

 <b>NAZARBAYEV UNIVERSITY</b>	<b>Autonomous organization of education Nazarbayev University</b>		
	<b>Approving body:</b>	Provost	
<b>Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University</b>			
<b>Date of approval:</b>	23.04.2020	<b>Date of entering into force</b>	
<b>Decision/Minutes No.:</b>	No. 68-Н/К		
<b>Bylaw classification:</b>	2.8. Academic Policies and Procedures		
<b>Initiator:</b>	R. Lee Carter Registrar and General Director for Student Progress		
<b>Related documents</b>	1. APP for Undergraduate programs 2. Amendments to the Policy and Procedures on the 5th year of Undergraduate Study 3. Undergraduate attendance policy and procedures of the autonomous organization of education Nazarbayev University		

## 1. General provisions

1. These Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University (hereinafter – Policies) contain academic policies and procedures for undergraduate (hereinafter – UG) programs at autonomous organization of education Nazarbayev University (hereinafter – University). In case of conflicts, the provisions of these Policies take precedence over previous rules.

These Policies set minimum standards for the University students. Program requirements may be more stringent than as described in this document. Such requirements must be indicated in the approved School/Program Handbooks (hereinafter – Handbook).

## 2. Academic Calendar Year

2. UG programs operate on the basis of an academic year divided into three academic periods: Fall and Spring semesters, and a Summer term (if offered).

Orientation week takes place for new students at the beginning of the Fall semester to allow students to adapt to the University and program requirements.



### 3. Registration Policy and Procedures

3. Online Registration. The University uses an online registration system. Students are notified via email of the dates for the registration period prior to the event.

4. By registering to a course, students commit to complying with all course requirements, including the examination procedures chosen and announced by the course instructor.

5. Priority Registration. The University conducts online registration on a priority basis. Priority can be given by School, major and/or year of study. The date on which registration is opened for each priority group will be indicated in the notice for the start of registration each semester/term.

6. Minimum Registration. Registration in a minimum of 24 European Credit Transfer and Accumulation System (hereinafter – ECTS) credits of coursework that count toward graduation is required in any given semester to maintain status as a full-time student. Under exceptional circumstances, a student may be permitted to register for fewer than 24 ECTS credits with written permission (electronic or paper) received from the Dean of their School and approved by the Vice-Provost for Academic Affairs (hereinafter – VPAA).

7. Maximum Registration. 36 ECTS credits of coursework is the maximum registration for any given semester. Under exceptional circumstances, a student may be permitted to register for more than 36 ECTS with written permission (electronic or paper) received from the Dean of their School and approved by the VPAA.

8. Time of Registration. Students must be registered by the end of the Add period, or they will be subject to dismissal according to the procedures and standards specified in the internal regulations of the University.

9. Course instructor access to class roster. The Office of the Registrar (hereinafter – Office), the Office of the Dean of the School, and instructors in the School will have access to online registration lists throughout the registration process and during the semester. The class roster in the MyRegistrar system is the definitive source of class registration and takes precedence over any other source, including Moodle (Learning Management System LMS).

10. Adding and Dropping Courses. Students are permitted to add and drop courses during the Add and Drop periods, respectively. Dates are published in the Academic Calendar. When a student drops a course during the Drop period, no record of the original course remains in the student's transcript.

11. Withdrawing from a course. A student may withdraw from a course prior to the Withdrawal deadline as stated in the Academic Calendar. A "W" appears on the transcript when a course is withdrawn. A "W" does not affect the Grade Point Average (hereinafter – GPA) or Cumulative Grade Point Average (hereinafter – CGPA).

12. Waitlist. A student is waitlisted when the course they have attempted to register for is full. The waitlist places the student in a queue. When a place in the course becomes available, the top student is then registered in the course and notified



by email. Once the waitlist period ends, the student will have time to register for alternate courses before the end of the Add deadline.

#### **4. Attendance**

13. Students are expected to attend all classes in courses for which they are registered at the University.

14. Penalties, as set forth in relevant internal documents of the University, will be applied if attendance falls below that stated in course syllabi or Handbooks. Students are required to be present at the beginning of the semester or term and to remain until the semester or term is completed (which includes final examinations).

