



**ACADEMIC POLICIES AND  
PROCEDURES FOR GRADUATE  
PROGRAMS OF THE AUTONOMOUS  
ORGANIZATION OF EDUCATION  
“NAZARBAYEV UNIVERSITY”**

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\* to be filled in by the Secretary of Managing Council

## Abbreviations

AC	Academic Council
NU	Nazarbayev University
CGPA	Cumulative Grade Point Average
ECTS	European Credit Transfer System
EQS	European Quality Standards
GAO	Graduate Admissions Office
GPA	Grade Point Average
GSB	Graduate School of Business
GSE	Graduate School of Education
GSM	Graduate School of Mining

GSPP	Graduate School of Public Policy
HEI	Higher Education Institution
OR	Office of the Registrar
SEng	School of Engineering
SHSS	School of Humanities and Social Sciences
SOM	School of Medicine
SST	School of Science and Technology
LOA	Leave of Absence

## **1. General Provisions**

1. This document contains academic policies and procedures for graduate programs at autonomous organization of education Nazarbayev University (hereinafter – the NU). These policies and procedures apply to all students enrolled in all graduate academic programs, including pre-master’s degree programs. In cases of conflicts, the provisions of these *Policies and Procedures* take precedence over contrary provisions contained in other rules adopted prior to the adoption of this document. These the NU policies set minimum standards. School and/or program policies may be more stringent than these policies.

2. With the approval of the Academic Council (hereinafter – AC), any School or program at the graduate level may alter, supplement or change any policies contained herein.

## **2. Admissions**

### **§ 1 The Admissions Process**

3. The admissions process is convened in accordance with the relevant documents and regulations relating to the admissions to graduate programs approved by the NU AC.

### **§ 2 Deferment of Admission**

4. Deferment of Admission may be granted for in accordance with the procedure as established in the Admission rules.

## **3. Registration**

### **§ 1 The Academic Year Calendar**

5. Graduate programs that operate on a Fall and Spring semester basis will, to as great an extent as possible, use the Academic Calendar of the NU as posted on the website of the Office of the Registrar. In other graduate programs, the program calendar may vary from the Academic Calendar with the approval of the AC. The dates and duration of Summer term courses (if any) will be determined by the individual program and published in the Program Handbook. Each graduate program calendars must be approved by the AC.”

## **§ 2 Registration Policy**

6. The dates of the registration period for each semester are stated in the Academic Calendar. The maximum and minimum student credit loads are based on individual program requirements. All NU master’s degree programs will have a minimum of 90 ECTS credits, and a maximum of 120 ECTS credits. Credit requirements for PhD programs beyond those required for the master’s degree will be determined by each program.

## **§ 3 Registration Procedures**

7. The OR, the Office of the Dean of the School, and instructors in the School will have access to on-line registration lists throughout the registration process and during the semester. Students whose names appear on these lists are officially registered; others are to be referred immediately to the OR for the completion of registration. NU students enrolled in graduate programs in one School may enroll in courses in another School with the permission of their advisor, the Dean of their own School, and the course instructor.

## **4. Credits**

### **§ 1 Requirements for Program Completion**

8. NU uses the ECTS credit system, and credit loads for all courses and student loads are computed in terms of ECTS credits.

9. To complete any graduate degree at NU, students are required to earn a specific number of credits as designated by each program. The requirements for each program typically include both mandatory and elective courses, a minimum number of credits that must be taken and satisfactorily completed, and some sort of capstone experience (a research thesis, comprehensive examination, etc.). For specific requirements, students

should see the *Program Handbook* for the program in which they are enrolled. *Program Handbooks* are produced on an annual basis.

10. If a program includes an internship, a student may be awarded credits for the internship either as part of a course or as a separate unit. The syllabus for any course including an internship, in whole or in part, must identify the aims, learning outcomes and assessment methods for the internship beforehand. Although internships do not necessarily have to be credit bearing in nature, receiving a passing grade in an internship may be a programmatic requirement for further student progression in her or his program.

## **§ 2 Awarding of Credit**

11. Credit is awarded for the achievement of specified learning outcomes at or above a minimum pass level when successfully completing the assessment and other specified requirements of a course.

