

Approved
by the Managing Council of the
autonomous
organization of education
Nazarbayev University
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**ACADEMIC POLICIES AND PROCEDURES FOR THE DOCTOR OF
MEDICINE PROGRAM OF THE AUTONOMOUS ORGANIZATION OF
EDUCATION “NAZARBAYEV UNIVERSITY”**

(as amended as of February 2019)

Astana 2017

Abbreviations

AC	Academic Council
GPA	Grade Point Average
MD	Medicinae Doctor (Doctor of Medicine)
NUSOM	Nazarbayev University School of Medicine
OR	Office of the Registrar
TLC	NUSOM Teaching and Learning Committee
CSP	The Committee for Student Promotions

Section 1. General Provisions

1. This document contains academic policies and procedures that apply to all students enrolled in the NUSOM MD program of the autonomous organization of education Nazarbayev University (hereinafter – University or NU). 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 policies set the minimum standards for NUSOM that may be more stringent or otherwise differ from the University policies.

Section 2. ADMISSIONS

2. The admissions process is convened in accordance with the relevant University internal regulations relating to the admissions to the MD program.

Section 3. REGISTRATION

§ 1. The Academic Calendar

3. The MD program will, as far as possible, use the Academic Calendar of the University, as posted on the website of the OR. Academic calendars for NUSOM program for each year will be submitted for approval by the AC.

§ 2. Registration Policy

4. The dates of the registration period for each semester are stated in the NUSOM Academic calendar.

5. Students matriculated into the MD program at NUSOM do not need to register through the standard NU graduate registration processes because all courses at NUSOM are compulsory. They are registered through a process specific to NUSOM coordinated between the OR and NUSOM.

Section 4. REQUIREMENTS FOR PROGRAM COMPLETION

§ 1. Overview of the MD Program

6. To remain in good academic standing, MD students must achieve a passing grade in each curriculum block and have acceptable performance with regard to professional behavior. Student performance and standing are reviewed at the completion of each curriculum block, and promotion to the next academic year is granted after Course Committee review and approval of a student's full year performance by the CSP, the TLC and final approval by the Dean of NUSOM.

7. To complete the MD program, students are required to pass the set courses for all four years.

8. The MD is a very intense academic program which is not compatible with any paid or unpaid part-time or full time internal or external work. It is therefore forbidden to engage in any work during the studies.

Section 5. GRADING SYSTEM

§ 1. Grades

9. General remarks: NUSOM uses a pass/fail and honors grading system as described below. A grade of “P” (Pass) or “F” (Fail) will be reported for students enrolled in NUSOM courses that are offered only as P/F course. Such courses are identified as such in the Catalog. Grades of “P” are required for normal progression in the MD program. A grade of “P” requires work comparable to that expected for a grade of “B” in a regularly graded course. The cut-off for passing grade is determined based on a standardized established method adopted by NUSOM for all courses.

10. Pass/Fail and remediation: The passing mark for Exams is determined using the Standard Setting by specifically convened committees. Students failing below 2% of the overall passing mark may be allowed to pass after special consideration by the CSP. Students failing between 2% and 10% of the overall pass mark are allowed to compensate within the block. In order to pass students must score above the passing mark for the entire block that is determined by the individual course passing marks and weighting. Students failing by more than 10% of the overall pass mark require remediation and have to re-sit the exam.

11. Awarding Honor:

1) Honor for a course: Students are eligible to be awarded Honor for a course at scores 80% and above or 85% and above for exams where the borderline passing grade was set, respectively, between 50% and 60% or between 61% and 70%. However, students who (1) are retaking the specific course, or (2) accumulate unexcused absences that are more than 10% of lessons covered in the course, shall not be awarded Honor.

2) Honor for a block: Students will be awarded Honor for a block when more than 50% of the block components are awarded with Honor. Different components of the block will be weighted according to their duration. Additionally all other components of the block should be at least 70%. Exceptions to this rule are possible with specific recommendation of course leads and the TLC. Students who have been retaking an exam in the block are not eligible.

