



QAZAQSTAN RESPÝBLIKASY  
PREZIDENTINIŇ JANYNDAĞY  
MEMLEKETTİK BASQARY AKADEMIASY

# ADMISSION GUIDLINES



2020

# Admission to the Academy of Public Administration under the President of the Republic of Kazakhstan

## Eligibility

Citizens of Kazakhstan, as well as foreign citizens and those who are permanently residing on the territory of Kazakhstan are eligible to apply for educational programmes of the Academy.

## Application deadline

To all applicants

Open: 1 January 2020

Close: 10 July 2020

## Programmes

The Academy offers the following programmes in Social Sciences, and Business and Management subject areas:

### *1-year, full-time, Master programmes:*

1. Public Management (full-time/ flexible mode);
2. Anti-Corruption Policy;
3. International Relations;
4. Human Resource Management;
5. Regional Development (flexible mode).

### *2-years, full-time, Master programmes:*

1. Public Administration;
2. Public Policy;
3. Economics;
4. Regional Development;
5. Regional Leadership (flexible mode).

### *3-years Doctoral programmes:*

1. Public Administration;
2. Economics;
3. International Relations.

## Application and Next steps

All international applicants need to submit paper applications.

- 1) Application form (Annex 1);

**Applications must be supported by:**

2) Copy of the bachelor's degree diploma (for Master's programme) with transcripts and the copy of master's degree diploma with transcripts (for Doctoral programme);

3) a copy of the IELTS or TOEFL test certificate, or \* registration forms for passing the APTIS or Duolingo English Test tests in the form in accordance with Annex 2 to these Rules (applicants who have received a degree in educational institutions where English is the language of instruction are exempt from this requirement when providing the relevant document);

\* for candidates participating in the competitive selection for the academic year 2020-2021. Employment confirming document (an employment history list);

4) Medical health certificate

\* for candidates participating in the competitive selection for the academic year 2020-2021, the deadlines for providing a medical health certificate are extended until September 1, 2020;

5) Medical health certificate;

6) Reference letter signed by a Political civil servant of a state body/ Executive Secretary/ head of a state body in the form specified in (Annex 3);

7) For Master's programme applicants – motivational essay and essay on subject Annex 4;

For Doctoral programme applicants – motivational essay and research proposal, and if applicable the list of scientific papers (Annex 5).

Diplomas issued by foreign educational institutions are provided along with a notarized translation into Kazakh or Russian. These documents must pass the recognition and nostrification procedure within three months from the date of admission to the Academy.

Prior to enrollment, applicants along with copies of the documents submit originals for verification. After verification the originals will be returned.

**Application with supporting documents should be sent to Admission Office via e-mail [admission@apa.kz](mailto:admission@apa.kz) before July 10, 2020.**

**In case of any questions You may contact Admissions office via e-mail [admission@apa.kz](mailto:admission@apa.kz) or WhatsApp Messenger: +7 702 467 81 51**

**Entry requirements**

*1- year:*

**Master of Public Management;**

- at least five years of experience in public service, including at least one year in a senior position in state bodies;

- evidence of adequate English language skills: IELTS overall grade 4.5, TOEFL PBT overall score 477 or TOEFL IBT overall score 53, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.5;

#### **Master of Anti-Corruption Policy:**

- for civil servants: at least three years of civil service experience, including at least one year in a senior position in the civil service;

- evidence of adequate English language skills: IELTS overall grade 4.0, TOEFL PBT overall score 437 or TOEFL IBT overall score 41, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.0;

#### **Master of International Relations:**

- at least two years of work in the Ministry of foreign Affairs or in international cooperation departments of other state bodies;

- evidence of adequate English language skills: IELTS overall grade 4.0, TOEFL PBT overall score 437 or TOEFL IBT overall score 41, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.0;

#### **Master of Human Resources Management:**

- at least one year of experience in public service;

- evidence of adequate English language skills: IELTS overall grade 4.0, TOEFL PBT overall score 437 or TOEFL IBT overall score 41, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.0;

#### **Master of Regional Development:**

- at the time of application, at least one year of civil service experience in local Executive bodies and civil servants of Central state bodies and their territorial divisions dealing with local and regional issues;

- evidence of adequate English language skills: IELTS overall grade 4.0, TOEFL PBT overall score 437 or TOEFL IBT overall score 41, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.0;

Study in "Master of Regional Development" programme is carried out at the expense of other sources of funding.