## **§ 3 Transfer of Credits from Outside NU**

12. Subject to program-specific guidelines, credit for courses taken at other accredited higher educational institutions in Kazakhstan or abroad may be transferred to a student's NU record. In order to transfer her or his credit from another university, a student should submit a transfer credit evaluation form presenting a detailed course syllabus showing the topics covered, and the work performed for each course, and a certified official transcript with the number of credits and the grade in the course. No graduate credits may be awarded for undergraduate courses. In cases where the status of a course completed at another institution is in doubt, Provost shall make a determination which shall normally govern all future instances in which a student seeks to transfer credits from the same courses from the same institution.

13. Transfer credit is not given for courses in which the student earned a grade lower than B (or equivalent). Grades earned at other universities will be recorded as a "TC" and are not included in computing the student's cumulative grade point average (CGPA) at NU.

14. Courses graded on a Pass/Fail system may be considered for possible transfer on a case by case basis in each program.

15. A maximum of 25% of total course credit requirements counting toward any graduate degree may be accepted as transfer credit.

16. All transfer credit will be annotated as such on the student's NU transcript.

17. The transfer decision and final judgment about all matters related to the approval of transfer credit must be approved by the Dean of the School.

18. A student who has earned credit at another institution prior to enrolling in NU must request that those credits be transferred at the time of his or her admission to NU, subject to the approval of the relevant School.

19. Transfer credit at the time of admission can only be granted for work done in the preceding five academic years.

20. Credit completed at institutions outside NU subsequent to admission can only be granted by prior arrangement with the student's advisor and with the approval of the Dean of the School.

## 5. Grading System

### § 1 Grades

21. Grading Criteria by Graduate School of Business:

- 1) Superior Pass (SP) with a GPA equivalence of 4.0;
- 2) High Pass (HP) with a GPA equivalence of 3.5;
- 3) Pass (P) with a GPA equivalence of 3.0;
- 4) Low Pass (LP) with a GPA equivalence of 2.5;
- 5) Fail (F) with a GPA equivalence of 0.0.

22. Grading Criteria by Graduate School of Education:

1) A letter grading system (A, B, C, D, F) includes further differentiation with "+" for the top of the grade range and "-" for the bottom of the grade range, with the exception of A and F. Based on the grades assigned, both a Semester Grade Point Average (SGPA) and a cumulative Grade Point Average (CGPA) is calculated and recorded on the student's transcript;

2) The letter-to-score conversion is typically done style 4-point grade averaging scheme. Table 1 below shows the point scores associated with each grade:

Letter Grade	Grade Points	Percentage
A	4.00	92-100
A-	3.67	84-91
B+	3.33	76-83
B	3.00	68-75
B-	2.67	59-67
C+	2.33	51-58
C	2.00	42-50
C-	1.67	34-41
D+	1.33	28-33
D	1.00	25-27

D-	0.67	16-24
F	0.00	0-15

3) For non-graded (Pass/Fail) courses, the following percentages are used:

Description	Percentage
Pass	59% or Above
Fail	Below 59%

23. Grading Criteria by Graduate School of Public Policy:

1) NU GSPP uses a letter grading system of A, B, C, D,F, with further differentiation with “+” for the top of the grade range or “-“ for the bottom of the grade range except that there shall be no grades of “A+”, “D-“, “F+”, or “F –”:

Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

24. Grading Criteria by School of Humanities and Social Sciences, School of Engineering, and School of Science and Technology:

1)

Letter Grade	Grade Points	Percentage
A	4.00	95-100
A-	3.67	90-94.9
B+	3.33	85-29.9
B	3.00	80-84.9

B-	2.67	75-79.9
C+	2.33	70-74.9
C	2.00	65-69.9
C-	1.67	60-64.9
D+	1.33	55-59.9
D	1.00	50-54.9
F	0.00	0-49.9

2) For non-graded (Pass/Fail) courses, the following percentages are used:

Description	Percentage
Pass	59% or Above
Fail	Below 59%

## § 2 Administrative Grades

25. At the NU level, a number of special administrative notations are used on transcripts. These administrative notations apply to all NU programs. Such administrative notations, which are listed on table below, do not affect the calculation of the either the SSGPA or the CGPA:

<b>Table 2</b>		
<b>Administrative Grades and Notations</b>		
<i>Grades</i>	<i>Comments</i>	<i>Points</i>
P/F	Pass/Fail Option	N/A
AU	Audit	N/A
I	Incomplete	N/A
IP	In Progress	N/A
W	Withdrawal	N/A
AW	Administrative Withdrawal	N/A
PD	Pass with Distinction	N/A

26. *Pass/Fail*. A grade of “P” (Pass), PD (“Pass with Distinction”), or “F” (Fail) will be reported for students enrolled in courses offered only as P/F course. Such courses are identified as such in the Catalog. P/F grades will not be used in calculating the student’s GPA, but grades of “P” may be required for normal progression in a graduate program. A grade of “P” requires work comparable to that expected for a grade of “B”

in a regularly graded course. Only courses designated as P/F courses may be taken as P/F courses.