15. Students who do not attend classes from the first day may be penalized or dropped from the class based on the relevant Handbook.

16. Students who exceed the maximum number of absences in the current and previous semester or term, as defined in the Handbook will not be eligible for University sponsored study abroad programs or other University sponsored events.

17. At the start of the semester or term, each instructor is responsible for informing students in the course documentation of the attendance policy, its impact on their learning opportunities and on their potential grade. Faculty have the right to lower grades or initiate a drop/withdrawal from a course if there is a violation of the attendance policy.

18. Only the instructor may approve a student's request to be absent from class. In the event of a dispute, the matter may be reported to the Vice Dean of the School. The determination of the Vice Dean shall be final.

#### **5. Declaration of a Major and a Minor**

19. Rules and forms for declaration of a major and a minor. Rules governing the declaration of a student's major and minor will be made by each School and specified in the Handbook.

Forms for the declaration of a major and minor are available online on the Office website. A student's major and minor are declared when the completed form, with all necessary signatures, is submitted to the Office by the administrative staff of the student's School. The declaration of a major and minor will become effective prior to the registration period for the next semester.

Minors must be declared by the end of the first semester of the student's fourth year. Minors do not provide priorities for course registration.

#### **6. Declaration of a Double Major**

20. Double major. The program of study for double major consists of courses required to meet the degree requirements for each of the two majors, together with the other courses needed to meet the general education.

If there is a difference in the overall number of credits required for completion of the degree between the two major programs, the larger credit requirement will



apply. Each School shall adopt rules governing the declaration of double majors, which shall be specified in the Handbook.

21. Time for declaration of double major. A student should initially select only one major but may add an additional major at any time after in accordance with procedures specified in the Handbook.

22. Rules and forms for declaration of double major. Forms for declaration of a double major are available on the Office website. Supporting documentation and course planning worksheets showing how the coursework and credit hour requirements for each program will be met must accompany required forms. A student's double major is declared and registered based on submission of the completed form and submission of all attachments and all required signatures to the Office by the administrative staff of the student's home School.

Secondary majors do not provide priorities for course registration. Only the primary major's School and degree will be indicated in the student's transcript.

23. The School must verify that the agreed graduation requirements of the double major have been satisfied.

## **7. Internal Transfers**

24. Transfers between the University majors within the same School. After entering the University, students may discover that their first choice of major does not correspond to their interests or intellectual abilities.

Those students may seek to change their major. The University supports these decisions by allowing internal transfers between UG majors.

In order to transfer to another department, student has to meet the transfer requirements of the department s/he is willing to transfer to. The completed Transfer form signed by the Dean of the Receiving School shall be submitted to the Office.

25. Transfers between the University Schools. Students who choose to transfer between Schools should consult with the Academic Advising Unit (hereinafter – AAU). If the student is no longer willing to study initially chosen major in their original School, the student should request to be reassigned to an advisor in the AAU. This advisor will consult that student until the new School has formally accepted her/him as a transfer student.

26. Transfers between Schools will occur between the posting final grades and start of the next semester.

## **8. Transfer of Credits from Outside University**

27. Course work completed in Nazarbayev University Foundation Year Program (hereinafter – NUFYP) cannot be transferred into any UG program.

28. Subject to program-specific guidelines, credit for courses taken at other accredited Higher Education Institutions (hereinafter – HEI) may be transferred to a student's University record. Only courses with English language of instruction can be transferred, unless it is a language course.



1) To transfer credits from another university, a School submits a completed “External Transfer of Credits” form and an official transcript confirming the credits awarded and the grade received to the Office.

2) In cases where the status of a course completed at another institution is in doubt, the Vice Dean shall make a determination, which will govern all future instances in which a student seeks to transfer credits from the same courses from the same institution.

3) Transfer credit is not awarded for courses in which the student earned a grade lower than C (or equivalent).

4) All transfer credits will be annotated as such on the student’s University transcript.

