



## **De Montfort University Kazakhstan**

### **University Admissions Requirement- Guidelines for Students**



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## University Admissions Requirement- Guidelines for Students

Whether you are looking for undergraduate or postgraduate study, De Montfort University Kazakhstan is an excellent choice for local and international students choosing to study a UK degree

This is a guide to the normal entry requirements to join the De Montfort University, Kazakhstan. the Support Team: Admissions and Recruitment (STAR) staff will study your application, so make sure you include your academic background and personal information when you apply. Each university application is considered on its own merit.

### WHO CAN APPLY?

- Students in the final year of secondary education institutions;
- Students in the final year of technical, vocational, post-secondary and higher education institutions;
- Graduates from secondary, post-secondary or higher education institutions.

### ENTRY REQUIREMENTS

As part of the selection process the Support Team: Admissions and Recruitment (STAR) staff will consider the following

Your **Qualifications + English Language ability + Personal Statement**

#### Qualifications

##### **Kazakhstan Qualifications**

- Diploma of Secondary Vocational Education
- UNT

OR

##### **UK Qualifications**

5 GCSE/IGCSE's at A\*- E, or two GCE A levels (grades A- E), or three GCE AS levels (grades A-E)

OR

##### **International Baccalaureate**

International Baccalaureate IB – a minimum of 20 points

International Baccalaureate IB – Middle Years Programme – 28 points with a minimum grade of 3 in each component

#### **1. English Language**

We care about your success.

Having a good foundation in English that you will further develop and enhance during your studies with us will give you the confidence and skills that will set you up to succeed.

The standard entry requirement is IELTS 5.0 (no component below 5.0) or TOEFL equivalent. In the cases of TOEFL but we will look at each application on a case by case basis.

If you haven't reached this score just yet, don't worry, students with a lower IELTS score can still apply to the university. To help you reach the English Language entry requirement, you may want to enrol on either a 4-week, 6 week or 12-week pre-sessional DMU English programme.

So, if you have:

- IELTS 4.5 (no component below 4.0): 12-week pre-sessional English programme

or

- IELTS 5.0 (no component below 4.5): 6-week pre-sessional English programme

or

- IELTS 5.0 (where a component is below 5.0): 2-week pre- sessional English programme

## **2. Personal Statement “Elevator Pitch”**

As part of the selection process we will ask you to submit a short statement to describe your ambitions, skills, and experience to university admissions staff. Your personal statement supports your application to study at the university. It's a chance for you to say why you'd like to study a particular course or subject, and what skills and experience you possess that show your passion for your chosen field. It is an opportunity for you to write about YOU!

Here are some ideas to help you get started:

Look at course descriptions and identify the qualities, skills, and experience it requires – you can use these to help you decide what to write about.

Tell us why you're applying – include your ambitions, as well as what interests you about the subject and the university

Think about what makes you suitable – this could be relevant experience, skills, or achievements you've gained from education, work, or other activities.

Include any clubs or societies you belong to – sporting, creative, or musical.

Mention any relevant employment experience or volunteering you've done

If you took part in a higher education taster course, placement, or summer school, or something similar, include it.

## **HOW DO I APPLY?**

We're so pleased that you would like to study at DMUK.

Applying to DMUK is easy. As a prospective student you can apply using our online application form. The application must include copies of all relevant academic transcripts and certificates of English language qualifications.

How you apply to study with us depends on the course level and your country of residence.

If you need further help or have questions about how to apply, please get in touch with our Admissions Team [admissions@dmuk.edu.kz](mailto:admissions@dmuk.edu.kz) and we'll be happy to help.

#### Application Stages

1. **Create your DMU Kazakhstan account** - Log into the system <https://dmuk.heiapply.com/application> and create your personal account
2. **Application Fee** - Pay your application fee - 45, 000 KZT this will be paid online using an authorised bank card. **The application fee is non-refundable.**
3. **Fill out the application form** – please fill out all the required fields
4. **Upload the required documents** –
  - a. a scanned copy of proof of your studies at a final grade/course (according to the template with photo) or a certificate/diploma with transcripts if you have already completed a relevant level of study.
  - b. a scanned copy of national identity card or passport;
  - c. Upload a passport size photo to the profile in your Personal account.
  - d. Upload your IELTS/TOEFL score or transcript  
You can still apply if you have not yet taken the IELTS exam and are planning to do so before September 2021.
  - e. Upload your Personal Statement.
3. **Complete application process** – after uploading the required documents, submit your application. Once you have submitted your application you will be unable to make any further changes. If you make an error, don't worry please contact our Admissions Team: Admissions and Recruitment (STAR) staff who will be able to help.
4. **Good luck!** You will be contacted within **10 working days** by our Support Team: Admissions staff once your application has been assessed.
5. **Application Support** - if you need any more information about the application process, you can contact our friendly Admissions Team.