27. *Audit.* Audited courses are recorded on the student's transcript with the notation "AU." Audited courses are not included in the computation of the GPA. The grade "AU" is automatic. The instructor cannot assign any other grade. Audited courses do not receive credit, cannot be counted toward graduation requirements, and cannot be transferred. Audit is allowed by the approval of the Instructor and the Dean of the School.

28. *Incomplete.* 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 instructor may assign a temporary grade of "Incomplete" (I) An "I" grade can be given only on the basis of a written prior agreement between the student and the instructor, approved by the Dean of the School, that sets forth the additional work that is expected and the terms under which it is to be completed.

1) The "I" grade is assigned 0 (zero) grade points and is not included in the calculation of the CGPA. When the work that is required under an "Incomplete" agreement is completed, the instructor shall request a change of the "I" grade to the appropriate grade for the course. The instructor will inform the OR, which will record the new grade;

2) An "I" grade must be made up within a set time period determined by the School. If the student does not complete the work required for the "I" grade by the time required, the "I" grade will automatically become an "F," which will be included in the calculation of the student's CGPA as 0.0 grade points. The original "I" grade will be removed from the student's transcript upon submission of a new grade by the instructor, or by the conversion of the "I" grade to an "F";

3) In no case shall a student be granted a degree while there are unresolved "Incompletes" on her or his record.

29. *In Progress.* This grade is assigned at the end of a semester in courses in which assignments are not due until a point in time beyond that of the end of the semester. "In progress" (IP) can be used in any graduate program in which it is appropriate. The "IP" grade will be changed once the requirements for the course have been met. In the case of selected Ph.D. courses, this may take several semesters.

30. *Withdrawal.* The grade "W" denotes a student who has withdrawn from the course and who has not completed the course requirements. The grade "W" is automatic. In a context in which a grade of "W" is appropriate, the instructor may not assign any other grade.

1) A "W" is not included in the calculation of the student's CGPA and does not count toward completion of the requirements for graduation;



2) Withdrawal from courses will be permitted up to the date indicated in the Academic Calendar for the Semester in which the withdrawal occurs; in exceptional cases, the Dean of the School may approval a withdrawal past that date;

3) The NU reserves the right to administratively withdraw a student from some or all courses during a semester (an “administrative withdrawal”). In the event that an administrative withdrawal is ordered on disciplinary grounds, the student’s transcript will record a mark of “AW”;

4) In extenuating circumstances, an administrative grade of “AW” may be recommended by the Dean of the School on non-disciplinary grounds, subject to the approval of the Provost.

### **§ 3 Assigning Grades**

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

### **§ 4 Grade Submission**

32. Instructors will submit all final grades no later than the date of official grades submission indicated in the Academic Calendar posted on the website of the OR. The OR will enter all grades into the Student Information System by the date indicated in the Academic Calendar as “Grades Available for Students.”

### **§ 5 Computation of Cumulative Grade Point Average (CGPA)**

33. The CGPA for graduation is computed by dividing the total cumulative grade points by the total graded credits attempted for courses taken in residence at the NU. Grade points are calculated by multiplying the number of credits by the numeric value of the grade for each course.

### **§ 6 Continuation/Normal Progress**

34. Continuation Requirement. To continue in any graduate program at NU, a student must maintain a minimum CGPA at the conclusion of each grading period as determined by the rules of the program, and must satisfy additional program-specific rules to maintain normal progress toward degree. A student who fails to satisfy the continuation requirement for a program is subject to dismissal.