29. Grades earned at other universities will be recorded as a “TC” on the student’s transcript and are not included in computing the student’s CGPA or GPA at University.

30. Courses taken at other institutions, which are graded on a Pass/Fail system are not eligible for transfer for letter-graded University courses.

In case of transfer of credit based upon approved Academic Mobility programs, up to 36 ECTS credits may be transferred. Discretion may be made with approval of the Dean for a student who was on an approved Academic Mobility program.

31. Transfer credit must be approved by the Vice Dean of the School.

32. Credits earned in other HEI during the study spent at the University shall be processed in accordance with appropriate internal regulations of the University.

## 9. Re-admission

33. If a student was previously enrolled as an UG student at University and returns to pursue an UG degree, all courses taken at University at UG level in the preceding 5 (five) academic years will be recorded in the transcript and included in computing the student’s CGPA.

## 10. Grading System

34. The following Common Grading Scale of Table 1 is applied to letter-graded courses in all University UG programs:

<b>Table 1. UG Letter Grading</b>			
Letter Grade	%	Grade (quality) points	Explanation
A	95-100	4.00	Excellent; exceeds the highest standards in the assignment or course
A-	90-94.9	3.67	Excellent; meets the highest standards



			for the assignment or course
B+	85-89.9	3.33	Very good; meets high standards for the assignment or course
B	80-84.9	3.00	Good; meets most of the standards for the assignment or course
B-	75-79.9	2.67	More than adequate; shows some reasonable command of the material
C+	70-74.9	2.33	Acceptable; meets basic standards for the assignment or course
C	65-69.9	2.00	Acceptable; meets some of the basic standards for the assignment or course
C-	60-64.9	1.67	Acceptable; while falling short of meeting basic standards in several ways
D+	55-59.9	1.33	Minimally acceptable; falling short of meeting many basic standards
D	50-54.9	1.00	Minimally acceptable; lowest passing grade
F	0-49.9	0	Failing; very poor performance

35. A grade of “P” (Pass) or “F” (Fail) will be reported for students enrolled in program elements approved for such grading.

A “Pass” will not be used in calculating the student’s GPA or CGPA; a “Fail” grade is assigned 0 grade points for purposes of calculating the GPA and CGPA. The grade of “Pass” is equivalent to a C or above.

## 11. Administrative Grades

36. Special administrative grades and notations are used on transcripts, which apply to all University programs. The administrative notations in Table 2 do not affect the calculation of either the GPA or the CGPA:

Grade	Comment	Grade (quality) Points
AU	Audit	N/A
AW	Administrative Withdrawal	N/A
I	Incomplete	N/A
IP	In Progress	N/A
TC	Transfer Credit	N/A



W	Withdrawal	N/A
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37. Audit (AU) The course Audit Option provides students with the opportunity to register for a course for enrichment and/or exploration. Audited courses are designated “AU” on the student’s transcript; no grade is recorded and no academic credit is earned. As an auditor, the student is considered a passive learner and may not recite in class or take examinations. Regular class attendance is expected. The credit value of audited courses is included in the semester program load for purposes of determining fees and maximum credits carried. A student may register for a course on an audit basis provided:

- 1) the course is approved for audit (courses with laboratory or performance skills may not be audited);
- 2) there is space in the course;
- 3) the student has appropriate academic preparation;
- 4) the student has a valid reason for taking the course; and
- 5) permission of the instructor is obtained.

38. Administrative Withdrawal (AW). This grade indicates that a student has been required to withdraw from a course based on:

- 1) disciplinary grounds, following the procedures and standards specified in the internal regulations of the University;
- 2) non-attendance of classes; or
- 3) non-payment of tuition where appropriate following the procedures and standards specified in the internal regulations of University.

39. Incomplete (I). When a student has completed a substantial portion of the requirements for a course but, due to extenuating circumstances, is unable to complete all requirements, the course instructor may assign a temporary grade of Incomplete (I).

1) The grade “I” can be given only on the basis of a written prior agreement, which describes the additional work that is expected and the terms under which it is to be completed, between the student and the instructor and approved by the Dean of the relevant School. The date for completion of work is to be determined by the course instructor.

