

**AUTONOMOUS ORGANISATION OF EDUCATION  
“NAZARBAYEV UNIVERSITY”**

**ACADEMIC POLICIES AND PROCEDURES FOR UNDERGRADUATE  
PROGRAMS**

Approved by the resolution of the Academic Council of  
the autonomous organization of education “Nazarbayev University”  
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**Abbreviations**

NU	Nazarbayev University
NUFYP	Nazarbayev University Foundation Year Program
CGPA	Cumulative Grade Point Average
CPS	Centre for Preparatory Studies
DSA	Department of Student Affairs
GPA	Grade Point Average
LOA	Leave of Absence
NUFYP	Nazarbayev University First Year Program
SOM	School of Medicine
OR	Office of the Registrar
SEng	School of Engineering
SHSS	School of Humanities and Social Sciences
SMG	School of Mining and GeoSciences
SST	School of Science and Technology
ECTS	European Credit Transfer System
HEI	Higher Education Institution

## **General provisions**

1. These Academic Policies and Procedures (hereinafter referred to as “APPs”) are for the autonomous organization of education “Nazarbayev University” (hereinafter – NU) Schools’ undergraduate programs.

The APPs are to be construed in conjunction with Charter of NU and all other internal regulations including but not limited to the NU Student Code of Conduct and Disciplinary Procedures and NU’s Admissions regulations.

This APP sets minimum standards for NU students; Schools may add additional requirements and standards in Program Handbooks.

### **Section 1 APPLICATIONS AND ADMISSIONS**

#### **§1. Progression into Undergraduate Schools from the NU Foundation Year Program**

2. Progression from NUFYP.

Upon completion of NUFYP students may apply for progression to any NU School to which they qualify for progression. Progression into NU Schools upon successful completion of the NUFYP will occur in accordance with NU regulations and Schools’ handbooks.

3. Students may be progressed to NU from NUFYP on a conditional basis. Students who are progressed on a conditional basis are required to achieve a GPA of 2.0 or higher during their first year as a student. If a Conditionally progressed student fails to achieve a 2.0 GPA in their first semester they will be allowed to remain for one additional semester to improve their academic performance. The first semester will automatically be adjusted to read “1<sup>st</sup> Probation”, thereby placing them on “2<sup>nd</sup> probation in their second semester.

Conditionally progressed students who fail to achieve and maintain a GPA of 2.0 or higher in their first year are subject to dismissal.

#### **§2. Direct Entry Admission Requirements**

4. Application for direct admission to NU. Applications for direct admission to NU will be assessed and processed in accordance with NU regulations and Schools’ procedures.

### **Section 2 REGISTRATION**

#### **§3. Academic Calendar Year**

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

Induction/Orientation week takes place at the beginning of the Fall semester to allow students to adapt to the program requirements.

Fall semester and Spring semesters have 14 (fourteen) weeks for studies with up to two weeks for end-of-semester examinations (depending on holidays).

Summer terms are generally 8 (eight) weeks in length and may be offered as determined by each School.

#### **§4. Registration Policy and Procedures**

6. Online Registration.

NU has an on-line registration system. Students are notified, via email, of the dates for the registration period a minimum of one month prior to the event.

7. Priority Registration.

Because some courses are in high demand, NU uses a priority registration system. Unless stated otherwise, students in their last year of undergraduate study will have the first opportunity to register for classes. The priority system ensures that graduating students are the first to be registered in courses that would be needed for graduation.

Thereafter registration is opened for third year students, then second year, etc. The date on which registration is opened for each priority group will be indicated in the notice for the start of registration each semester.

8. Minimum Registration.

Enrollment in a minimum of 24 ECTS credits of coursework that count toward graduation is required in any given semester to maintain status as a full-time student. Under exceptional circumstances, a student may be permitted to enroll for fewer than 24 ECTS credits if received written permission from the Dean of their School and from the Vice-Provost for Academic Affairs.

9. Maximum Registration.

Enrollment in a maximum of 36 ECTS credits of coursework that count towards graduation is required for any given semester, except for exceptions made for student mobility programs. A student may be permitted to enroll for more than 36 ECTS if received written permission from the Dean of their School and the Vice-Provost for Academic Affairs.

