

 <b>NAZARBAYEV UNIVERSITY</b>	<b>Autonomous organization of education Nazarbayev University</b>		
	<b>Approving body:</b>	Managing Council	
<b>Regulations on Leave of Absence, Dismissal and Voluntary Withdrawal for students of the autonomous organization of education Nazarbayev University</b>			
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<b>Initiator:</b>	Rebecca Carter Registrar and General Director for Student Progress		
<b>Related documents</b>	1. APP for Graduate programs 2. Regulations on LoA for UG and Foundation year program students 3. Regulation on Dismissal and Voluntary Withdrawal for UG and Foundation year program students		

## 1. General Provisions

1. These Regulations on Leave of Absence, Dismissal and Voluntary Withdrawal for students of the autonomous organization of education Nazarbayev University (hereinafter – Regulations) shall apply to all student population of the autonomous organization of education Nazarbayev University (hereinafter – University), except for the Residency program.

2. For the purpose of these Regulations, the General Director of the Center for Preparatory Studies is equal to a Dean of the School.

3. Submission of false documents on any of the categories will be treated as non-academic misconduct under the Student Code of Conduct and Disciplinary Procedures of the University.

4. All approvals and decisions (basic type of the Internal administrative documents) for leave of absence, dismissal and voluntary withdrawal (hereinafter - Decision) shall be processed via Electronic Documentation Management System (hereinafter – EDMS).

5. Communication with student will be done by the corporate University email address of the student or personal email address indicated in the student's database record of student information system.

## 2. Leave of Absence

6. Leave of Absence (hereinafter – LoA) is a period when a student temporary leaves the University for a certain period of time. There are 3 (three) categories of LoA.

7. No application for LoA will be accepted after the last day of classes until the end of the final examination period as indicated in the corresponding Academic Calendar. The exception is modular programs where the final examination period is different than in a regular semester.

8. No application for LoA will be accepted if a student is under the dismissal process at the time of the request and has received dismissal notification from the School as described in Subclause 3) of Clause 62 of these Regulations.

### **3. Category – Medical**

9. A student may request and be considered for LoA when extraordinary circumstances such as a serious illness or injury prevent the student from continuing classes, and agreement on an Incomplete grade(s) or other arrangements with the instructors are not feasible. The medical LoA covers both physical and mental health conditions, including pregnancy.

10. The required supporting document under this category is:

1) a medical certificate issued by the Qualified Medical Consulting Commission created in accordance with legislation of the Republic of Kazakhstan (hereinafter – Medical Authority). A validation of the medical certificates shall be checked during the application approval process by the responsible people from the Health and Safety Department (hereinafter – HSD).

11. The duration of LoA under this category is from 6 (six) to 12 (twelve) months, except the following:

1) in the case of tuberculosis, a leave may be granted for a period of up to 24 (twenty-four) months;

2) in the case of pregnancy, a leave may be granted until the 56<sup>th</sup> (fifty sixth) day after giving a birth; the maximum duration of LoA for pregnancy is up to 9 (nine) months. The birth certificate must be submitted to the Bursar's Office within a month after giving a birth. See Clause 17 for duration of LoA for childcare (maternity/paternity);

3) in the case of mental health conditions, the student must remain on leave for the entire period of the original medical certificate unless the student provides the additional approval of the Dean of the School and the Vice Provost for Academic Affairs (hereinafter – VPAA) via EDMS for early return.

A leave may be granted for a longer period of time subject to additional approval of the Dean of the School and the VPAA via EDMS.

12. A subsequent LoA on medical grounds but different diagnosis can be granted subject to additional approval of the Dean of the School and the VPAA via EDMS.

13. If a NUFYP student takes LoA, the following guide their return status:

1) if student leaves anytime during the first semester, they must repeat the entire year;

2) if student leaves after successful completion of the first semester, they cannot return until the beginning of the second semester of the next Academic Year (January 1 (one) year later).

14. If a NUZYP student takes LoA anytime during the first and/or second semester, they must repeat the entire year.

#### **4. Category – Immediate Family Member**

15. A student may request and be considered for LoA based on reasons related to immediate family member, which negatively affects student's ability to continue studies, such as childcare (maternity/paternity), medical condition or death. For purposes of this section, "Immediate Family Member" means a parent, spouse, dependent child, sibling, official guardian or grandparent.

16. In case of extraordinary social and/or economic issues of an immediate family member, an exceptional LoA can be requested by the Dean from the VPAA via EDMS. In case of approval the memo shall be attached to the application.

17. The duration of LoA under this category is from 6 (six) to 12 (twelve) months, except the following:

1) in the case of childcare a leave may be granted for a period of up to 24 (twenty-four) months, if no LoA for pregnancy was granted before.

The overall duration of LoA for childcare is 24 (twenty-four) months, including pregnancy.