35. Continuation Requirements for Graduate School of Business:

1) To graduate, students must complete have earned a cumulative GPA of at least 3.0, which is the equivalent to an average grade of “P”. Students may be dismissed from the program if they fail to make satisfactory progress towards this goal. Students’ grades must exceed the minimum threshold outlined by the “Demerits” system that determines thresholds for dismissal at various points in the program;

2) Students receive one Demerit for each *F* they earn and half a Demerit for each *LP*; Demerits accumulate throughout the program. The threshold for dismissal varies at different points in the program as outlined below:

Cumulative Demerits for Dismissal: 1) End of Term 1:1.5 Demerits; 2) End of Term 3: 2 Demerits; 3) End of Term 5:2.5 Demerits; 4) If the total number of Demerits meets or exceeds the Cumulative Demerits outlined above, the student will be immediately dismissed from the program. For example, a student who earns one *F* and one *LP* by the end of Term 1 of the first year of the program will be dismissed. A student who earns one *F* in Term 1 and one *LP* after term 1 would not;

3) Students who earn an *F* in a required course must retake and pass that course at NU. Any student receiving an *F* will have the grade remain on the student's transcript and figure into the GPA even after retaking the course. The Fs also continue to count in determining the total number of Demerits.

36. Continuation Requirements for Graduate School of Education:

Students have the continuation requirement of Cumulative Grade Point Average (CGPA) no less than a B (3.00 on a 4-point scale).

37. Continuation Requirements for Graduate School of Public Policy:

Students have the continuation requirement of Cumulative Grade Point Average (CGPA) no less than a B- (2.67 on a 4-point scale).

38. Continuation Requirements for School of Engineering:

Students have the continuation requirement of Cumulative Grade Point Average (CGPA) no less than a B-(2.67 on a 4-point scale).

39. Continuation Requirements for School of Humanities and Social Science:

Students have the continuation requirement of Cumulative Grade Point Average (CGPA) no less than a B (3.00 on a 4-point scale).

40. Continuation Requirements for School of Science and Technology:

Students have the continuation requirement of Cumulative Grade Point Average (CGPA) no less than a B- (2.67 on a 4-point scale).

41. Normal Progress. Each graduate program may establish standards for normal progress that determine at what point students are expected to complete coursework, exams, or research projects. A student who fails to maintain normal progress may be subject to loss of Teaching Assistant employment, loss of support, or other sanctions as determined by the relevant program.

## **§ 7 Change of Final Course Grade**

42. The grade assigned to a student by his or her Instructor at the end of term is the student's Final Grade for that course. Final Grades (except grades of "Incomplete")

and “In Progress”) are final and permanent. Except in case of error or miscalculation, no instructor may change a grade that she or he has submitted to the OR.

43. Administrative grades can be changed by the instructor, with the approval of the Dean of the School and by agreement with the OR.

44. No grades can be changed after the end of the semester following the award of the original grade. No grades can be changed after a degree has been awarded.

### **§ 8 Grade Appeal**

45. If a student believes that she or he has received an unfair or erroneous grade, the student may appeal.

46. The following are cases for appeal:

1) *In the case of an examination.* The student must first consult with the instructor within 5 working days of her or his receipt of the contested grade (this time may be extended in the event that the instructor can be shown to have been unavailable during the period following the student’s receipt of the grade in question). The Instructor must respond within the next 5 working days. In the event that the student is still dissatisfied, she or he may appeal to the Dean of the School (or the Dean’s designee) within 5 working days. The Dean (or her or his designee) shall consult with the Instructor before making any decision. The decision of the Dean (or of her or his designee) shall be final;

2) *In the case of a Final Course Grade.* The student must first consult with the instructor within 5 working days of her or his receipt of the contested grade (this time may be extended in the event that the instructor can be shown to have been unavailable during the period following the student’s receipt of the grade in question). The date to be used for appeals of Final Course Grades is the date published in the Academic Calendar. The Instructor must respond within the next 5 working days (that time may be extended in the event the instructor is shown to have been unavailable during the period following the student’s receipt of their final grade). In the event that the student still believes that the grade is incorrect, or the Instructor has not replied within 15 days, the student may appeal to the Dean of the School (or the Dean’s designee) within 5 days. The Dean (or her or his designee) shall consult with the Instructor before making any decision. The decision of the Dean (or her or his designee) shall be final.

### **§ 9 Re-Taking/Repeating Courses**

47. Graduate students who receive a grade that would prevent them from progressing further in their degree program may, with the permission of the Dean of the School, be allowed to re-take a course. In the event that a course is re-taken, both the grades received will be listed on the student’s transcript and the average of the two grades will be used in the calculation of the student’s CGPA. The first, failing grade will

be counted for the GPA of the semester in which it is received for purposes of determining Continuation and/or Normal Progress status.