10. Time of enrollment.

Students must be enrolled by the end of the first week of class in the Fall or Spring semester, and by the end of the second day of classes during the Summer term.

11. Course instructor access to class roster.

Course instructors will have access to on-line registration lists throughout the registration process and during the semester.

12. Adding and Dropping Courses.

Students are permitted to add courses during the first five days of class (one full week of class meetings) of each Fall and Spring semester or during the first two days of class of Summer term (if offered). These dates are published in the official Academic Calendar for each academic year.

Students are permitted to drop courses for the first ten class days (two full weeks of class meetings) of each semester or the first five class days of a Summer term (if offered).

When a student drops a course during the “drop” period, no record of the original course remains on the student record.

13. Administrative Drop.

An administrative drop occurs when a student has failed to attend the first week of any class for which they have completed registration and appear on the class roster.

This process is initiated by the appropriate School to which this course belongs.

14. Withdrawing from a course.

A student may withdraw from a course prior to the deadline as stated in the NU Academic Calendar. A “W” appears on the transcript when a course is dropped. A “W” does not affect the semester or cumulative GPA.

15. Waitlist.

A student is waitlisted when the course they have attempted to register for is full. The waitlist places the student in a list according when they attempted registration.

When a place in the course becomes available the top student is then registered in the course and notified by email. Once the waitlist period ends, the student will have time to register for alternate courses before the end of the “add” deadline.

The waitlist terminates approximately halfway through the add period, so that the student can then register for an alternate course before the end of the “add” deadline.

### **Section 3      DECLARATION OF MAJORS, MINORS, AND DOUBLE MAJORS**

#### **§5. Declaration of a Major**

16. Rules and forms for declaration of major.

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

Forms for the declaration of a major will be available in the Office of the Registrar.

A student's major is declared and registered when the completed forms, with all necessary signatures, are submitted to the Office of the Registrar by the administrative staff of the student's home School.

### **§6. Declaration of a Minor**

17. Rules and forms for declaration of a minor.

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

Forms for declaration of a minor will be available in the Office of the Registrar. A student's minor is declared and registered when the completed forms, with all necessary signatures, are submitted to the Office of the Registrar by the administrative staff of the student's School.

### **§7. Declaration of a Double Major**

18. Double major.

A double major is a program of study that meets the requirements of two distinct majors in a single Bachelor's degree. The program of study consists of courses required to meet the degree requirements for each of the two majors, together with the other courses needed to meet the general education requirements for the degree. In the event there is a difference in the overall number of credits required for completion of the degree between the two major programs, the larger credit requirement will apply. A double major may only consist of two fields of study within the same School. Each School shall adopt rules governing the declaration of double majors, which shall be specified in the School Handbook.

19. Time for declaration of double major.

A student may initially select only one major but may add an additional major at any time after in accordance with procedures specified in the School Handbook, but no earlier than the 2nd semester of their third year of study.

20. Rules and forms for declaration of double major.

Forms for declaration of a double major will be available in the Office of the Registrar.

Supporting documentation and course planning worksheets showing how the coursework and credit hour requirements for each program will be met must accompany required forms.

A student's double major is declared and registered completed form, with all necessary signatures, are submitted to the Office of the Registrar by the student's home School office.

21. The student's School of record will verify that the agreed graduation requirements of the double major have been satisfied.

### **§8. Internal Transfers**

22. Transfers between NU Schools.

After entering NU, students may discover that their first choice of major does not correspond to their interests or intellectual abilities.

Those students may seek to change their degree. NU supports these decisions by allowing internal transfers between undergraduate Schools.

Schools shall consider internal transfer students under the following conditions and requirements:

1) The transfer of a student will become effective in the semester following approval of the application by the Receiving School in accordance with the Bylaws of the Receiving School;

2) An internal transfer student will only be accepted for transfer based on the decision of the Receiving School's transfer requirements, which are specified in the School Handbook.

The Receiving School will deliver the completed Transfer form signed by the Dean of the Receiving School to the OR.

This Transfer form will include all course transfer information that details how previously completed courses will be assigned to the new degree plan.