The LoA for childcare can last until the child turns 3 (three) years old.

18. A subsequent LoA under this category shall not be granted.

19. If a NUFYP student takes LoA, please refer to Clause 13 of these Regulations.

20. If a NUFYP student takes LoA in this category in the second semester, he/she must have minimum grades of 50% in both English for Academic Purposes and Mathematics in the first semester.

21. If a NUZYP student takes LoA, please refer to Clause 14 of these Regulations.

#### **5. Category – Other**

22. A student may request and be considered for LoA for reasons not included in the above categories, i.e. internship, employment and etc.

23. The required minimum CGPA for undergraduate students under this category is 3.00. Lower CGPA can be considered and approved at the discretion of the Dean.

24. Graduate students must be in a Good Academic Standing to be eligible under this category, if applicable.

25. The following groups of students are not eligible for LoA under this category:

- 1) NUFYP and NUZYP students;
- 2) first year undergraduate students;

- 3) undergraduate students behind satisfactory progress;
- 4) students who are currently on probation;
- 5) students who have had Category B or C disciplinary sanctions;
- 6) students who have any outstanding debt to the University.

Exceptions to any of the above are at the discretion of the Dean and VPAA. Dean is to send a recommendation to VPAA via EDMS for approval.

26. The duration of LoA under this category is from 6 (six) to 12 (twelve) months.

27. A subsequent LoA under this category shall not be granted.

## **6. Prolongation of Leave of Absence**

28. Prolongation of LoA under Medical category is allowed only for the same diagnosis.

In this case, the student must provide an updated medical document and application form for Prolongation. The Office of the Registrar (hereinafter – Office) will issue the corresponding Decision in accordance with Clause 34-39 of these Regulations.

29. Prolongation under any category is allowed if the School confirms that the student cannot continue the study due to lack of required courses at the indicated return date.

In this case, the School must provide a request for Prolongation of LoA via EDMS approved by the VPAA indicating the new return date with explanation. The Office will issue the corresponding Decision in accordance with Clause 34-39 of these Regulations.

Student's consent (electronic or hard copy) should be attached to the School's request.

30. Prolongation under any category is allowed only during the actual LoA.

31. Duration is identified based on the maximum period indicated in these Regulations.

## **7. Procedures for Leave of Absence**

32. The student completes an application for LoA obtained from the Office. Upon receipt of all required signatures, the student submits the application along with all supporting documents to the Office.

33. For LoA a student shall provide:

1) Medical category:

a medical certificate indicated in Clause 10 of these Regulations;

in exceptional cases under Clause 12, a new medical certificate indicated in Clause 10 of these Regulations without returning from the previous LoA.

2) Immediate Family Member category:

in case of childcare (maternity/paternity), a copy of the child's birth certificate; if the childcare is taken after LoA for pregnancy, a copy of the child's birth certificate

must be submitted within 56 (fifty six) calendar days after giving a birth, a copy of the document proving the relationship in case of official guardian;

in case of medical condition of an immediate family member, a copy of the medical certificate confirmed by the Medical Authority, a copy of the document proving the relationship of an immediate family member, signed and dated explanatory note;

in case of death of an immediate family member, a copy of the certificate of death, a copy of the document proving the relationship, signed and dated explanatory note;

in case of extraordinary social and/or economic issues of an immediate family member, appropriate supporting documents, a copy of the document proving the relationship, signed and dated explanatory note.

3) Other category:

supporting documents demonstrating the purpose of the leave and the activities in which a student expects to participate during the LoA, i.e. invitation, offer, written or electronic determination of the Dean that such leave will not be detrimental to the student's ability to complete the program, and signed and dated explanatory note.

34. In case the documents for LoA are submitted by a third party on behalf of the student, the corresponding notarized power of attorney must be provided by the student prior to submission of documents.

35. In case the submission of the original hard copy of the application for LoA and supporting documents is not possible, a scanned version can be accepted from the corporate University email address of the student with the preliminary Office agreement.

36. While the final Decision of the Provost on student status is pending, the student is expected to remain registered in classes, attend classes, and receive grades.

37. The Office prepares draft Decision based on the student's application and supporting documents. The Decision is signed by the Provost and shall become effective upon registration.

38. The Decision shall be approved via EDMS in accordance with the approved route. Additional departments can be added to the approval process as needed.

39. The Office shall ensure the distribution of the Decision to the student and all relevant units of the University.

## **8. Effect of Leave of Absence for Stipends or Other Financial Support**

40. Please refer to the Regulations on stipend support provision to the students of the autonomous organization of education Nazarbayev University, Rules for award, withdrawal or reallocation of Nazarbayev University educational grant.