3) Honor for longitudinal courses: Generally the expectation that students will pass these blocks is very high. Therefore, the Honor threshold is $\geq 90\%$. If below 90%, an explicit reasoning in writing must be submitted by the course lead.

§ 2. Administrative Grades

12. At the University level, a number of special administrative notations are used on transcripts. These administrative notations apply to all NU programs. Some

NU administrative notations that apply to the NUSOM MD program are listed in Table 1.

Table 1: Administrative Grades and Notations

Grades	Comments	Points
PH/P/F	Pass with honor/ Pass/Fail Option	N/A
I	Incomplete	N/A
IP	In Progress	N/A
AW	Administrative Withdrawal	N/A

13. 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 Course Lead 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 Course Lead, approved by the Dean of NUSOM that sets forth the additional work that is expected and the terms under which it is to be completed:

1) When the work that is required under an “Incomplete” agreement is completed, the Course Lead shall request a change of the “I” grade to the appropriate grade for the course. The Course Lead will inform the OR, which will record the new grade.

2) An “I” grade must be made up by the end of the semester. 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”. The original “I” grade will be removed from the student’s transcript upon submission of a new grade by the Course Lead, 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.

14. In Progress – This grade is assigned at the end of a course 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 post-graduate course in which it is appropriate.

15. 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 Course Lead may not assign any other grade.

§ 3. Assigning Grades

16. Final Grades. Final grades are awarded to each student, in each course, at the end of the designated evaluation period (block). All students taking a NUSOM course will be assigned PH/P/F grades.

§ 4. Grade Submission

17. Block Leads will submit all final grades no later than the date of official grades submission indicated in the NU Academic Calendar posted on the website of the OR. The School will enter all grades into the Student Information System by the date indicated in the NU Academic Calendar. Communication of grades for individual courses is dealt with by Course Leads (see clause 38).

§ 5. Academic Standing/Status

18. NUSOM expects students to maintain satisfactory academic progress toward degree completion (as described in preceding sections).

Academic Probation. NUSOM does not place students on academic probation but rather, progresses a student through a student promotion process as described in clause 28.

§ 6. Change of Final Block Grade

19. The grade assigned to a student by his or her Block Lead at the end of the block is the student's Final Grade for that particular block. Final Grades (except grades of "Incomplete" and "In Progress") are meant to be final and permanent. Except in case of error or miscalculation, no Course Lead or Block Lead may change a grade.

20. Administrative grades can be changed by the Block Lead with the approval of the NUSOM Dean and by agreement with the OR.

21. 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.

§ 7. Grade Appeal

22. If a student believes that she or he has received an unfair or erroneous grade, the student may appeal. There are three reasons for a grade appeal:

- 1) incorrect calculation;
- 2) incorrect entry of the grade into the database;
- 3) misapplication of the course grading scale as published in the course syllabus.

The following are cases for appeal:

- 1) in the case of an examination. The student must first consult with the Course Lead within 5 working days of her or his receipt of the contested grade (this time may be extended in the event that the Course Lead can be shown to have been

unavailable during the period following the student's receipt of the grade in question). The Course Lead must respond within the next 5 working days. In the event that the student is still dissatisfied, or the Course Lead has not replied within 5 working days, she or he may appeal to the NUSOM Dean within 5 working days. The NUSOM Dean (or her or his designee) shall consult with the Course Lead 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 Block Grade. The student must first consult with the Block Lead within 5 working days of her or his receipt of the contested grade (this time may be extended in the event that the Block Lead 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 Block Grades is the date published in the NUSOM Academic Calendar. The Block Lead must respond within the next 5 working days. In the event that the student still believes that the grade is incorrect, or the Block Lead has not replied within 5 working days, the student may appeal to the NUSOM Dean (or the Dean's designee) within 5 working days. The NUSOM Dean (or her or his designee) shall consult with the Block Lead before making any decision. The decision of the NUSOM Dean (or her or his designee) shall be final.