#### **Section 4 CREDIT FOR WORK COMPLETED OUTSIDE OF NU**

##### **§9. Transfer of Credit from NUFYP**

23. Course work completed in NUFYP is not eligible for transfer into any UG School.

##### **§10. Award of Transfer Credits**

24. Transfer credits defined.

Credits may be granted in recognition of undergraduate courses taken at other accredited HEIs by the end of the first UG semester (“transfer credits”).

In order to transfer his/her credits from another HEI, a student should complete forms provided by their School of admission, and provide the Chair of the relevant Department, or in the absence of a Department Chair the Vice Dean, with a detailed course syllabus showing the topics covered and assessment tasks which were completed for each course, and a certified official transcript with the number of credits and the grade or final assessment in the course. Unless the course is a language course all language of instruction must be in English.

##### **§11. Limitations on Awarding of Transfer Credits**

25. Transfer credit is not given for courses in which the student earned lower than C grade (or its equivalent).

Grades earned at other universities are not included in computing the student’s CGPA at NU.

All transfer credits will be annotated as such on the student’s NU transcript.

26. Maximum number of transfer credits.

Upon Admission to the UG program a maximum of 36 ECTS credits counting toward graduation may be accepted as transfer credit.

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

27. Limitations on transferrable types of credit.

Certain types of credit cannot be transferred to the NU, including but not limited to the credits awarded by HEIs for noncredit courses, workshops, and seminars offered by other HEIs as part of continuing education programs.

28. The transfer decision and final judgment are made by the relevant Department, or if there is no relevant Department by the School. The School will decide the number of credits to be transferred, and if appropriate the level of the course and course equivalent.

29. Transfer credits at the time of admission can only be granted for disciplines/subjects taken in the preceding two academic years.

30. Credit for courses taken at institutions outside NU subsequent to admission can only be granted by prior written approval from the relevant Department, or if there is no relevant Department from the School Admissions Committee.

31. Credits earned in other higher education institutions during the study spent at NU shall be processed in accordance with appropriate internal regulations of NU.

##### **§12. Requesting Award of Transfer Credits**

32. Rules and procedures for requesting award of transfer credits.

Additional rules governing requests for the award of transfer credits will be made by each School and specified in the School Handbook, provided that in all cases:

- 1) A list of courses with course codes must be submitted in advance of approval;
- 2) No transfer credit may be granted for courses taken other than for a letter or percentage grade.

## Section 5 GRADING SYSTEM

### §13. Calculation of GPA and CGPA

33. The CGPA 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. The sum of the grade points is then divided by the total graded credits attempted. The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA.

### §14. Grading Standards

34. The following Common Grading Scale is applied to all NU undergraduate programs:

*Table 1: Common Grading Scale for all NU Undergraduate Schools (an expanded version of this table can be found in Annex 1 at the end of this document)*

Letter Grade	%	Quality points	Explanation
A	95-100	4	Excellent, exceeds the highest standards in the assignment or course.
A-	90-94.9	3.67	Excellent; meets the highest standards for the assignment or course.
B+	85-89.9	3.33	Very good; meets high standards for the assignment or course.
B	80-84.9	3.00	Good; meets most of the standards for the assignment or course.
B-	75-79.9	2.67	More than adequate; shows some reasonable command of the material.
C+	70-74.9	2.33	Acceptable; meets basic standards for the assignment or course.
C	65-69.9	2.00	Acceptable; meets some of the basic standards for the assignment or course.
C-	60-65.9	1.67	Acceptable; while falling short of meeting basic standards in several ways.
D+	55-59.9	1.33	Minimally acceptable; falling short of meeting many basic standards.
D	50-54.9	1.00	Minimally acceptable; lowest passing grade.
F	0-49.9	0	Failing, very poor performance.