## **9. Procedures for Return from a Leave of Absence**

41. The School tracks all students who are on LoA and notifies the student prior to the deadline for return.

42. The School takes responsibility on student's return date, so that all the required courses are available for the specific semester, especially for modular courses.

43. Application for return from LoA normally is submitted no less than 10 (ten) working days prior to the beginning of academic period or start day of modular courses the student wishes to return.

44. A student on LoA must return to studies by the beginning of any semester but before the end of the Add deadline as indicated in the Academic Calendar, as long as all required time restrictions have been met.

45. The student completes an application for return from LoA obtained from the Office. Upon receipt of all required signatures, the student submits the application along with all supporting documents to the Office.

46. For return from LoA a student shall provide:

1) Medical category:

a medical certificate confirmed by the Medical Authority;

a student returning from pregnancy LoA leave submits a copy of the birth certificate of the child or other relevant document(s).

A student returning from mental health LoA must fulfill requirements mentioned in Subclause 3) Clause 11 of these Regulations.

A student who took subsequent LoA without returning from the initial leave, must submit medical documents for both leaves.

2) Immediate Family Member category:

signed and dated explanatory note, and any other relevant documents;

a student returning from childcare LoA submits a copy of the birth certificate along with above-mentioned documents.

3) Other category:

signed and dated explanatory note, and any other relevant documents (e.g. in case of internship, professional development or employment, a report and/or documentation demonstrating uninterrupted employment for the prescribed period).

47. In case the documents for return from LoA are submitted by a third party on behalf of a student, the corresponding notarized power of attorney must be provided by the student prior to submission of documents.

48. In case the submission of the original hard copy of the application for return from LoA and supporting documents is not possible, a scanned version can be accepted from the corporate University email address of the student with the preliminary Office agreement.

49. The Office prepares draft Decision based on student's application and supporting documents. The Decision is signed by the Provost and shall become effective upon registration.

50. The Decision shall be approved via EDMS in accordance with the approved route. Additional departments can be added to the approval process as needed.

51. The Office shall ensure the distribution of the Decision to the student and all relevant units of the University.

## **10. Effect on grades**

52. If the student was registered for courses prior to the submission of the application for LoA and submits the application for current semester after the end of Final exam period as designated in the Academic Calendar, no grades will be changed.

53. If the student was registered for courses prior to the submission of the application for LoA and submits application for current semester before the beginning of Final exam period as designated in the Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a “W” (“Withdrawal”). The exception is modular courses that have deadlines different from the corresponding Academic Calendar, which already had exams and were graded by the time of the application submission.

54. If the LoA was granted prior to the end of the Drop period as designated in the Academic Calendar, all courses will be dropped.

55. If a student has an outstanding “Incomplete” grade at the time of granting LoA, the period for completion of that “Incomplete” grade may be extended for the period of the LoA. In this case, the School is required to submit a new Request for Grade of Incomplete with a new deadline.

## **11. Dismissal from the University**

56. Dismissal means that a student was forced to cancel his/her enrollment by University’s resolution and is no longer a current student entitled to any of the privileges attached to that status.

57. A student may be dismissed from the University for any of the following reasons.

58. Academic:

- 1) failure to maintain required CGPA or GPA;
- 2) failure to maintain satisfactory progress towards the degree;
- 3) failure to complete specific course requirements of the student’s program of study and/or the inability to transfer to any other School or major;
- 4) failure to register for the minimum number of credits by the Add deadline indicated in the corresponding Academic Calendar for that semester, unless approved by the Dean and VPAA;

- 5) failure to maintain continuous registration;

- 6) failure to meet specific research milestones in a timely manner;

- 7) failure to complete degree requirements within indicated deadline.

59. Disciplinary:

- 1) failure to attend the first week of classes without approval of the Dean/Vice Dean of the appropriate School;

- 2) failure to attend the required Orientation session for new students without approval from the Dean/Vice Dean of the appropriate School;
  - 3) failure to attend the required number of classes;
  - 4) on the grounds specified in the Student Code of Conduct and Disciplinary Procedures of the University;
  - 5) deliberate submission of the false documents or misleading information during the admission process;
  - 6) failure to return from LoA on time without certified good cause.
60. Financial:
- 1) violation of obligations on payment of tuition or other expenses.
61. Other:
- 1) failure to sign an agreement on provision of education services by the announced deadline;
  - 2) violation of the University's internal regulations or other internal documents regulating admission and organization of the educational process of the University, including student handbooks;
  - 3) other reasons provided by the legislation of the Republic of Kazakhstan and internal documents of the University.

## **12. Procedures for Dismissal**

62. Procedures for dismissal are:

1) The Dean of the School reviews reports on student's academic progress and other relevant documentation.

In the case of dismissals based on violation of obligations on payment of tuition or other expenses, Bursar's Office notifies the School in which student is enrolled via EDMS about the existing debt.