### **§ 10 Withdrawal of a Degree**

48. NU reserves the right to withdraw a degree even though it has been awarded, should there be a discovery that the work upon which it was based or the academic records in support of it had been falsified or were the product of plagiarism, cheating, or other forms of academic misconduct as defined in the *Student Disciplinary Code*.

## **6. Course Assessment and Evaluation**

### **§ 1 General Requirements**

49. “Course assessment and evaluation” refers to the formal and summative assessment of student learning in any course, regardless to the specific means used. Great flexibility is available regarding the types of assessments that an instructor may choose to employ. Examinations, including final examinations, may include in-class examinations, take-home essay examinations, oral examinations or presentations, or appropriate substitutes such as papers or projects, or any combination thereof, guided only by the appropriateness of the types of evaluation, papers, or projects for the material upon which the student is being assessed.

50. By registering for a particular course, students commit themselves to the completion of all course requirements, including the assessment and evaluation procedures chosen and announced by the course instructor.

51. Students anticipating conflicts in final examination schedules should seek to resolve such conflicts with the course instructors involved at the beginning of the semester in order to be able to meet the requirements of all final examinations. It is NU policy that no student should have more than two final examinations in a 24-hour period, and if such examinations are scheduled and instructors are unwilling to work out a compromise, the student may appeal to the Office of the Dean of the School prior to the Examination Period in order to have such a situation resolved. This policy refers only to set examinations, not to other assignments that students may have been working on for much of the semester – for instance, multiple term papers, reports, or research projects may be due within a 24-hour period.

### **§ 2 Final Examination Procedures**

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

53. Any student shall be permitted to review his or her corrected, graded final examination in the presence of an instructor or staff member. A final examination that is not returned to a student will be kept available by the course instructor for a period of one year for possible later review.

### **§ 3 End-of-Semester Period Policy Statement**

54. During the end-of-semester period, regular class time may be used by the instructor in whatever way seems suited to the completion and summation of course material.

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

56. The language of examinations shall be English, except in the specific case of courses designed to teach another language, or in courses specifically designed to provide instruction in another language with or without translation.

57. Students absenting themselves from an examination or other form of academic assessment without prior approval will be marked as absent and deemed to have made an attempt at the examination. Students absent from an examination without permission will be awarded a mark of 0 (zero) for the examination. The students who are absent without permission from other forms of assessment or who do not submit coursework for assessment will be awarded a mark of 0 (zero) for that assessment.

58. A student who through appropriately documented illness, or other cause acceptable to the School, is prevented from attending any examination may apply to the School to defer assessment. Deferral of assessment must normally be requested within 48 hours of the examination. Administration of deferred assessment shall be agreed to by the instructor, but under any circumstances the deferred assessment must take place no later than the end of the second week of the following semester. The student will be assigned a grade of “I” for the period between the granting of a deferred assessment and the submission of a final grade. In the event the student fails to appear for the deferred assessment exercise, the “I” will automatically convert to a different grade in accordance with the procedures described for grades of “I” above.

### **§ 4 Student Examination Conduct**

59. Students may be required to produce a current NU identity card when entering an examination hall, and to display this card on their desks during the examination.

60. Students are required to observe all instructions given by examiners, supervisors, proctors, or other officers responsible for the conduct of examinations. Specifically, but not inclusively (see *Student Code of Conduct and Disciplinary Procedures*):

1) talking to anyone other than the proctor in the examination room is not permitted;

2) students may not use cell phones, pagers, or any text messaging devices;

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;

4) communicating answers to other students is as serious as receiving answers. Students who assist others are subject to disciplinary actions and penalties;

5) rules governing materials permitted in examinations will be developed and implemented by each School and by individual instructors as authorized by the President of the NU;

6) plagiarism in all forms is not permitted.

61. Individual programs may develop and implement systems to allow students to re-sit final course examinations.

### **§ 5 Publication of Final Examination Results**

62. Students will be informed of the date when their examination results will be published. Each graduate program will devise procedures for the publication of final examination results. Graduating students will be sent an official NU transcript, detailing their marks and award.

### **§ 6 External Examiners**

63. Each graduate program may employ external examiners as an element of the quality assurance process. The manner in which external examiners are employed shall be determined by the School as authorized by the President and subject to the NU policies and regulations. Schools will secure the services of such external examiners as required to serve their needs.