2) All work must be completed no later than the third week of the subsequent semester. When the work or examination that is required under an “Incomplete” agreement is completed, the course instructor shall request a change of the “I” grade to the appropriate grade for the course, at which time the grade of “I” will be removed from the student’s transcript.

3) A grade of “I” may also be applied to a student who cannot take part in a final examination in a course because of personal health problems or that of the immediate family. A new deadline will be set for completion of the final examination.

4) The grade “I” is assigned 0 (zero) credits, has no grade points and is not included in the calculation of the GPA.

5) A grade of “I” that is not completed by the end of the third week of the subsequent semester automatically reverts to the grade indicated in the agreement



between the course instructor and the student. If no grade is indicated in the agreement and the instructor does not submit the change of grade request, the grade of “I” will revert to an “F”.

6) In no case shall a student be granted a degree while there are unresolved Incomplete grades on their record.

40. In-Progress (IP). An in-progress grade is assigned as an interim semester grade for students registered in courses which are approved to extend over several semesters or terms, commonly research projects or theses.

1) In-progress grades do not contribute to the semester GPA or CGPA calculation.

2) The final letter or P/F grade as appropriate is recorded and ECTS credit awarded in the semester of completion of the course requirements.

3) In-progress grades may not be used for courses approved for standard delivery in a semester or term.

4) A grade of incomplete “I” may not be used for courses eligible for in-progress grading.

41. Withdrawal. The grade “W” denotes a student who has withdrawn from the course and who has not completed the course requirements.

1) The grade “W” is automatic; the instructor may not assign any other grade.

2) “W” grade is not included in the calculation of the student’s CGPA and does not count toward completion of the requirements for graduation.

## **12. Deans Lists**

42. Students who achieve a 3.75 GPA or above are eligible to be placed on the Dean’s list. This award will be posted on the student transcript at the end of any semester in which this is awarded.

## **13. Mid-semester status reports and provisional grades**

43. Mid-semester status reports and other provisional grades are not permanent and changes will not be accepted.

Mid-semester status reports are required from all course instructors in all courses to help University to identify and assist students who may need additional academic guidance.

44. Mid-semester grading will be based on the following system:

1) Satisfactory (S) – a student who is at a minimum C or above with excellent attendance.

2) Non-Satisfactory (NS) – a student who is at a C- or below with attendance problems and other issues that may keep the student from successfully completing the courses.

## **14. Grade Submission**





45. Final grades are awarded to each student, in each registered course, at the end of the designated evaluation period.

46. Course instructors must submit all final grades no later than the midnight on the date posted in the Academic Calendar. Faculty should enter grades directly into the MyRegistrar system.

The Office will make all final grades available for students on the date stated in the Academic Calendar.

## **15. Calculation of GPA and CGPA**

47. Grade points are calculated by multiplying the number of credits by the grade points of the grade awarded for each course.

48. The Grade Point Average (GPA) for one academic period is computed by dividing the sum of the earned grade points by the total graded credits attempted in this period.

The Cumulative Grade Point Average (CGPA) period is computed by dividing the sum of the earned grade points by the total graded credits attempted in the whole period of study.

The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA and CGPA.

## **16. Good Academic Standing, Academic Warning, Academic Probation**

49. To continue in any UG program at University, a student must be in Good Academic Standing at the conclusion of Fall and Spring semesters excluding Summer term.

50. A student having a CGPA and GPA of a 2.00 or above is considered to be in Good Academic Standing.

A student with 3 (three) or more NS grades is placed on Academic Warning after the mid-term status reports are submitted. This status warns them that they are at risk of being placed on academic probation at the end of the semester.

Notification of Academic Warning will be sent by the Office to the student, the School's Vice Dean and the student's advisor. The student will be advised to limit their social activities during this period and may not be considered for University sponsored travel.

51. A student who fails to satisfy conditions for Good Academic Standing at the end of Fall and Spring semesters, will be placed on Academic Probation.

At the end of one semester of Academic Probation, students are subject to dismissal from University if they have not achieved the necessary conditions as stated above to return to Good Academic Standing.