### §15. Administrative Grades

35. The following University-wide notations apply to undergraduate programs:

*Table 2 Administrative Grades and Notations*

Grades	Comments	Points
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P/F	A grade of P (Pass) or F (Fail) may be reported for students who are permitted to take a course on a P/F grading basis rather than receiving a letter grade. Classes may only be taken on a Pass/Fail basis with the approval of the course instructor and the Dean of the School. A “P” will not be used in calculating the student’s GPA or CGPS; an “F” grade will be used in calculating the GPA and CGPA. The Pass is equivalent to a C- or above.	N/A
AU	Audited courses are recorded on the transcript with the notation “AU”. Audited courses are not included in the calculation of the GPA, attempted credit, or earned credit. The grade of “AU” is automatic. The course instructor cannot assign any other grade. Audited courses do not receive credit, cannot be counted towards graduation requirements, do not satisfy prerequisites and cannot be transferred.	N/A
I	<p>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 instructor may assign a temporary grade of Incomplete. An Incomplete grade can be given only on the basis of a written prior agreement between the student and the instructor and approved by the Dean of the relevant School. The agreement will describe the additional work that is expected and the terms under which it is to be completed. The date for completion of work is to be determined by the course instructor, but all work is to be completed no later than the end of the following semester. When the work or examination that is required under an “Incomplete” agreement is completed, the course instructor shall request a change of the “I” grade to the appropriate grade for the course, at which time the grade of “I” will be removed from the student’s transcript.</p> <p>An “I” can also be applied to a student who cannot take part in a final examination in a course because of personal health problems, or that of immediate family. A new deadline will be set for completion of the final examination.</p> <p>An “I” is assigned 0 (zero) credits, an “I” has no grade points and is not included in the calculation of the GPA.</p> <p>A grade of Incomplete that is not completed by the end of the subsequent semester automatically reverts to the grade indicated in the agreement between the course instructor and the students. If no grade is indicated in the agreement and the instructor does not submit a change of grade request, the Incomplete will revert to an F. In no case shall a student be granted a degree while there are unresolved Incompletes in their record.</p>	N/A
IP	In Progress. This grade is assigned at the end of the first term of a year-long class if the student has made adequate progress up to that point. It will be changed to reflect the class grade for both semesters of study at the end of the year.	N/A
W	Withdrawal. A “W” denotes a student has withdrawn from the course and has not completed the course requirements; a “W” is automatic. The course instructor cannot assign any other grade. A “W” is assigned 0 (zero) credits and cannot count towards graduation, and is not included in the calculation of the GPA. Withdrawal from courses will be permitted up to the date indicated in the Academic Calendar for the year in which the withdrawal occurs. A student will not be allowed to withdraw from a course in which they have taken a grade of W in a previous semester. A withdrawal from a course is effective upon the student’s submission of a Withdrawal Form to the Office of the Registrar with the signature of the Vice Dean for Academic Affairs, Vice Dean for Teaching and Learning, or equivalent School official. Schools should develop additional procedures and policies to limit the use of	N/A

	withdrawal, which shall be specified in the School Handbook. A student who takes a Leave of Absence during a semester will automatically receive an W for all courses.	
AW	Administrative Withdrawal. This grade indicates that a student has been ordered withdrawn from a course based on: <ul style="list-style-type: none"> <li>■ on disciplinary grounds, following the procedures and standards specified in the internal regulations of NU.</li> <li>■ Non-payment of tuition where appropriate following the procedures and standards specified in the internal regulations of NU.</li> </ul>	N/A
AD	Administrative Drop - An administrative drop occurs when a student has failed to attend the first week of any class for which they have completed registration and appear on the class roster. This process is initiated by the appropriate School to which the course belongs.	N/A

### **§16. Mid-semester status reports and provisional grades**

#### 36. Mid-semester status reports.

Mid-semester status reports and other provisional grades are not permanent and are kept only until final grades are recorded. Because mid-semester status reports are not permanent, changes will not be accepted.

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

37. Mid-semester status reports. Mid-semester grading will be based on the following system:

- 1) (S) Satisfactory – A student who is at a minimum C or above with excellent attendance.
- 2) (NS) Non-Satisfactory – Any student who is at a C- or below with attendance problems, and other problems/issues that may keep the student from successfully completing the courses.

### **§17. Final course grades**

38. Necessity of final grades. Final grades are assigned to each student, in each course scheduled, at the end of the designated evaluation period. All students taking a course at the NU Schools must be assigned grades.

#### 39. Submission of final grades.

Course instructors must submit grades for all students in all classes by 5:00 p.m. (17:00) on the date posted in the NU Academic Calendar. Faculty should enter grades directly into the Registrar system.