*2- years:*

**Master of Public Administration:**

- at least three years of experience in public service, including at least one year in a senior position in the public service;

- evidence of adequate English language skills: IELTS overall grade 4.5, TOEFL PBT overall score 477 or TOEFL IBT overall score 53, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.5;

**Master of Public Policy and Master of Economics:**

- at least one year of experience in public service;

- evidence of adequate English language skills: IELTS overall grade 4.0, TOEFL PBT overall score 437 or TOEFL IBT overall score 41, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.0;

**Master of Regional Development:**

- at least one year of civil service experience in local Executive bodies and civil servants of Central state bodies and their territorial divisions dealing with local and regional issues;

- evidence of adequate English language skills: IELTS overall grade 4.0, TOEFL PBT overall score 437 or TOEFL IBT overall score 41, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.0;

**Master of Regional Leadership:**

- at least three years of experience in public service, as well as stay in a senior position at the time of receipt based on documents confirming employment;

- evidence of adequate English language skills: IELTS overall grade 4.0, TOEFL PBT overall score 437 or TOEFL IBT overall score 41, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B1 (CEFR) and correspond to the IELTS equivalent of grade 4.0;

*3-years:*

**Doctor of Public Administration:**

- availability of a Masters' degree document;
- at least three years of experience in public service;
- evidence of adequate English language skills: IELTS overall grade 5.5, TOEFL PBT overall score 513 or TOEFL IBT overall score 65, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B2 (CEFR) and correspond to the IELTS equivalent of grade 5.5;

**Doctor of Economics:**

- Master's degree in one of the subject areas: "Economics", "Management", "Accounting and audit", "Finance", "State and local governance", "Marketing", "Statistics", "World economy", "Assessment", "Business and management", " Interdisciplinary programmes related to business, management and law";

- at least three years of experience in public service;
- evidence of adequate English language skills: IELTS overall grade 5.5, TOEFL PBT overall score 513 or TOEFL IBT overall score 65, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B2 (CEFR) and correspond to the IELTS equivalent of grade 5.5;

**Doctor of International Relations:**

- Master's degree in one of the subject areas: "International relations", "World economy", "International law", "regional Studies", "History", "political Science", "Oriental Studies", "international journalism", " Social Sciences";

- at least three years of experience in public service;
- evidence of adequate English language skills: IELTS overall grade 5.5, TOEFL PBT overall score 513 or TOEFL IBT overall score 65, valid at the time of submission of documents;

in the absence of above certificates, APTIS language test results for four skills (speaking, writing, reading and listening) must be at level B2 (CEFR) and correspond to the IELTS equivalent of grade 5.5;

The requirements for work experience and English language proficiency specified in these Rules apply to citizens of foreign countries who receive funds allocated by Kazakh, foreign and international organizations.

The Academy has the right to refuse to accept documents at any stage if the documents and/or information submitted by applicants are found to be unreliable.

**Assessment procedure** consists of the following stages:

- 1) Review of documents submitted by applicants (within 5 working days).
- 2) Evaluation of essays submitted by applicants, research proposal (for entering Doctoral programmes);
- 3) Interview in English, during which personal and professional competencies are identified. Please be informed that interview includes solution of case-studies.
- 4) The final score is a set of points for the results of the essay assessment and interview, according to their specific weight.

If the final score of two or more applicants is equal, the applicant with a high score for the interview gets the priority right to enroll.

The interview process is conducted using video or audio recording.

The applicant submits documents only for one of the educational programmes and passes competitive exam for the selected programme. Repeated interviews are not allowed.

To: Rector of the Academy of Public Administration under the President of the Republic of Kazakhstan Yerlan Abil

From: (surname, first name, middle name (if applicable))

Address: (address of the permanent place of residence)

ID or passport details: (No., issuing authority, date of issue and expiration)

### **Application**

I hereby apply for entrance examinations for enrollment to a scholarship/fee-based Master's/Doctoral programme.

(underline as necessary)

Programme: \_\_\_\_\_

Major specialty: \_\_\_\_\_  
(indicate the major)

Course duration: \_\_\_\_ year(s).