§ 8. Re-Taking/Repeating Courses

23. Medical students who receive a grade that would prevent them from progressing further in their degree program may, with the permission of the TLC be allowed to re-take one course.

24. In the event that a course is re-taken, both grades received will be listed on the student's transcript. The first, failing grade will be counted for the GPA of the semester in which it is received for purposes of determining Academic Probation status.

25. Assessment and Grading policy:

1) Principles of Assessment in NUSOM MD Program:

Assessment in NUSOM is based on a number of principles which are drawn from extensive medical education research that have been conducted over the last two decades. It has become clear from the results of the research that assessment practices in the past have often been defective and that traditional university systems of assessment are not appropriate for an outcome-based, competency-driven curricula of a professional program which are now common in current medical education programs. All assessments are mapped to the intending learning outcomes (ILOs) by blueprinting. The MD curriculum is organized in integrated blocks and the assessment is also integrated.

2) Guidelines for student promotion:

Within the present grading system (please see section 4: GRADING SYSTEM), the faculty must establish certain academic guidelines which it can

follow. However, these guidelines are not absolutes. Students will receive one grade for each course. This grade will be solely determined by the CSP. The CSP will make a decision concerning promotion based on these grades and may vote to recommend a dismissal for a student, or require the student to repeat the year or a block or a course or (if recommended by the Course Leads) to make-up a course. Any costs associated with extension beyond the traditional 4 years designated for the MD program will be borne by the student. It should be pointed out that the approach of the CSP is positive, and aimed at finding ways of advancing students wherever possible. The committee agrees with the principle that careful selection of applicants to the Medical School will minimize student attrition. Ultimately, however, it is the responsibility of the CSP to determine whether or not the student meets the professional standards necessary to be a physician.

26. A student, who fails a block or course or clerkship for whatever reason, will be considered individually. The CSP shall not permit piecemeal remedying of deficiencies. When evaluating students with academic deficiencies the CSP will consider the student's performance in all course work and the total preparation of the student for the practice of medicine.

27. The specifics of the student promotion process are relevant to the NUSOM academic policies and procedures. The guidelines for promotion are as follows: in order to be promoted to the subsequent years of the medical school curriculum, a student must pass each of the blocks for each year. The NUSOM will employ a Pass/Fail model for all courses. Borderline passing percentage for each exam will be determined by standard setting method.

28. Student promotion process: The CSP will meet at the end of each course to formally consider progress of all students in that course. Students failing the course or exhibiting any deficiencies will be considered as follows:

1) in case of a deficiency: proceed to the next course while fulfilling remediation for a deficiency any time before the beginning of the next academic year;

2) in case of a course failure: proceed to the next course if the overall pass mark for the block is achieved while fulfilling remediation for the failed course any time before the beginning of the next academic year (compensation within the block, see clause 32);

3) in case of a course failure: If the score is below 10% of pass mark, re-sit the exam for the failed course any time before the beginning of the next academic year (failure to compensate within the block; see clause 32).

29. The CSP will also meet at the end of each academic year to consider the following:

1) students passing all courses will be allowed to progress to the next academic year;

2) for students accumulating more than one failure in the courses or blocks the committee will consider the following options:

compensation within the block while fulfilling remediation for deficiencies: In order to pass a block, students must score above the pass mark for the entire block,

determined by the pass marks and weightage (i.e., teaching hours) for each course within the block;

failure to compensate within the block: Re-sit the failed exam(s) before the beginning of the next academic year (failure to compensate within the block; see clause 32).

3) if performance in the retaken exam(s) is satisfactory the student will be allowed to progress to next year;

4) if performance in the retaken exam(s) is not satisfactory: The student may be allowed to progress to the next year, but further measures for remediation are required to demonstrate satisfactory knowledge of the contents of the failed course(s). When performance in the retaken exam(s) is not satisfactory: the student will not be allowed to progress to next year and be required to repeat the same year.