Schools may request that the Office of Provost provide exceptions to this timeline to accommodate second marking, external review, grade mediation and other approved procedures.

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

### **§18. Appeal of Grades**

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

- a. Error in calculation
- b. Error in application of the class grade policy as presented in the Course Syllabus
- c. Incorrect entry of the grade into the database
- d. Incomplete marking of an assessment.

#### 41. Appeal of exam grade.

In the case of an exam, a student must first consult with the course instructor within 3 (three) working days of the receipt of the contested grade.

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

If a student is still dissatisfied, he or she may appeal to the Dean or Vice Dean of the relevant School within 7 (seven) days upon the receipt of the denial from the course instructor.

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

42. Appeal of final course grade.

In the case of a final course grade, the student must first consult with the course instructor within 3 (three) working days of the date the grades is posted on the OR database system.

The date to be used for calculating the time for an appeal of a final course grade is the date that grades are released to students, as published in the Academic Calendar.

The course instructor must respond with the next 5 (five) working days.

That time may be extended by the Vice Dean for Academic Affairs/equivalent if the course instructor is shown to have been unavailable during the period following the student's receipt of their final grade.

If the student still believes that the grade is incorrect or the course instructor has not replied within 7 (seven) working days, he or she may appeal to the Dean or Vice Dean of the relevant School, or within 7 (seven) calendar days after.

The Dean or Vice Dean shall consult with the course instructor before making any decision. If the Dean or Voce Dean decides to grant an appeal, he or she will communicate the new grade to the Office of the Registrar directly using forms supplied by that office.

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

43. All grade changes must be resolved by the end of the first week of the next semester.

### **§19. Change of Grade**

44. The grade, assigned to a student by his or her course instructor at the end of term, is the student's final grade for that course. Final grades (except Incomplete) are final and permanent.

45. 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 granted.

46. Procedures for changing a grade:

1) If a student's grade has been assigned incorrectly due to technical or procedural error, or miscalculation of grade, the course instructor should complete a Change of Grade form from the Office of the Registrar.

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

The Dean will review the requested change to ensure that NU policies have been followed. When signed, the form will be brought to the Office of the Registrar by a member of the School's staff (no forms are accepted from students).

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

4) Once the grade change is approved the new grade is entered to the student's academic record and the student's GPA is automatically updated.

## **Section 6      ACADEMIC STANDING AND PROGRESS**

### **§20. Good Academic Standing, Academic Warning, Academic Probation**

47. Academic standing.

NU expects students to maintain satisfactory academic progress toward degree completion.

At the conclusion of each grading period, each student's GPA and rate of progress toward degree are calculated by the Office of the Registrar and academic standing is determined for students seeking Bachelor degrees according to the following criteria:

1) **Good Academic Standing.** A student meeting satisfactory academic progression as defined herein, and having a CGPA of a 2.00 or above and a GPA in the current semester of 2.0 or above is considered to be in good academic standing.

2) **Academic Warning.** Students receive an Academic Warning notice after the mid-term status reports are submitted that warns them that they are at risk of being placed on academic probation at the end of the semester.

A student will also receive notice of Academic Warning if his/her academic performance is deemed to be unsatisfactory for any other reason.

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

3) **Academic Probation.** A student who fails to maintain Good Academic Standing based on GPA will be placed on Academic Probation.

48. **Effects of Academic Probation.**

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

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

This recommendation must be submitted to the Vice Provost for Academic Affairs indicating the grounds for the recommendation. The final decision on extension of the academic probation for another semester is made by the Vice Provost for Academic Affairs.

49. **Limit to Consecutive Semesters on Academic Probation.**

Under no circumstances may a student be on academic probation more than two consecutive semesters or for more than three semesters in total.

50. **Grades received during Summer School may also affect a student's academic standing.**

51. **Probation Report.**

The Dean of relevant School will receive a probation report at the end of each semester from the Office of the Registrar. Students will receive notification from the OR informing them of any change in their academic standing.