## **7. Graduate Research Projects**

### **§ 1 The Thesis**

64. One of the common characteristics of graduate programs is that the student is expected to complete some type of ‘capstone’ project. The capstone project is intended to be a demonstration of the student’s ability to conduct research independently. Specific guidelines for a Master’s and PhD theses will be provided by individual Schools and graduate programs.

65. All final Capstone projects are required to be examined by a plagiarism software program. Students will provide a printed copy of the results of that submission along with a clean copy of their final Capstone to their Supervisor.

## **§ 2 Duration of Graduate Degree Programs**

66. A student must complete all degree requirements by the time set out in the Program Handbook.

67. Financial support for students who extend their candidature is not guaranteed. Extension beyond the allotted time may incur extra cost on the part of the student.

## **8. Student Support and Guidance**

### **§ 1 Academic Code of Behavior**

68. NU supports the principle of freedom of expression for both instructors and students. The NU supports the right of instructors to teach and students to learn. Any action which impedes these rights is prohibited. We expect students to:

- 1) arrive on time for class (instructors have the right to refuse entry to late-arriving students);
- 2) notify the instructor if there is a legitimate need to leave class early;
- 3) turn off all cell phones and electronic devices (instructors have the right to confiscate cell phones that have not been turned off for the remainder of the class period);
- 4) refrain from talking to other students except during structured classroom activities (instructors have the right to direct offending students to leave the classroom);
- 5) refrain from making disruptive noises;
- 6) behave in a respectful manner towards the instructor and other students;
- 7) and show respect for the opinions and beliefs of others even if there is disagreement. These guidelines are appropriate for all academic situations, whether in lectures, seminars, tutorials, or in interactions outside the classroom.

69. Additional specific rules of conduct are contained in the NU *Student Code of Conduct and Disciplinary Procedures*.

70. Students are expected to attend all classes. Each instructor is responsible for her or his attendance policy, subject to the requirements of the NU regulations and School attendance policies. Each instructor determines the relationship between class attendance, the objectives of the class, and the student's grade. The instructor is responsible for informing students of attendance policies and the impact of attendance on their grade at the start of the semester. The student is responsible for knowing the attendance policy in each course in which she or he is enrolled. Only the instructor may approve a student's request to be absent from class. Violation of the instructor's attendance policy may result in lowered grades or an instructor-initiated withdrawal

from the course. In the event of a dispute, the matter may be reported to the Dean of the School:

1) Students are not permitted to engage in classroom behavior that interferes with the instructor's ability to conduct the class or with the ability of other students to profit from the instruction. Instructors may devise and implement such rules as they deem appropriate to deal with disruptive classroom behavior;

2) NU has very strict policies on plagiarism and other kinds of academic dishonesty. Plagiarism is a violation of academic integrity in any university setting, but this is especially true in the case of graduate programs. Any sort of plagiarism or academic misconduct will be severely penalized.

71. See the Program Handbook for individual Program specifications.

## **9. Leaves of Absence**

### **§1. Student Leave of Absence – Medical**

72. A graduate student may request and be considered for a leave of absence when extraordinary circumstances such as a serious illness or injury prevent the student from continuing classes and incompletes or other arrangements with the instructors are not possible. The medical leave of absence policy covers both physical and mental health conditions, including pregnancy and maternity. A leave of absence can be granted to a graduate student of the NU on the grounds of a medical certificate confirmed by a qualified medical officers consulting commission created in accordance with legislation of the Republic of Kazakhstan (“Medical Authority”) for a period from 6 to 12 months, except that in the case of tuberculosis a leave may be granted for a period from 1 to 2 years and in the case of maternity a leave may be granted for a period of up to 2 years. A second leave of absence on medical grounds shall not normally be granted to a student.

73. A graduate student may request a leave of absence on medical grounds by submitting an application to the Department of Student Affairs for validation, along with an original medical certificate issued by the Medical Authority.

74. If there are doubts as to the validity of a student's application for a leave of absence on medical grounds the NU has the right to send a written inquiry. Once the medical certificate and application are validated, they are submitted for the approval as stated herein.

### **§2. Student Leave of Absence – Immediate Family Member**

75. A graduate student may be granted a leave of absence from the NU based on a medical condition, or change in social or economic status affecting an immediate family member. For purposes of this section, “immediate family member” means a parent,



spouse, dependent child regardless of relationship, sibling, or grandparent. In order to grant a leave of absence based on the circumstances of an immediate family member, the student may request to present evidence of a direct impact on the student's ability to continue with his or her program of study. If requested, such evidence shall be submitted to the Dean of his or her School, who shall review and forward copies of such documentation to the Vice President for Student Affairs and International Cooperation and the Vice-Provost for Academic Affairs.