30. A second failure in a course / year being repeated may lead to dismissal from the MD program.

31. An “Incomplete” evaluation in any of the course work must be converted to a satisfactory grade. Conversion of the Incomplete grade is to be arranged with the individual Course Lead. Students who do not correct an Incomplete grade will be referred to the CSP. The CSP will recommend remediation as specified by the Course Lead. After completion of the remedial exercise, the following options will be considered:

1) after successful remediation the student will be allowed to progress to the next academic year;

2) after unsuccessful remediation the student will be allowed to progress to the following year, but will have to repeat the course. Any costs associated with the extension of the MD program beyond 4th year will be borne by the student;

3) after unsuccessful remediation, the student will not be allowed to progress to the next academic year and will be required to repeat the same year.

32. Remediation:

Remediation to address a student’s academic deficiencies will be specified by the Course Lead. At the end of the remediation exercise a documented record will be prepared by the Course Lead, outlining the details and outcome of the remediation exercise. The Course Lead will report to the CSP and TLC.

1) Compensation within the block (minor):

Failure below 2% of the overall pass mark of the course (as determined by the different components of the assessment) shall be considered for a **condonable pass**, provided that the student scores above the overall pass mark in one or more other courses of the block and obtains an overall pass mark in the course.

2) Compensation within the block:

Failure of between 2% - 10% below the overall pass mark of the course shall require that the student compensates by remediation. The format of remediation shall be determined by the course committee.

After a successful remediation the Course Lead shall communicate same to the block lead for documentation, including the new overall mark(s) obtained for the course after remediation. Both the initial overall mark and the mark after remediation

will be recorded. If a student fails to successfully remediate deficiencies the student shall be required to retake the complete examination of the course.

If a student retakes the examination of the course and is successful, the course lead shall communicate same to the block lead for rectification of the marks/grade. Both the old and the new marks obtained will be recorded.

A student who passes all courses within the block (s) will be allowed to progress to the next year of study.

3) Resit/Retake the examination:

Any failure amounting to above 10% or more below the overall pass mark for the course(s) cannot be compensated within the block and the examination must be retaken.

If a student is unsuccessful in a retaken examination, the student shall be allowed to proceed to the next course in the block provided that the student has been successful in prior courses of the block. The student will then be allowed a personal study time as determined by the course lead and attempt the examination again at a suitable date agreed upon with the course lead. All examination questions for a retaken examination must be of the same number and standard as the original examination questions. These questions must be drawn from the bank of questions that have already been standard set and the passing percentage shall remain as that of the original examination. Under no circumstance shall the course lead administer the same set of questions used in the initial examination. At the minimum, one-third of these questions should be new questions.

A student who retakes an examination of a course and is successful shall be allowed to proceed to the next block/year of study.

A student who fails the examination at the second attempt shall repeat the year of study. All expenses for a repeat year of study shall be borne by the student.

A student who fails by a margin of 10% or more below the overall pass mark in up to 50% of the courses of a block shall repeat the year of study.

If the number of courses in a block is 3, or 5 or 7, the lengths of the failed courses shall be taken into account in roughly determining the percentage of failed courses. This may also apply to even number of courses as the case may be.

A student who repeats a year of study and is unsuccessful shall be dismissed from the MD program.

Timelines: At the moment, all courses of the Organ System Pathophysiology Block are offered only once a year and therefore repeating a course in the middle of a block poses challenges that need consideration. Repeating a course or a block technically translates into repeating a year. Therefore the following rules shall apply:

All compensation activities and repeat examinations should take place before the end of the block/academic year in which the course(s) is offered. The course lead shall work out appropriate times with the student(s) involved.

Progression decisions and/or repeat of study year shall only be made at the end of the year of study.

33. Years 3 and 4 Clerkships.

The written multiple choice question test at the end of each clerkship (20% of the overall grade) can be compensated within clerkship and a remediation plan can be planned by the course lead if the results are below the pass mark.