## **§21. Academic Progress**

52. **Completion of Degree.**

To graduate with a Bachelor's degree, within the four year scholarship award, students are required to earn a minimum of 240 ECTS or as designated by each School. For specific requirements, students should refer to the School Handbook in effect at the time of the student's admission to that School. For graduation requirements students should refer to the Graduation Policy

53. **Early Completion.** Students are required to remain for four years of study as an undergraduate student to ensure they graduate pursuant to graduation requirements as specified in the internal regulations of NU.

54. **Satisfactory Progress towards Degree.**

NU expects students to complete their degree requirements within four years (subject to the Policy on Fifth Year Study and other internal regulations of NU).

To complete a degree in four years, students must average 30 ECTS per semester (including transfer credits and Summer courses). Any students who falls 30 or more ECTS credits behind this rate of completion will be subject to dismissal from NU.

55. The Office of the Registrar shall submit a list of students who are 30 or more ECTS credits behind satisfactory progress toward a degree to the Dean of each School, who shall make a recommendation to the Provost.

Calculation of credits is as follows:

1) The total credits are tallied by counting all credits earned from coursework as well as credits transferred into NU.

2) Attempted credits are calculated by tallying the credits for every course on a student's transcript including transfer credit, graded courses, and courses that were graded AW, W, F, or I.

### **§22. Re-taking courses**

56. Courses eligible for re-take. Any student who receives a grade that would prevent academic progress in his or her program of study may enroll to re-take that course.

57. Number of Courses Re-taken.

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

### **§23. Withdrawal of a degree**

58. NU reserves the right to withdraw a degree, even though it has been granted, should there be 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 academic misconduct.

59. At the time a degree is withdrawn from a former student, public notification is made of the said cancellation.

### **§24. Grounds for Dismissal from University**

60. Please refer to the Regulations on Dismissal and Withdrawal for the list of reasons for dismissal from NU.

## **Section 7 ASSESSMENT**

61. General requirements.

'Assessment' refers to the methods in which any course whether is assessed, whether it be by written examination and/or by coursework or other means of academic assessment.

Examinations, including final examinations, may include: in-class examinations, take-home essay examinations, oral examinations, or appropriate substitutes such as papers or projects, or any combination thereof, guided by the course learning.

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

### **§25. In-Semester Examinations**

62. In-semester Examination Policy.

Examinations given outside of class time on a Friday after 4:30 pm (16:30) or at any time Saturday or Sunday should be approved by the Dean of the appropriate School.

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

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

### **§26. Final Exams**

63. Final Examination Conflicts.

No student shall be required to take more than two scheduled final examinations that take place within a single calendar day. Students who find conflicts in their final examination schedules should

seek to resolve these with the course instructors involved at the time the final examination schedule is posted.

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

64. Final Examination Schedules.

All scheduled final examinations, or equivalent final graded exercises, are held at the end of the semester during the NU's official final examination period.

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

65. Arrival at examination room.

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

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

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

66. Review of examination.

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

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

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

67. Language of examination.

All oral examinations shall be conducted in the language of instruction, or English, unless it is a foreign language examination.

68. Unauthorized absence from examinations.

Students absent from an examination without permission will be awarded a mark of zero for the examination.

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

## **§27. Student Examination Conduct**

69. Student ID required.

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

70. Rules for conduct during examination.

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

The following rules apply to all examinations:

- 1) Talking to anyone other than the proctor in the examination room is not permitted.
- 2) The presence of the following items will be grounds for charges of academic misconduct and immediate expulsion from the examination, and a grade of "F" on that exam. These items include but are not limited to cell phones or any other text messaging devices.
- 3) Students must stop working at the end of the time allowed for the exam. Continuing to work on the examination after the allowed time is considered cheating.

71. Communicating answers to other students is as serious as receiving answers. Students who assist others are subjects to disciplinary actions and penalties. See Student Code of Conduct and Disciplinary Procedures of the autonomous organization of education “Nazarbayev University”.

72. Rules governing materials permitted in examinations will be developed and implemented by each School and by individual course instructors as authorized by the Provost.

### **§28. Use of External Examiners**

73. Schools may make use of external examiners as an element of the quality assurance process on the basis of the relevant contracts. The manner in which external examiners are involved shall be determined by each School as authorized by the Provost and subject to NU policies and regulations.