### **§3. Student Leave of Absence – Other**

76. A graduate student may be granted a leave of absence from the NU for purposes of research, training and professional development, or for other reasons subject to the approval of the student's advisor and the Dean of the School subject to the following limitations:

1) no leave of absence may be granted under this section for any student who is currently failing to meet Continuation requirements;

2) a leave of absence under this section will be granted only on a written determination by the Dean of the student's School and the student's advisor that such leave will not be detrimental to the student's ability to complete the program.

77. To apply for a leave of absence under this section, a student is required to submit documentation demonstrating the purpose of the leave and the activities in which he or she expects to participate during the leave period.

78. If a student has an outstanding "Incomplete" at the time he or she is granted leave of absence, the period for completion of that Incomplete may be extended for the period of the leave of absence with the written approval of the faculty member who granted the Incomplete and the Dean of the student's School (General Director of the Center for Preparatory Studies).

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

79. Periods of time during which a student is on an approved leave of absence from the NU shall not be included in the calculation of time limitations for stipends or other forms of financial support as described in this section.

80. When granting a leave of absence to a student, whose tuition is funded through the state or NU, his/her right for an educational grant will be retained.

81. Funding and tuition fees will be paused for the period of the requested leave of absence, except funding of stipends in cases of leaves granted on medical grounds. The funding and tuition fees will be resumed after the end of a leave of absence.

### **§5. Procedures for Requesting a Leave of Absence**

82. A student who requests a leave of absence shall submit an application, a form of which is provided by the Office of the Registrar. A leave of absence may be granted only with the written approval of the Dean of the School and the student's advisor.

83. Upon approval by the persons mentioned herein, indicated by signatures, the application form will be transmitted to the Office of the Registrar for recording and preparation of a draft order of the Provost. The student's leave of absence will become effective upon the Provost's signature of the order. The order shall indicate the dates of beginning and termination of the leave of absence and its grounds. Copy of the order is given to the student, along with a document stating their academic status at the time of leaving and the conditions they will be under upon their return from leave of absence. If the student was enrolled in classes prior to the approval of the leave of absence, no grades will be awarded for the interrupted semester and all courses will be marked with a "W" ("Withdrawal"). The grant of a leave of absence will be recorded on the student's transcript.

#### **§6. Return from a Leave of Absence**

84. Graduate students may return to studies at the beginning of any semester. A graduate student shall register for courses in compliance with the registration period indicated by the Office of the Registrar and according to the document, which was received at the time of leaving, regarding their academic status upon return.

85. Graduate students must follow the return policy as stated in their individual program handbook.

86. When returning from a leave of absence granted on medical grounds a student shall submit an application to the Office of the Registrar no less than 20 working days prior to beginning of the academic period they wish to return, and in cases other than pregnancy/maternity leave he/she will submit a medical certificate of an appropriate Medical Authority approving the student's return to the NU. Students returning from pregnancy/maternity leave shall submit birth certificate of the child or other relevant document(s).

87. When returning from a leave of absence granted on non-medical grounds a student shall submit an application to the Office of the Registrar not less than 45 days prior to the beginning of the semester or term in which they wish to return.

88. The Provost of the NU will issue an order on the student's return from a leave of absence on the grounds of the above mentioned certificate or other documents as applicable with the approval of the Dean of the School and the student's advisor.

89. Copies of the order on return from leave of absence shall be sent to the Dean of the School, the Vice President for Student Affairs, and the Vice-Provost for Academic Affairs for their information.

## 10. Dismissal and Voluntary Withdrawal for Graduate Students

### §1. General

90. This Regulation on dismissal and voluntary withdrawal for graduate program students of the autonomous organization of education “Nazarbayev University” (hereinafter – Regulation) establishes the policy and procedures for voluntary withdrawal and dismissal of graduate students from the autonomous organization of education “Nazarbayev University” (hereinafter – NU).

91. The following terms have the following definitions in this Regulation:

1) Dismissal means that a student is no longer enrolled at the NU, and is no longer in any other respect a current student entitled to any of the privileges attached to that status;

2) Voluntary withdrawal means that a student, by their own decision, cancels their enrolment with the NU.

