

Office of the Registrar

GRADE SUBMISSION instructions

- Go to www.nu.edu.kz → “Academics” → “The Office of the Registrar” (or straight to registrar.nu.edu.kz) →



Click on MyRegistrar in the right upper corner:



Enter your user name and password:

A screenshot of the login form on the website. It features a navigation bar with 'GRADUATE STUDENTS', 'FACULTY/STAFF', and 'CONTACT US'. The login area contains two input fields: 'Username' and 'Password'. A red arrow points to the 'Username' field. Below the fields is a 'Log in' button.

Click on “Class management” module:

A screenshot of the 'CLASS MANAGEMENT' module. It features a red 'A+' icon and a document icon with three red checkmarks. The text reads: 'CLASS MANAGEMENT' and 'Provides Class roster, submission of Midterm and Final grades during grade submission periods'.



Choose the term and class you need.



Start submitting grades by clicking on “In progress” value in the “CurrentFinalGrade” column – the dropdown list with all grades will appear. Choose the appropriate grade and it will be saved automatically. You can logout and finish grade submission later – grades will remain in the system.

Major	Track	NU Email	Gender	MidtermGrade	CurrentFinalGrade
Computer Science		yabsattar@nu.e...	male	in progress	in progress
Robotics and Me...		nbaimukhamedo...	female	in progress	A
Computer Science		afazylova@nu.e...	female	in progress	A-
Computer Science		agalimuratova@...	female	in progress	B+
Computer Science		sgaliyev@nu.ed...	male	in progress	B
Robotics and Me...		nimanberdiyev...	male	in progress	B-
Robotics and Me...		okengbeil@nu.e...	male	in progress	C+
Computer Science		akenzhetayev@...	male	in progress	C
Robotics and Me...		ykulanbekov@n...	male	in progress	C-
Computer Science		dmagazov@nu....	male	in progress	D+
Computer Science		amerkul@nu.ed...	male	in progress	D
Computer Science		aospanova@nu....	female	in progress	F
Computer Science		goteniyaz@nu.e...	female	in progress	in progress



When ALL grades are entered, click on “Submit” button. Once you click on this button, grades will not be available for changing.

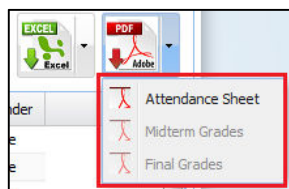
<input type="checkbox"/>	201200978	Temiraliuly	Damir	Registered	SST	Robotics and M...	damir.temiraliul... m
<input type="checkbox"/>	201201874	Toleuov	Assan	Registered	SST	Computer Scie...	assan.toleuov@... m
<input type="checkbox"/>	201202776	Zhanbyrtayev	Madi	Registered	SST	Computer Scie...	madi.zhanbyrta... m

Submit Once you submit grades, all entered grades can not be changed.

Nazarbayev University, Office of the Registrar, Kazakhstan, Astana, 53, Kabanbay batyr S
Main Administrative Building, Room #1150, 1st floor, 010000
Contact us: registrar@nu.edu.kz.



Download “Final Grades” pdf file, sign it and submit it to the Office of the Registrar (scanned copy with life signature is also acceptable). Submitting signed copy of Final grades sheet is required for all faculty and for all classes!



All Final grades should be submitted till the end of the Grade submission period indicated in the Academic Calendar.

MIDTERM GRADE SUBMISSION

- Midterm grades submission process is the same as Finals?
- Midterm grades sheets are **NOT** required for submission to the Office of the Registrar.
- After midterm grade submission is closed by the Office of the Registrar, midterm grades will be available only for viewing (Column “Midterm Grade”).
- Midterm grades are available for viewing only before and during submission of final grades; after final grades submission “Midterm Grades” will be unavailable.

GRADES DESCRIPTION

According to the NU Academic Regulation and Procedures - Undergraduate Programmes f Nazarbayev University Schools uses a letter-numerical grading system. A letter grading system A, B, C, D, F includes further differentiation with “+” for the top of the grade range or “-” for the bottom of the grade range. Based on the grades assigned, a grade point average is calculated and recorded on the student’s transcript.

The grading of all modules/course units will be under the US style 4-point grade averaging scheme. The Table 1 below shows the point scores associated with each grade (and percentage that may be considered equivalent to letter grades as follows):

Table 1. Grades and Equivalents on a 4-point GPA scheme

Grades (for undergraduate level)	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

Explanation of the Grades

In progress

It is temporary grade which is assigned by default for registered student to the current course.

Withdrawal

The “W” grade is assigned automatically for the student who withdrew from the current course.

Incomplete

Students who have completed a substantial portion of the requirements for a course but due to extenuating circumstances is unable to complete all requirements, may be assigned a temporary grade of *I - Incomplete* by approval of the instructor and the Dean.

If instructor needs to assign an **I – Incomplete** grade he/she must submit it ONLY by filling “*Request for a Grade of Incomplete*” form. Office of the Registrar will be able to assign the “I” grade manually ONLY on the basis of this form. There is NO option for assigning “I” grade online.

**If you have any questions please contact
the Office of the Registrar: registrar@nu.edu.kz**