My personal details:

1. Date of birth (date, month, year) \_\_\_\_\_
2. Ethnicity \_\_\_\_\_
3. Citizenship \_\_\_\_\_
4. Gender \_\_\_\_\_
5. Marital status \_\_\_\_\_
6. Education: university, major and graduation date \_\_\_\_\_  
\_\_\_\_\_
7. Employment (place of work) \_\_\_\_\_  
\_\_\_\_\_
8. Position \_\_\_\_\_
9. Years of general work experience \_\_\_\_\_, of which the civil service experience: \_\_\_\_\_
10. Political or administrative civil servant  
(underline as necessary)
11. Reference (if available) \_\_\_\_\_
12. Telephone contacts:  
work \_\_\_\_\_  
home \_\_\_\_\_  
mobile \_\_\_\_\_



additional contacts \_\_\_\_\_

13. E-mail: \_\_\_\_\_

14. I need /I do not need a dormitory room (underline as necessary)

I am aware and agree that if I provide false information, this can lead to refusal of my application for admission to the entrance examination or subsequent expulsion from the Academy.

I am aware of the requirements stipulated in the Rules on Admissions to the Academy and oblige to abide.

*day/month/year*

\_\_\_\_\_  
Signature

### APTIS test registration form

To: Rector of the Academy of Public Administration under the President of the Republic of Kazakhstan Yerlan Abil

I \_\_\_\_\_ would like  
(surname, first name, middle name (if applicable))  
to register for the APTIS test administered by \_\_\_\_\_  
"\_\_\_" \_\_\_\_\_ "20\_\_.

I pledge to provide application supporting documents to the Admissions Commission of the Academy of Public Administration under the President of the Republic of Kazakhstan (hereinafter – Academy) in person or by email address \_\_\_\_\_ prior to taking the APTIS test and before «\_\_\_» \_\_\_\_\_ 201\_\_ year.

In case of late submission of supporting documents to the Admissions Commission, I am aware of the non-admission to the APTIS test.

I agree that \_\_\_\_\_ will provide my test results to the Admissions Commission of the Academy.

I am aware of the requirements stipulated in the Rules on Admissions to the Academy and oblige to abide.

I confirm my personal details:

Full name as in ID or passport, legibly in block letters

Full name as in ID or passport, legibly in block letters in English \_\_\_\_\_

ID or passport details (No, issuing authority, date of issue and expiration)

Individual Identification Number (if applicable) \_\_\_\_\_

Home address, postcode: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

day/month/year \_\_\_\_\_

*\*must be on the official letterhead paper*

### Reference letter

**To:** Academy of Public Administration under the President of the Republic of Kazakhstan

\_\_\_\_\_  
(name of the government agency or organization referring the employee to study)  
sends \_\_\_\_\_

(surname, first name, middle name (if applicable), position, job category, length of service)  
to undertake studies towards a Master's / Doctoral degree (underline)

Programme: \_\_\_\_\_

major specialty: \_\_\_\_\_

duration of study: 1 year / 2 years / 3 years (underline).

In case of admission to the Academy of Public Administration under the President of the Republic of Kazakhstan

\_\_\_\_\_  
(name of the government agency or organization referring the employee to study)  
confides \_\_\_\_\_ to research

(applicant's full name)

the issue of

\_\_\_\_\_  
as part of the master's project (one year) / Master's thesis (two years) / Doctoral thesis (three years).

We guarantee the signature of a trilateral agreement between the Academy, the sending government agency / organization and the student in case of applicant's enrollment.

day/month/year \_\_\_\_\_

\_\_\_\_\_  
Position/ signature

(surname, first name, middle name (if applicable)  
of a head of the government organization)

## ***Guidelines for writing an essay***

### ***For Master's degree applicants***

#### **How will the essay review process be organized?**

All written papers submitted by applicants for admission (motivational essay, subject essay/research proposal) will be encoded using barcodes. This will ensure the confidentiality of the applicant's data. Each work will be checked for plagiarism and will be evaluated by at least two experts. The arithmetic average of the two experts' scores will become the score for the essay.

#### **What are the requirements for a motivational essay?**

For successful preparation of motivational essay, it is desirable to reflect:

- goals and objectives of personal career development (ability to identify tasks and offer non-standard solutions, ability to apply a creative approach);
- reasons for choosing this program and entering the Academy (understanding the acquired professional competencies after completion of study);
- presence of certain values that can contribute the development of society;
- ability to independently identify and create the necessary supporting environment for (self-) motivation;
- compliance with the requirements of academic writing, i.e. structured (introduction, argumentative part, conclusions) writing without grammatical, spelling and stylistic errors and literary sources must be used correctly.

Volume of the essay consists of 500 words. Exceeding the number of words can lead to a lower score. When using literary sources, you must specify references to sources in the bibliography section. Since all written works in the Academy are checked for plagiarism, borrowings without reference to the source will be perceived as plagiarism. Borrowing without reference to the source (plagiarism) by more than 25% leads to a decrease in the applicant's rating up to the cancellation of the assessment.