If a Year 3 student fails one or more clerkships, he/she will have to successfully repeat the clerkship/clerkships before the start of the year 4 clerkships. If that is not possible, he/she will have to repeat all the clerkships of Year 3.

If a Year 4 student fails one or more clerkships, he/she will have to successfully repeat the clerkship/clerkships before the graduation.

Section 6. COURSE ASSESSMENT AND EVALUATION

§ 1. General Requirements

34. “Course assessment and evaluation” refers to the formal and summative assessment of student learning in any course, regardless of the specific means used. Great flexibility is available regarding the types of assessments that a Course Lead 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.

§ 2. Final Examination Procedures

35. All rules concerning the administration of examinations will be explained to students before the administration of the examination.

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

§ 3. Examination Policy Statement

37. 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 interpretation into Kazakh or Russian.

38. The communication of results from individual courses after discussion and approval by the CSP and TLC will be done via Moodle from the corresponding Course Leads.

39. 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. Students who are absent without permission from other forms of assessment or who

do not submit coursework for assessment within the stipulated deadline will be awarded a mark of 0 (zero) for that assessment.

40. 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 Course Lead, 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

41. 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.

42. 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:

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 cheating;

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

5) rules governing materials permitted in examinations will be developed and implemented by NUSOM and by individual Course Lead as approved by the TLC;

6) Plagiarism in all forms is not permitted (see Student Code of Conduct and Disciplinary Procedures).

43. NUSOM has a system in place (as described previously and summarized here) to allow students to re-sit final course examinations; this re-sit requires approval from the Course Lead for the appropriate Course, the CSP and the TLC.

§ 5. MD Degree Requirement

44. Satisfactory completion of the MD program requires that the student progresses through a number of distinct stages, each of which is characterized by a key evaluation point. The necessary stages are:

- 1) satisfactory application to the program;
- 2) completing all required coursework in the program;
- 3) satisfactory performance in the qualifying examinations.

§ 6. External Examiners

45. NUSOM may employ external examiners as an element of the quality assurance process. The manner in which external examiners are employed shall be determined by NUSOM and subject to University policies and regulations. NUSOM will secure the services of such external examiners as required to serve their needs.

Section 7. STUDENT SUPPORT AND GUIDANCE

§ 1. Academic Code of Behavior

46. NU supports the principle of freedom of expression for Course Leads, faculty members involved in teaching the course, and students. The University supports the right of Course Lead to teach and students to learn. Any action which impedes these rights is prohibited. We expect students to:

- 1) arrive on time for class (Course Leads will refuse entry to late-arriving students);
- 2) notify the Course Lead before a class starts if there is a legitimate need to leave class early;
- 3) turn off all cell phones and electronic devices (Course Lead 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 (Course Lead 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 Course Lead 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.

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

48. Students are expected to attend all classes. Each Course Lead is responsible for her or his attendance policy, subject to the requirements of University regulations and School attendance policies. Each Course Lead determines the relationship between class attendance, the objectives of the class,

and the student's grade. The Course Lead 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. Any student request to be absent from class should be submitted to the Student Affairs Office by completing the leave of absence request form with the approval of the course lead and NUSOM Dean. Violation of the Course Lead's attendance policy may result in lowered grades or a Course Lead initiated withdrawal from the course. In the event of a dispute, the matter must be reported to the NUSOM Dean, who will make the final decision regarding resolution of the dispute;

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

50. 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 post-graduate programs. Any sort of plagiarism or academic misconduct will be severely penalized.

§ 2. Medical Student Code of Professionalism

51. NUSOM students are expected to honor the NUSOM Code of Student Professionalism in accordance with Annex.

52. Misconduct:

1) The student is referred to Chapter 2 of the Student Code of Conduct and Disciplinary Procedures of the University.

2) Any professional or academic misconduct by any student warranting a disciplinary action will fall under one of three categories: A, B or C.

