

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.

(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)