CGPA at graduation  $\geq 3.67$ ) calculated after excluding student(s) eligible for the category “Distinction”, “Summa Cum Laude” and “Magna Cum Laude”. Such student qualifies for the category “**Cum Laude**”.

### **8. For Master students:**

A Master student is eligible for honors designation and will receive “red” diplomas, if he/she meets one of the following criteria:

1) his/her completed academic records equal to 4.00 CGPA. Such student qualifies for the category “**Distinction**”;

2) a student ranked in the top 10% (ten percent) of the students of each Program (calculated after excluding student(s) eligible for the category “Distinction”) based on his/her completed academic records. Such student qualifies for the category “**Graduated with Honors**”.

Any fraction appearing while calculating the number of students eligible for the category “Graduated with Honors”, shall result in rounding up the number to the next whole number. For instance, if a School has 23 graduating students, then 1 student (excluding student(s) eligible for the category “Distinction”) shall qualify for the category “Graduated with Honors”.

## **§3. Certifying the Awarding of Degree**

9. The Office of the Registrar will send the list of students who meet graduation requirements, including their CGPA's and completed courses, to the Dean of the appropriate School.

10. The Dean will approve each individual student, and then submit the final list of students to the University Registrar.

11. The University Registrar will review all information, based on the recommendation of the Deans, and verify the list of students for graduation.

12. The list of recommended and verified students will be submitted to the Provost for final approval.

*Clause 13 has been restated in accordance with the amendment approved by the Decision of the Provost of the University #36-н/к dated 25 May, 2018.*

13. The Office of the Registrar prepares the Decision on Awarding the Degree, which will specify students receiving Honors designations.

## **4. Graduation Ceremony**

### **§1. General requirements**

14. All University graduates who will take part in the Ceremony are required to wear Graduation Regalia.

*Clause 15 has been restated in accordance with the amendment approved by the Managing Council #24.05.2016 dated 24 May, 2016.*

*Clause 15 has been restated in accordance with the amendment approved by the Decision of the Provost of the University #36-н/к dated 25 May, 2018.*

15. During the Ceremony all University graduates wear bronze scarves, unless they are students with Honors. Students with Honors designations wear the following colors of scarves:

- 1) who has category “Distinction” –scarves in red color;
- 2) who has category “Summa Cum Laude” – scarves in golden color;
- 3) who has category “Magna Cum Laude” – scarves in blue color;
- 4) who has category “Cum Laude” – scarves in silver color.

*Clause 16 has been restated in accordance with the amendment approved by the Decision of the Provost of the University #36-н/к dated 25 May, 2018.*

16. All University graduates who will take part in the Ceremony are required to pay the approved participation fee. The amount of fee is established by the decision of the Managing Council of the University.

### **§2. Graduation personnel**

17. The Chief Marshal, Grand Marshal and School Marshals are important in making the academic procession of the Ceremony run smoothly. The Marshals represent the graduates, their faculty and the University leadership to students’ family and the University guests.

### **§3. Functions of the Marshals**

18. The School Marshals organize Procession of the School students. They represent and lead students into the Ceremony during the procession and out of the Ceremony in the Recessional.

19. The Grand Marshal carries the University Mace and lead faculty into the Ceremony. The Grand Marshal presides over the Procession and Recessional.

20. The Chief Marshal is the main organizer of the academic part of the Ceremony and leads the University leadership group into the Ceremony.

#### **§4. Graduation Regalia**

21. The Graduation Regalia is maintained and stored by PI “University Service Management” when not in use. The official Graduation Regalia is used for the Ceremony but is not limited to this occasion and can be used in certain University event upon the written permission of the President.

22. The Graduation Regalia is the property of University. The student will receive the scarf as souvenir of the Ceremony.

*Clause 23 until 29 have been restated in accordance with the amendment approved by the Managing Council #24.05.2016 dated 24 May, 2016.*

#### **§5. Diploma and transcripts**

##### **§1. Procedures for diploma replacement**

23. Diploma replacement shall be done in following cases:

- 1) loss of diploma issued by the University;
- 2) in case if diploma contains grammar and spelling mistakes;
- 3) in case if diploma contains errors of name/major/degree.

24. In case if diploma loss, graduate student must write a letter of request addressed to the Provost of the University. In case of Provost’s approval, the Office of the Registrar will provide the diploma duplicate for graduate student. Graduate student in addition to a letter of request must submit a reference letter of lose from the department of internal affairs in his/her city and copy of state ID card. Diploma will be given within 60 days from the Provost’s approval for issuing diploma duplicate;

25. In case of grammar and spelling mistakes in diploma, graduate student must write a letter of request addressed to the Office of the Registrar to replace the diploma. The Office of the Registrar initiates a memo to the Provost. In case of Provost’s approval, the Office of the Registrar will replace the diploma. Graduate student in addition to a letter of request must submit a copy of state ID card and return earlier issued diploma with transcripts. Diploma will be given within 60 days from the Provost’s approval for replacement of the diploma;

26. In case of errors of name/major/degree in diploma, School must write a Memo addressed to the Provost of the University. In case of Provost’s approval of diploma replacement request, the Office of the Registrar put amendments to the order and replaces the diploma. Graduate student must submit a copy of state ID card and

return earlier issued diploma with transcripts. Diploma will be given within 60 days from the Provost's approval for replacement of the diploma.

### **§3. Transcripts**

*Clause 27 has been excluded in accordance with the amendment approved by the Decision of the Provost of the University #36-н/к dated 25 May, 2018.*

27. Transcripts will contain thesis titles only by School requests. They must be provided not later than 30 days before the Degree conferral dates in three (3) languages to the Office of the Registrar. Schools are responsible for the correct translation of thesis titles in state and Russian languages.

28. Transcripts are signed by the Registrar, or person of his/her replacement in accordance with the act issued by the University.