3) All disciplinary actions that fall under category A shall be dealt with by the course committee. Any disciplinary action recommended under category B or C must be referred to the NUSOM TLC for ratification. It must be recognized that certain acts of misconduct which would ordinarily carry mild disciplinary sanctions in other university program may have more serious consequences in the School of Medicine and would qualify for more serious disciplinary actions within the Student Code of Conduct and Disciplinary Procedures of the University.

§ 3. Student Leave of Absence Policy

53. Student leave of Absence – Medical

A 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 teachers are not possible.

1) 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 medical student of the NU on the grounds of a medical certificate confirmed by a qualified medical officer consulting commission created in accordance with the legislation of the Republic of Kazakhstan (“Medical Authority”). Maternity leave of absence can be granted on the grounds of the child’s birth certificate. A leave of absence can be granted to a medical student of the NU for a period of 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 be granted to a student.

2) A medical student may request a leave of absence on medical grounds by submitting an application to the OR for validation, along with an original medical certificate issued by the Medical Authority.

3) 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.

54. Student leave of Absence – Immediate Family Member

A medical 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 circumstance of an immediate family member, the student may be requested to present evidence of a direct impact of the student’s ability to continue with his or her program of study. If requested, such evidence shall be submitted to the NUSOM Dean 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.

55. Student Leave of Absence – Other

A medical student may be granted a leave of absence from the NU for the purpose of research, training and professional development, or for other reasons subject to the approval of the student’s advisor and the NUSOM Dean, 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 NUSOM Dean and the student’s advisor that such leave will not be detrimental to the student’s ability to complete the program.

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 at least 60 days prior to the start of the proposed leave.

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 NUSOM Dean.

Effect of Leave of Absence for Stipends or Other Financial Support.

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

Procedures for Requesting a Leave of Absence.

A medical student who requests a leave of absence shall submit an application, a form of which is provided by the OR:

1) A leave of absence may be granted only with the written approval of the NUSOM Dean, the student's advisor, the Vice President for Student Affairs, and the Vice-Provost for Academic Affairs.

2) Upon approval by the persons mentioned herein, indicated by signatures, the application form will be transmitted to the OR for recording and preparation of a draft decision of the Provost.

3) The student's leave of absence will become effective upon the Provost's signature of the decision. The decision shall indicate the dates of beginning and termination of the leave of absence and its grounds.

4) Copy of the decision 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 the leave of absence.

5) 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.

Return from a Leave of Absence. Medical students may return to the studies at the beginning of any semester and must follow the return policy as stated in the MD program handbook:

1) When returning from a leave of absence granted on medical grounds, a student shall submit an application to the OR no less than 20 working days prior to the 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.

2) Students returning from pregnancy/maternity leave shall submit birth certificate of the child or other relevant document(s).

3) When returning from a leave of absence granted on non-medical grounds, a student shall submit an application to the OR not less than 45 days prior to the beginning of the semester or term they wish to return.

4) The Provost of NU will issue a decision 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 NUSOM Dean and the student's advisor.

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

§ 4. Dismissal and Voluntary Withdrawal for Medical Students

56. The following terms have the following definitions in this document:

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 her/his own decision, cancels their enrolment with the NU.

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.

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

57. Dismissal from the NU

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

- 1) violation of obligation on payment of tuition by student;
- 2) deliberate submission of false documents or misleading information during admission process;
- 3) non-attendance of the number of classes required as specified in the relevant course 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 NU's internal regulations and/or other internal documents regulating admission and organization of the educational process of the university;
- 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.

58. Procedures for Dismissal

Procedures for dismissal are:

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

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

59. Students' dismissal is carried out in the following order:

1) The OR shall register the Disciplinary Committee recommendation, and/or a recommendation of the Provost, on the grounds of which a draft of the President's decision on the student's dismissal is prepared in accordance with the subclause 8) of this clause.

2) The responsible structural division shall send to the student a written notification of dismissal which may be sent to his/her personal email.

3) In the event the President makes a decision to dismiss a student, the student shall have the right to appeal to the President.