2) The Dean approves the list of students to be recommended for dismissal.

3) The School shall send to the student notification via email on dismissal recommendation.

4) Within 5 (five) calendar days of the notification of dismissal, the student may submit written request for reconsideration to the Dean. Written request for reconsideration is to appeal dismissal recommendation. Written request for reconsideration has to be signed, dated and should only contain information on the issues that directly affect the dismissal recommendation. Written request for reconsideration has to be attached by the School to the dismissal recommendation.

5) If student does not submit written request for reconsideration on time, recommendation on dismissal shall be processed without student's written request for reconsideration.

6) The Dean recommends the student for dismissal to the President with consecutive approval of the Office and the Provost via EDMS.

All recommendations must include reference to the appropriate regulations, written request for reconsideration, all emails and other written or electronic documentation that can provide evidence in support of the recommendation for dismissal.



7) After the dismissal recommendation is sent by the Dean of the School to the President, all contact with the student and their family will be coordinated by the Office only. All University Offices, Departments and Schools are to refer the student and/or their family to the Office for any continuing discussion.

8) The Office shall review the evidence for dismissal, check references to the appropriate internal University documents, add additional comments if any, and meet with students if needed.

In case of incomplete package of required documents or incorrect references to internal documents, the Office sends recommendation back to the School. After the package has been reviewed and approved by the Office, the recommendation goes to the Provost.

9) The Provost reviews the evidence for dismissal:

if the Provost does not support the dismissal recommendation, the student will continue his/her studies with possible conditions, if any. The Office of the Provost sends the recommendation back to the School and the Office with the Provost's resolution. The Office will then notify the student of his/her status and conditions, if any. The School is responsible for tracking fulfillment of the given conditions;

if the Provost supports the dismissal, the recommendation goes to the President.

10) The President reviews the evidence for dismissal:

if the President doesn't support dismissal recommendation, the student will continue his/her studies with possible conditions, if any. The Office of the President sends final resolution to the Office via EDMS. The Office will then notify the student and the School about student's status and conditions, if any. The School is responsible for tracking fulfillment of the given conditions;

if the President approves dismissal recommendation, the Office of the President sends final resolution to the Office via EDMS for execution.

63. The resolution of the President shall be final.

64. The President may allow the student to withdraw. In this case the student will be notified by the Office via email and hard copy letter and must submit the application form for withdrawal within 5 (five) calendar days after notification. If the student fails to submit the application form by the given deadline, the dismissal will be processed.

65. Pending the final Decision of the President on student status, the student is expected to remain registered in classes, attend classes, and receive grades.

66. The Office prepares draft Decision based on supporting documents. The Decision is signed by the President and shall become effective upon registration.

67. The Decision shall be approved via EDMS in accordance with approved route. Additional departments can be added to the approval process as needed.

68. The Office shall ensure the distribution of the Decision to the student and all relevant units of the University.

69. The Office will release the student's original documents (High School Diploma) along with an official transcript when the official checkout list is completed.

70. Dismissal on the grounds specified in Subclause 4) of Clause 59 of these Regulations shall be processed in accordance with the Student Code of Conduct and Disciplinary Procedures of the University.

### **13. Withdrawal from the University**

71. Voluntary withdrawal means that a student cancelled his/her enrollment by own decision and is no longer in any other respect a current student entitled to any of the privileges attached to that status.

### **14. Procedures for Withdrawal**

72. Student completes an application for withdrawal form obtained from the Office. Upon receipt of all required signatures, student submits the application form along with all supporting documents to the Office.

73. Students under 18 (eighteen) years old have to get parent's approval to withdraw from the University.

74. If submission of the original hard copy of the application for withdrawal and supporting documents is not possible, a scanned version can be accepted from the corporate University email address of the student with the preliminary Office agreement.

75. In case the application for withdrawal and supporting documents are submitted by a third party, the corresponding notarized power of attorney must be provided by the student prior to submission.

76. If the student was registered for courses prior to the submission of the application for withdrawal and submits the application for current semester during or after the end of Final exam period as designated in the Academic Calendar, no grades will be changed.

77. If the student was registered for courses prior to the submission of the application for withdrawal and submits application for current semester before the beginning of Final exam period as designated in the Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a "W" ("Withdrawal"). The exception is modular courses that have deadlines different from the corresponding Academic Calendar, which already had exams and were graded by the time of the application submission.

78. The Office prepares draft Decision based on student's application form and supporting documents. The Decision is signed by the President and shall become effective upon registration.

79. The Decision shall be approved via EDMS in accordance with approved route. Additional departments can be added to the approval process as needed.

80. The Office shall ensure the distribution of the Decision to the student and all relevant units of the University.

81. The Office will release the student's original documents (High School Diploma) along with an official transcript when the official checkout list is completed.