#### WHAT HAPPENS AFTER I APPLY?

We can only look at your application once we have received your application form and all supporting documents, such as your passport and qualifications, so please make sure you have submitted all the required elements listed within the 'How do I apply?' section above.

You'll then receive one of the following decisions by email:

Conditional offer – you still need to submit outstanding documents. Your place will be reserved until you meet the rest of the entry criteria.

Unconditional offer – you meet the entry criteria and have submitted all necessary documents. Your place will be reserved until you accept or decline your offer. If you accept, you'll be required to pay a deposit.

Alternative course – you do not meet the entry criteria for the course you applied for, but your application shows you are suitable for another similar course.

Unsuccessful - you do not meet the entry criteria. Where possible we will try to match you with an alternative course.

### **I'VE RECEIVED AN UNCONDITIONAL OFFER – WHAT'S NEXT?**

Congratulations upon receiving your offer of a place at DMUK. You will then need to do the following:

- 1 Accept your offer of a place. This is the start of your amazing 4-year journey at DMUK. Acceptance will be registered by the University on completion of the Confirmation of Acceptance for Studies form which can be found on the portal.
- 2 Once you have accepted your place you will need to pay a security deposit of \$2500. This can be paid online via our secure university payment portal. This must be received by the acceptance deadline to secure the place offered.
- 3 The following documents must be uploaded to your student admissions account of the following documents should be submitted in person to Admissions Team. This will include the following:
  - Filled out and signed application form with a photograph;
  - Notarized copy of identity document or passport.
  - An original copy of a nationally recognized certificate stating completion of a secondary school, technical, vocational or post-secondary school or university or bachelor's degree certificate or diploma of a specialist with transcript;
  - Original signed Student Privacy Notice
  - Original signed Confirmation of Acceptance for Studies Form.
  - Original signed Security Deposit Form.
- 4 Sign the Student Contract with DMUK.

Successful study at University stems from a partnership between students and staff, and the University is committed to providing you with a learning environment and student services which enable you to fulfil your potential.

Underpinning this partnership, the University has a supportive set of regulations, policies and procedures.

These, along with the Terms and Conditions of Admissions, form the contract between you and the University in relation to your studies at the University.

You should familiarise yourself with these documents, particularly those that are most likely to be relevant to you.
- 5 Payment for Term 1 – students will need to pay the first instalment of their fees. This amount will be 50% of the total fee.
- 6 Congratulations you are now enrolled.
- 7 Students will be invited to participate in an orientation week before the start of their classes.

## TUITION FEES

Going to university represents a real investment in your future and there is plenty of support available. We know the thought of your funds and budgeting can seem daunting, but our dedicated teams are on-hand throughout the process. There is financial support available at De Montfort University, Kazakhstan (DMUK) and we aim to advise on financial processes to put you at ease during your student journey.

We set our fees so that students receive high-quality and distinctive education while enjoying excellent facilities and a fantastic experience.

For 2021/22 entry, our tuition fees for full-time local students are:

<b>Undergraduate</b>		
Degree programme (4 Year)	Course Fees (per Academic Year)	Welcome 2021 Discount (20% for all students enrolled by 15 August 2021 – Discount will be applied each Academic Year and to all 4 years of study)
BA Accounting and Finance	\$12,500	\$10,000
BA Business and Marketing	\$12,500	\$10,000
LLB Business Law	\$12,500	\$10,000
BA Economics and International Relations	\$12,500	\$10,000
BSc Finance and Investment	\$12,500	\$10,000
<b>Postgraduate</b>		
Global MBA	\$20,000	
MSc International Finance and Investment	\$17,500	
LLM International Business Law	\$17,500	

### Payment of Fees

The University does not accept cash payment.

You can pay fees using our online portal or by bank transfer.

When do I pay my fees?