#### **What are the requirements for subject essay?**

For the successful preparation of subject essay, we recommend demonstration of:

- strategic and critical thinking;
- ability to analyze quantitative, verbal, and other information and make informed decisions based on the information studied;
- innovativeness and change management (ability to generate new ideas, find original solutions, offer options for action)
- compliance with the requirements of academic writing, i.e. structured (introduction, argumentative and analytical part, conclusions) writing without grammatical, spelling and stylistic errors, and literary sources must be used correctly.

The volume of the essay consists of 500 words (excluding bibliography). Exceeding the number of words can lead to a lower score.

When writing an essay, in the bibliography section, you must specify links to sources. Since all written works in the Academy are checked for plagiarism, borrowings without reference to the source will be perceived as plagiarism. Borrowing without reference to the source (plagiarism) by more than 25% leads to a decrease in the applicant's rating up to annulling the mark.

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(surname/ name)

## ***Guidelines for writing an essay***

### ***For Doctoral degree applicants***

#### **How will the essay review process be organized?**

All written papers submitted by applicants for admission (motivational essay, subject essay/research proposal) will be encoded using barcodes. This will ensure the confidentiality of the applicant's data. Each work will be checked for plagiarism and will be evaluated by at least two experts. The arithmetic average of the two experts' scores will become the score for the essay.

#### **What are the requirements for a motivational essay?**

For successful preparation of motivational essay, it is desirable to reflect:

- goals and objectives of personal career development (ability to identify tasks and offer non-standard solutions, ability to apply a creative approach);
- reasons for choosing this program and entering the Academy (understanding the acquired professional competencies after completion of study);
- presence of certain values that can contribute the development of society;
- ability to independently identify and create the necessary supporting environment for (self-) motivation;
- compliance with the requirements of academic writing, i.e. structured (introduction, argumentative part, conclusions) writing without grammatical, spelling and stylistic errors and literary sources must be used correctly.

Volume of the essay consists of 500 words. Exceeding the number of words can lead to a lower score. When using literary sources, you must specify references to sources in the bibliography section. Since all written works in the Academy are checked for plagiarism, borrowings without reference to the source will be perceived as plagiarism. Borrowing without reference to the source (plagiarism) by more than 25% leads to a decrease in the applicant's rating up to the cancellation of the assessment.

#### **What are the requirements for research proposal?**

The form of writing the project is free. The project should set out the relevance, critical analysis, suggested research methods and possible solutions of the problem/issue.

The proposal should include only information that is necessary for the disclosure of the topic, have a competent compositional structure, be logical, clear in structure;

The proposal should show that its author knows and uses meaningfully theoretical concepts, terms, generalizations, worldview ideas, also contain an argumentation of the position on the stated problem/question;

For successful preparation of the research proposal, we recommend demonstration of:

- strategic and critical thinking;

- ability to analyze quantitative, verbal and other information and make informed decisions based on the information studied;

- innovativeness and change management (ability to generate new ideas, find original solutions, offer options for action);

- compliance with the requirements of academic writing, i.e. structured (introduction, argumentative and analytical part, conclusions) writing without grammatical, spelling and stylistic errors, and literary sources must be used correctly.

The volume of the research project consists of 1500 words. Exceeding the number of words can result in a lower score.

While writing a research proposal, you must specify links to sources in the bibliography section. Since all written works in the Academy are checked for plagiarism, borrowings without reference to the source will be perceived as plagiarism. Borrowings without reference to the source (plagiarism) by more than 25% leads to a decrease in the applicant's rating up to annulling the mark.

**\* Approximate structure of research proposal:**

1. Introduction (approximately 20% of the text):

- relevance of the study;
- research problem/questions;
- purpose of research;
- objectives of research;
- practical significance.

2. The main part (approximately 60% of the text):

- literature review (what has been researched before You);
- suggested description of the research methodology (how will You research);
- The data description (statistics, surveys, from workplace, etc.) that are expected to be

used;

- analysis and generalization of research results.

3. Conclusion and conjectural inferences (approximately 20% of the text).

4. Bibliography (list of used sources).

*\*This research structure is given as an example. The structure of the research work may differ depending on the problem/question and the research methodology.*

List of publications

(Surname, first name, middle name)

No.	Theme	Type of research*	Results	Volume	Co-authors
1	2	3	4	5	6

\* monograph, study guide, article etc.

day/month/year

(signature)