4) Within ten (10) days of the written notification of dismissal, the student may submit a written appeal to the President.

5) If the student declines to appeal the decision, the dismissal shall become final upon approval of the President. In all cases, the decision of the President shall be final.

6) The President shall make the final determination of all cases appealed under this document. The action taken shall be communicated to the OR.

7) 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.

8) The OR shall ensure the communication of the President's final decision to all relevant units of the NU including: the Provost, NUSOM Dean, Department of Student Affairs, Bursar's Office, Legal Department and to the student. The OR 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.

9) After the decision on student's dismissal has been signed by the President of the NU, OR 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.

10) The student must complete the check list in accordance with the form provided by the OR.

11) When the student has reimbursed the expenses indicated in subclause 9) of this clause and has fulfilled all financial obligations to NU, and upon submission by the student of completed check list as specified in the subclause 10) of this clause, the OR will release the student's original documents and an up-to-date academic certificate or transcript, record of the student's admission and record of student's leave.

60. Procedures for Voluntary Withdrawal

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

1) Students complete and submit an Application for Voluntary Withdrawal form available from the OR.

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

3) The OR 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, NUSOM Dean, Bursar's Office, Legal Department, and obtain signature of the President on the decision for voluntary Withdrawal.

4) After the decision on a student's voluntary withdrawal has been signed by the President of the NU, OR informs the Bursar's Office. The Bursar's office calculates the expenses incurred during the period of study of the student voluntarily withdrawing and issues an invoice for reimbursement to the student.

5) The student must complete the check list in accordance with the form provided by the OR.

6) When the student has reimbursed the expenses indicated in subclause 4) of this clause, and has fulfilled all financial obligations to NU, and upon submission by the student of completed check list as specified in the subclause 5) of this clause, the OR 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.

§ 5. Medical Student Dress Code

61. Health Sciences students, staff, and practitioners are required to place a high value on personal appearance, including attire. The reasons are rooted in concerns for infection control, communication and cultural sensitivity. This document sets forth standards for dress and appearance necessary to meet the service and safety objectives of placing patient welfare first and the educational objectives of preparing the student to assume the role of a professional healthcare worker. Patient trust and confidence in the health care provider are essential to successful treatment experiences and outcomes. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their most conservative potential patients and present themselves in a manner that will earn their respect, ensure their trust, and make them feel comfortable. Recent trends in clothing, body art, and body piercing may not be generally accepted by patients, and should not be worn by medical students.

62. General Standards:

1) Name badges identifying a person as a medical student must be worn at all times and clearly visible to those with whom the student is interacting. There is research that suggests wearing the name badge on the right side allows the other person to read the name as the person extends his/her right hand for a handshake.

2) Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene.

3) Students should avoid distracting perfumes or colognes (may precipitate allergies or sensitivities).

4) Cosmetics should be used in moderation.

5) Piercing and tattoos should not be visible.

63. Hair Maintenance

- 1) Hair should be neat, clean.
- 2) Hair color should be natural shade (no green, purple, blue, pink, etc). Students contravening that may be requested to change immediately hair color.
- 3) Hair should be styled off the face and out of the eyes.
- 4) Shoulder length hair must be secured to avoid interference with patients and work.
- 5) Students should avoid scarves or ribbons (unless culturally appropriate).
- 6) Male students should style short hair (not long, not tied).
- 7) Beards/mustaches must be neatly trimmed.

64. Jewelry

- 1) Students should keep jewelry at a minimum (represents potential for cross-infection).
- 2) The following are permitted: a watch, up to four rings, small earrings (large earrings are distracting and may be pulled through the ear), academic pin/s, other pins, badges, or insignias which represent an award, modest bracelets/s and necklace chains.