In exceptional cases, the Dean of the relevant School may recommend to extend an Academic Probation for a second semester based on the evidence of improvement, overall academic progress, and the student's potential to return to Good Academic Standing and eventually to graduate on time.



This recommendation must be submitted to the VPAA indicating the grounds for the recommendation. The final decision on extension of the Academic Probation for another semester is made by the VPAA.

52. Students who are progressed on a conditional basis are required to achieve a GPA of 2.00 or above during their first semester as a student. If a conditionally progressed student fails to achieve a 2.00 GPA in their first semester, the first semester will automatically be adjusted to read as “1<sup>st</sup> probation”, thereby placing them on “2<sup>nd</sup> probation” in their second semester.

Conditionally progressed students who fail to achieve and maintain a CGPA of 2.00 or above in their first year are subject to dismissal.

53. Limit to Consecutive Semesters on Academic Probation. Under no circumstances may a student be on Academic Probation more than 2 (two) consecutive semesters or for more than 3 (three) semesters in total.

54. Grades received at the end of Summer term will not affect a student’s academic standing, unless it is their final term of study.

55. Probation Report. The Dean of the relevant School will receive a probation report at the end of each semester from the Office. Students will receive notification from the Office informing them of any change in their Academic Standing.

## **17. Change of Grade**

56. The grade assigned to a student by his or her course instructor at the end of term is the student’s final grade for that course. Final grades (except “I” and “IP”) are final and permanent.

1) No grades can be changed after the first day of the next semester or after the final decision on appeal.

2) No grades can be changed after a degree has been awarded.

57. Procedures for final course grade change:

1) If a student’s grade has been assigned incorrectly due to technical or procedural error, or miscalculation of grade, the course instructor should complete a “Change of Grade” form available on the Office website.

2) The Change of Grade form must be signed by the course instructor and Vice Dean of the relevant School.

3) The Vice Dean will review the requested change to ensure that University policies have been followed.

4) The approved form is submitted by the School to the Office (no forms are accepted from students) for review and approval and entry to the student’s record.

5) The request is reviewed by the Registrar. If any questions or concerns occur, they will be directed to the course instructor or Vice Dean of the relevant School, or VPAA.

6) Once the grade change is approved, the new grade is entered to the student’s transcript and the student’s GPA is automatically updated.

## **18. Appeal of Grades**



58. Grade appeals. All students have the right to appeal any grade that they believe is in error. The error must be based on one of the following criteria:

- 1) error in calculation;
- 2) error in application of the class grade policy as presented in the Course Syllabus;
- 3) incorrect entry of the grade into the database;
- 4) incomplete marking of an assessment.

59. Appeal process for exam grade.

1) A student must first consult with the course instructor within 3 (three) working days of the receipt of the contested grade.

2) The course instructor has 3 (three) working days in which to address the concern and file a Change of Grade if needed, or deny the request.

3) If a student is still dissatisfied, he or she may appeal to the Dean or Vice Dean of the relevant School within 3 (three) working days upon the receipt of the denial from the course instructor.

4) The Dean or Vice Dean shall consult with the instructor before making any decision. The decision of the Dean or Vice Dean shall be final.

60. Appeal of final course grade.

1) The student must first consult with the course instructor within 3 (three) working days of the date the grades are posted on the MyRegistrar system. The date to be used for calculating the time for an appeal of a final course grade is the date that grades are released to students, as published in the Academic Calendar.

2) The course instructor must respond to the student within the next 3 (three) working days. The time may be extended by the Vice Dean if the course instructor is shown to have been unavailable during the period following the student's receipt of their final grade.

3) If the student still believes that the grade is incorrect or the course instructor has not replied within 3 (three) working days, he or she may appeal to the Dean or Vice Dean of the relevant School within 3 (three) calendar days after.

4) The Dean or Vice Dean shall consult with the course instructor before making any decision. If the Dean or Vice Dean decides to grant an appeal, they will communicate the new grade to the Office directly using the Change of Grade form.

5) The decision of the Dean or Vice Dean shall be final.