If you are self-funding all or part of your studies you must ensure that you pay your fees by the deadlines indicated below. For full time students who are self-funded and enrolling in September, payments can be made in two instalments:

<u>Instalment</u>	<u>Deadline</u>	<u>Amount</u>
<u>1</u>	<u>1<sup>st</sup> Septemeber</u>	<u>50%</u>
<u>2</u>	<u>31 January</u>	<u>50% (this is the remaining balance)</u>

For students starting the Masters programs in January, payments can be made in 2 instalments

<u>Instalment</u>	<u>Deadline</u>	<u>Amount</u>
<u>1</u>	<u>before enrolment 31 Dec</u>	<u>50%</u>
<u>2</u>	<u>2 May</u>	<u>50% (this is the remaining balance)</u>

#### *Late and Non-Payment of Fees*

*Self-funding students are required to pay their fees promptly (in line with payment deadlines) and are not expected to enrol without funding in place to finance their studies. In exceptional circumstances, students unable to meet a fee payment deadline or with any concerns regarding their fees must contact the Admissions staff at the earliest opportunity.*

#### *Requesting to withdraw*

*If you have started your DMUK course but decide to leave the course permanently, you can submit a request to withdraw. Please note, you may be liable for all or part of the tuition fee depending on when you withdraw from the course. Your guarantee deposit is non-refundable.*

#### *UG Cut-Off Dates*

*In order to qualify for a refund, you must withdraw from your undergraduate course on or before:*

##### *Term 1*

*100% refund - 1 October 2021*

*50% refund - 31 October, 2021*

*0% refund: - 1 November – 18 December, 2021*

##### *Term 2*

*100% refund – 31 January, 2022*

*50% refund - 1 March, 2022*

*0% refund – 2 March, 2022 – 27 May, 2022*



## **Financial Support for Students**

We are committed to supporting students and firmly believe that finance should not be a barrier to accessing university education.

Our Support Team: Admissions and Recruitment (STAR) staff are here to provide you with advice on all aspects of money matters, including tuition fees, financial help and on funding your studies.

### **Early Bird Launch 2021 Discount**

DMUK is committed to supporting students achieve their goals. The Early Bird Discount seeks to award local and international students who choose to begin a new course or continue their studies and gain a Masters qualification at DMUK.

If you apply to study on a full-time Degree or Masters course by 6pm on the 15 August 2021, you will automatically receive a 20% discount off your course fees **not just for your first year** of study but as part of our special launch event in September 2021, as the first international university in Almaty, Kazakhstan the Early Bird Launch 2021 Discount this special discount will apply to all 4 years of your study at DMUK.

For Masters students starting January 2022 apply by 6pm 30 November, 2021 to receive a 20% discount.

This discount applies to all our full-time taught degree courses, and is available to local and international students.

### **Terms and Conditions**

#### **To be eligible for the Early Bird Discount 2021 you must:**

- Apply for a full-time degree course for September 2021 entry, by 18:00 on 15 August 2021
- Meet the conditions of your offer and accept your offer to study at DMUK
- Be a self-funded student

#### **Eligible courses**

All full-time Bachelors starting at our DMUK campus in September 2021 and Masters course starting in January 2022.

#### **Important information**

Students in receipt of Early Bird Discount will be entitled to apply for other scholarship and discount schemes offered by DMUK

The Early Bird Discount is awarded as a fee waiver and is not a cash sum

Students who are eligible for the Early Bird Discount will be automatically considered, there is no separate application form

If you defer your offer to the following year the Early Bird Discount is no longer applicable

DMUK reserves the right to withdraw the scheme at any point

The University's decision is final and cannot be challenged; there is no right of appeal

#### Further Information

All fee reductions are applied to the **final** instalment of tuition fees

Students who do not pay their tuition fee instalments by the dates stated in their Confirmation of Acceptance for Studies Form will lose their entitlement to a discount

Discounts are only available to self funded students

Discounts are limited and available on a first come first served basis

#### Family Loyalty Discount

The Family Loyalty Discount is for local and international students. It entitles you to 10% off your course fees for each year of a full-time course, whether that is an undergraduate degree, postgraduate degree or English language course.

You must be the sibling, spouse or child of someone who is either currently studying on, or has graduated from, a full-time course here DMUK. That relative must also be (or have been) classified as a local or international student.

Siblings: you and your sibling can have one or both parents in common.

Children/parents: you can be related by blood or by marriage.

Spouses: You can become eligible for this discount by marrying someone who is currently studying at the University.

To apply for a Family Loyalty Discount, you must complete the Family Loyalty Discount Form /or section and upload this to your application portal. We recommend that you apply when registering for your course, or soon after. Applications cannot be accepted more than four months after your course start date. Our Support Team: Admissions and Recruitment (STAR) staff will consider your application and let you know whether it has been approved.

When two or more family members register at the same time the family discount is split between them, i.e. two family members would each receive a 5% discount.

If you are uncertain about your eligibility or have any other queries about this discount, please contact Admissions staff.