92. Students who are dismissed from the NU for misconduct, as specified in the *Student Code of Conduct and Disciplinary Procedures*, are not eligible to re-enroll to the NU at any time.

93. Students who withdraw by their own decision, as specified in these Regulations, are eligible to re-enroll in the NU, subject to the NU’s admissions requirements in place at the time of re-enrolment.

### §2. Dismissal from the NU

94. A student may be dismissed from the NU for any of the following reasons:

- 1) Violation of obligations on payment of tuition by student;
- 2) Deliberate submission of false documents or misleading information during the admission process;
- 3) Non-attendance of the number of classes required as specified in the relevant student handbook;
- 4) Failure to meet program Continuation Requirements;
- 5) Failure to maintain Normal Progress to the degree;
- 6) On the grounds specified in the NU’s *Student Code of Conduct and Disciplinary Procedures*;
- 7) Violation of the NU’s internal regulations and/or other internal documents regulating admission and organization of the educational process of the university, including student handbooks;
- 8) Non-return from leave of absence without certified good cause;
- 9) Other reasons provided by the legislation of the Republic of Kazakhstan and internal documents of the NU.

### **§3. Procedures for Dismissal**

95. Procedures for dismissal are:

1) The Dean of School, in consultation with or on the recommendation of the student's advisor, reviews reports from the Office of the Registrar on students' academic progress or other relevant documentation and if appropriate, may recommend dismissal to the Provost;

2) The Provost reviews the evidence from the Dean of School and may recommend dismissal to the President.

96. Student's dismissal is carried out in the following order:

1) The Office of the Registrar shall register the Disciplinary Committee recommendation, with a recommendation of the Provost, on the grounds of which a draft of the President's decision on student's dismissal is prepared;

2) The President's decision to dismiss a graduate student is effective immediately upon his signing the dismissal form;

3) Within ten (10) days of the written notification of dismissal, the student may submit a written appeal to the President or his/her designee;

4) If the student declines to appeal the decision, the dismissal shall become final upon approval of the President. In the event of an appeal, the President or his/her designee shall make the final determination of all cases. The action taken shall be communicated to the Office of the Registrar;

5) Pending the final decision of the President on appeal, the student will be permitted to continue to enroll in classes, attend classes, and receive grades. In the event the appeal to the President is denied, work completed during the period of the appeal will not be recorded on the student's transcript;

6) The Office of the Registrar shall ensure the communication of the President's final decision to all relevant units of the NU including: the Provost, Dean of School, Department of Student Affairs, Bursar's Office, Legal Department and to the student. The Office of the Registrar shall prepare draft decision on dismissal of the student, obtain endorsement of the draft decision by the units stated in this clause, and obtain signature of the President on the decision within five (5) working days of the decision made;

7) After the decision on student's dismissal has been signed by the President of the NU, Office of the Registrar informs the Bursar's Office. Bursar's Office calculates the expenses incurred by the NU during the period of study of the student being dismissed and issues an invoice for reimbursement to the student;

8) When the student has reimbursed the expenses indicated in subclause 8) of this clause 7, the Office of the Registrar will release the student's original documents and an up-to-date academic certificate or transcript, record of student's admission and record of student's leave.

#### **§4. Procedures for Voluntary Withdrawal**

97. Students' voluntary withdrawal is carried out in the following order:

1) Students complete and submit an Application for Voluntary Withdrawal form available from the Office of the Registrar;

2) This form requires a short explanation as to their reasons for voluntary withdrawal. It also requires signatures from the student, their advisor, Dean of School, the Registrar and the Vice-Provost of Academic Affairs;

3) The Office of the Registrar shall prepare draft decision on voluntary withdrawal, obtain endorsement of the draft decision by all relevant units of the NU including: Office of the Provost, Dean of School, Bursar's Office, Legal Department, and obtain signature of the President on the decision within 5 working days of submission of the Application for Voluntary Withdrawal;

4) After the decision on a student's voluntary withdrawal has been signed by the President of the NU, Office of the Registrar informs the Bursar's Office. The Bursar's Office calculates the expenses incurred by the NU during the period of study of the student voluntarily withdrawing and issues an invoice for reimbursement to the student; When the student has reimbursed the expenses indicated in subclause 4) of this clause 8 invoice is paid, the Office of the Registrar will release the student's original documents and an up-to-date academic certificate or transcript, record of student's admission and record of student's leave.