## **19. Retaking courses**

61. Any student who receives a grade that would prevent academic progress in their program of study may retake that course.

62. There is no limit to the number of times a student may retake a course, or the number of eligible courses for which retakes are permitted. All attempts will remain in the student's record and on the transcript, and will be counted to semester's GPA, semester CGPA, semester earned credits, semester attempted credits and total attempted credits. Only the last retake will be counted in the final CGPA and total earned credits.



## 20. Academic Progress

63. Satisfactory Progress towards degree. The University expects students to complete their degree requirements within the defined program period.

A student averaging 30 ECTS credits per semester will be considered in a Satisfactory Progress towards degree. Any student who falls behind 30 or more ECTS will be subject to dismissal from the University.

64. The Office shall submit a list of students who are 30 or more ECTS credits behind Satisfactory Progress toward a degree to the Dean of each School.

## 21. Additional Year of Study

65. Students may be considered for the fifth year of study if they are unable to meet graduation requirements by the end of the last semester of their final year and are expected to be able to complete their degree within one additional year of study.

66. Schools shall identify potential fifth year students.

1) The Vice Dean in each School will approve the final list of fifth year students by submitting it to the Office via Electronic Documentation Management System (hereinafter – EDMS). This should include an individual study plan indicating the specific course(s) in which the student is to be registered during the fifth year. Any changes to the list of students or their study plan must be sent via EDMS.

2) The Office notifies students of their offer of a fifth year and request the student to come to the Office and sign an official acceptance form.

3) Upon signing the acceptance form, the student will be enrolled as a fifth year student in the specific course(s) indicated in the list.

4) When the student is enrolled, the Office shall send the list and copy of the acceptance form to the Bursar's Office via EDMS.

5) The Bursar's Office shall generate an invoice and payment contract, which will be sent to the students. The Bursar's Office shall be responsible for the execution and registration of the contract.

6) When the contract has been executed, the Bursar's Office will send a copy of the contract to the Office.

A fifth year student is not allowed to change their schedule, drop or add courses or withdraw from their schedule.

7) The School will ensure that each fifth year student meets regularly with their academic advisor.

67. Housing may be provided with accommodation on campus during a student's fifth year of study depending on availability.

68. Fifth year students will be charged an accommodation fee if they choose to live on campus.

69. Students who receive discounts or waivers on tuition fees for the fifth year will have limited access to student benefits including: medical insurance, medical and counseling services.



70. All academic requirements for graduation must be completed within Fall and Spring semester of the fifth year. Under certain circumstances (e.g. lacking credits due to evidence of medical conditions, force majeure, financial considerations, family concerns), a sixth year will be considered upon the consent of the Dean, Provost and President, and provided that tuition fee and all other study related expenses during the sixth year shall be borne by the student.

All provisions related to the fifth year students shall be applied to the sixth year students.

## **22. Examinations**

71. In-semester Examination Policy. Examinations given outside of class time on a Friday after 4:30 pm (16:30) or at any time Saturday or Sunday should be approved by the Dean of the relevant School.

The course instructor administering an examination that falls outside class time must:

- 1) announce the date and time at least two weeks prior to the examination date, and
- 2) make any and all reasonable accommodations to provide an alternative time to students who have academic conflicts with the proposed time period.

72. Final Examination Conflicts. No student shall be required to take more than 2 (two) scheduled final examinations within a single calendar day. Students who find conflicts in their final examination schedules should seek to resolve these with the course instructors involved at the time the final examination schedule is posted.

Course instructors are encouraged to be accommodating whenever possible. If a course instructor refuses to accommodate a conflict in a situation where a student is scheduled for more than two final examinations on the same calendar day, the student may appeal to the Dean of the course instructor's School.

73. Final Examination Schedules. All scheduled final examinations, or equivalent final graded exercises, are held at the end of the semester during the University's official final examination period.

Final papers or other assignments that are assigned in lieu of a final examination will be due during the University's final examination period. Additional rules determining the schedule of final examination or equivalent graded exercises, or the schedule for the submission of final papers or equivalent graded work, will be determined by each School.