65. Dress, Shoes, and Hand Care

- 1) Clothing should be clean, professionally styled and in good repair.
- 2) Men: tailored slacks, dress shirt and necktie are appropriate attire.
- 3) Women: Dresses, skirts of medium length, tailored slacks, shirt or blouse is the appropriate attire.
- 4) Shoes must be comfortable, clean and in good repair.
- 5) A shirt may be left untucked if it has a straight hemline (tunic).
- 6) Fingernails should be clean and short length. Muted tones of nail polish are appropriate for women. No artificial nails.

66. White Coats

- 1) The School will provide a white coat with logo at the beginning of Year 1 and at the beginning of Year 3.
- 2) The white coat should be clean and pressed.
- 3) It should be worn appropriately when requested (lab sessions, SPs and patient encounters, simulation).
- 4) The white coat should not be worn during lectures.
- 5) Each student should have a second coat of the same style and length of the original one, with no logo.

67. Scrub Suits

- 1) These are to be worn in specific patient care areas only (not in the medical school).
- 2) If a scrub suit must be worn outside these areas, it must be clean and then covered with a clean, white lab coat. Shoe covers, masks, and hair covers must be removed before leaving the clinical area.
- 3) Stained or soiled scrub suits must be changed as soon as possible (source of contamination).

68. The Following Items Are Specifically Prohibited In The Hospital Or Clinic Situations:

1) Sandals or open toed shoes, high-heeled or canvas shoes (blood or needles may penetrate the fabric).

2) Midriff tops, tee shirts, halter, translucent or transparent tops, shorts or tops with plunging necklines, tank tops or sweatshirts.

3) Buttons or large pin (could interfere with function, transmit disease or be grabbed by the patient).

4) Extremes in neckline (cleavage) or hemlines (crop tops) are inappropriate. Dress sweaters may be worn.

5) Leggings, jeans style or colored denim pants, shorts, Bermudas, stretch tights or athletic clothing (sweats or jogging outfits) are not appropriate.

Annex to Academic Policies and Procedures for the Doctor of Medicine Program

NUSOM Code of Student Professionalism

1. Preamble

1. As NUSOM students, we recognize that personal and professional integrity are vital both to the practice of medicine and to the conduct of our everyday lives. We also understand that personal and professional issues may challenge our integrity at various times throughout our careers. To help confront these challenges, we have created the NUSOM Code of Student Professionalism that makes explicit the values of this community and our responsibilities within it. These core values are simple: trust, integrity, and respect. We accept the responsibility of upholding the standards and ideals of the Code of Professionalism, which seeks to support and reflect our respect for each other and for our patients.

2. To maintain an atmosphere of trust, integrity, and respect, we must be willing to face situations that may be uncomfortable. Part of our training must be to learn to confront those who violate our principles and compromise the integrity of our community. Even if difficult, we must embrace this responsibility or be ourselves in violation of the Code of Professionalism because of our failure to act.

3. We realize that, as part of the NUSOM community, our actions affect those around us and influence the quality of the institution. We understand that membership in this community is contingent upon our commitment to the Code of Professionalism and its principles of professional behavior and academic integrity. We illustrate this by signing the Code of NUSOM Student Professionalism pledge card.

2. General Principles of Professional Conduct

4. Our professional relationships should be based on mutual respect and concern. We must strive to maintain, to the greatest degree possible, an atmosphere of intellectual openness, honesty, and sincerity, recognizing that differences will inevitably exist. Everyone we encounter, whether that person is a fellow student, faculty member, staff member, or patient, must be treated with the same level of respect, regardless of belief, practices, or identity. We must consider how our words and actions affect both our patients and peers.

5. The spirit of cooperation is integral to the medical profession and the foundation of our educational experience. We must promote an atmosphere of cooperation that reflects our core values in the classroom and on the wards in order to optimize both our collective learning and the delivery of patient care. As medical professionals in training, we must strive to uphold the highest standards of the medical profession. These include, but are not limited to, student responsibilities in

the areas of honesty, cooperative and respectful collegial relationships, nondiscrimination, confidentiality, appropriate consultation and representation, proper sexual conduct, recognition and appropriate handling of issues of impairment, research integrity, and avoidance of conflicts of interest.