Students are expected to arrive at the examination room on time.

Rules governing the admission of students who arrive late to an examination, or leave an examination early shall be specified in each Handbook.

All rules concerning the administration of examinations must be explained to the students before the administration of the examination

74. Review of examination. Any student shall be permitted to review their corrected, graded final examination in the presence of a faculty or staff member.

Individual Handbook will explain School-specific rules governing access to examinations and appointments for review of examination papers.



A final examination that is not returned to a student will be stored in a secure location for a minimum period of twelve months for review purposes.

75. Language of examination. All oral examinations shall be conducted in English, unless it is a foreign language examination.

76. Unauthorized absence from examinations. Students absent from an examination without permission may be awarded a mark of zero for the examination.

Students who are absent without permission from other forms of assessment or who do not submit coursework for assessment may be awarded a mark of zero for that assessment unless the course instructor determines that there were extenuating circumstances. If a medical or other emergency causes a student to miss an examination or other form of assessment, it is the student's responsibility to make contact with the course instructor as soon as possible prior to the assignment of final grades.

### **23. Student Examination Conduct**

77. Students may be required to present the University's current student identity card when entering an examination hall, and to display this card on their desks during the examination.

78. Students are required to observe all instructions given by examiners, supervisors, proctors or other officers responsible for the conduct of examinations.

The following rules apply to all examinations:

1) talking or otherwise communicating by any means to anyone other than the proctor in the examination room is not permitted;

2) students may not have and use cell phones, pagers, or any other electronic devices unless authorized to do so;

3) students must stop working at the end of the time allowed for the examination; continuing to work on the examination after the allowed time is considered academic misconduct.

79. Communicating answers to other students is as serious as receiving answers. Students who assist others are subject to disciplinary actions and penalties. See the Student Code of Conduct and Disciplinary Procedures of the University.

80. Rules governing materials permitted in examinations will be developed and implemented by each School and by individual course instructors.

### **24. End-of-Semester and Final Examination Period Policy Statement**

81. Rules governing conduct of classes during End-of-Semester period. The End-of-Semester period is a time of reduced social and extracurricular activity, starting with the last week of classes and continuing through the final examination period. In this period, students concentrate on academic work and prepare for final examinations.

The following rules govern the conduct of classes during the End-of-Semester Period:



1) During this time course instructors should neither make extraordinary assignments nor announce additional course meetings to “catch up” in course presentations that have fallen behind. Course instructors may choose to conduct optional review sessions and to suggest other activities that might seem appropriate for students preparing for final examinations.

2) No graded homework assignments, mandatory quizzes, or examinations should be given during the last week of classes except:

in classes, where graded homework assignments or quizzes are routine parts of the instruction process, or

in classes with laboratories, where the final examination will not test the laboratory component. In such a case, the laboratory sessions during the week preceding examination period may be used to examine students on that aspect of the course.

3) Take-home final examinations, given in place of the officially scheduled in-class examination, may be distributed in the week preceding examination period.

4) During the End-of-Semester period no events may be involved that involve compulsory student participation, (e.g. extracurricular musical, social, athletic events, committee meetings).

82. Conduct of courses during final examination period. No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course’s final examination.

Regardless of whether there is a final examination in the course, no classes other than review sessions shall be held during the final examination period.

## **25. Eligibility towards Completion of Degree**

83. Students will be allowed to graduate upon completion of all requirements listed below.

1) Student must have a minimum 2.00 GPA and CGPA at the end of their final semester.

2) Students must have a minimum 240 ECTS or as designated in Handbook.

3) Students must successfully complete all University and Program requirements.

4) Students cannot have any outstanding Incompletes or IP grades on their transcripts.

5) Students must normally complete all degree requirements within 7 (seven) years, including any leave periods, of the initial program registration date.

## **26. Withdrawal of a Degree**

84. The University reserves the right to withdraw an awarded degree should there be discovery of academic misconduct.

85. At the time a degree is withdrawn from a former student, public notification is made.



## **27. Final provisions**

86. Issues that are not covered in these Policies will be regulated by the University internal policies and regulations and Handbook.