Schools will secure the services of such external examiners as required to serve the needs of each School.

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

74. Rules governing conduct of classes during end-of- semester period.

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

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

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

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

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

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

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

4) During this End-of-Semester period, no course instructor may schedule any extracurricular musical, dramatic, or athletic events involving compulsory student participation, nor may students be asked to attend any meetings of committees.

75. Conduct of courses during final examination period.

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

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

Review sessions should be scheduled for optimal attendance, and a serious effort should be made by course instructors to accommodate students who are unable to attend a scheduled review session.

### **§30. Final provisions**

76. Issues that are not covered in this APP will be regulated by NU internal policies and regulations and School Handbooks.

## Annex to Academic Policies and Procedures for Undergraduate Programs

Letter	%	Quality points	Explanation	Detailed explanation
A	95-100	4	Excellent, exceeds the highest standards in the assignment or course.	<p>Excellent (exceeds expected standards in all respects)</p> <ul style="list-style-type: none"> <li>• The student displays a comprehensive knowledge of the principles and materials treated in the course, fluency in communicating that knowledge and originality and independence in applying material and principles.</li> <li>• The work also provides evidence of a significant awareness of and ability to interact with related scholarly literature that goes beyond the requirements of the course.</li> <li>• The work exhibits few or no mechanical and stylistic errors.</li> <li>• The work demonstrates proficiency in matters of grammar, spelling, sentence and paragraph structure.</li> <li>• The student also demonstrates an unusual flexibility or inventiveness with words or structure that result in a striking individual style which is clear and lively in presentation without detracting from the academic nature of the work.</li> </ul>
A-	90-94.9	3.67	Excellent; meets the highest standards for the assignment or course.	
B+	85-89.9	3.33	Very good; meets high standards for the assignment or course.	<p>Good (exceeds expected standards in many respects)</p> <ul style="list-style-type: none"> <li>• The work indicates a thorough grasp of the goals for this assignment within the context of the course.</li> <li>• The work exhibits few mechanical and stylistic errors and demonstrates a reasonable organization and development of ideas.</li> <li>• Ideas are clearly and logically expressed and are well supported by an obvious awareness of the relevant literature with appropriate documentation of all sources.</li> </ul>
B	80-84.9	3.00	Good; meets most of the standards for the assignment or course.	
B-	75-79.9	2.67	More than adequate; shows some reasonable command of the material.	



C+	70-74.9	2.33	Acceptable; meets basic standards for the assignment or course.	<p>Satisfactory (meets expected standards)</p> <ul style="list-style-type: none"> <li>The work displays a sufficient and basic understanding of the principles and materials treated in the course. However, the expression of that understanding is impeded by any of the following: <ul style="list-style-type: none"> <li>lack of conceptual organization;</li> <li>lack of development and flow of ideas;</li> <li>inadequate use of and interaction with relevant scholarly literature;</li> <li>inadequate documentation of sources;</li> <li>significant inaccuracies and errors in regards to grammar and spelling;</li> <li>significant mechanical and stylistic errors.</li> </ul> </li> </ul> <p>Performance at this level meets graduation requirements.</p>
C	65-69.9	2.00	Acceptable; meets some of the basic standards for the assignment or course.	
C-	60-64.9	1.67	Acceptable, while falling short of meeting basic standards in several ways.	
D+	55-59.9	1.33	Minimally acceptable; falling short of meeting many basic standards.	<p>Poor (below expected standards)</p> <ul style="list-style-type: none"> <li>The work reveals a lack of understanding or serious misunderstanding of the principles and materials treated in the course.</li> <li>The work lacks a clearly defined thesis and/or fails to support the thesis with appropriate research.</li> <li>The development and flow of ideas throughout the paper are significantly below standard.</li> <li>Sources are not cited appropriately and the work relies mainly on summaries and paraphrased of other people's work.</li> <li>The work contains poor sentence structure and punctuation and generally suffers by a lack of attention to matters of grammar and style.</li> <li>The work is inappropriately shorter or longer than the required length.</li> </ul> <p>While a "D" is not a failure in a particular course (i.e., the course instructor does not see the need for the student to repeat the course), consistent work at this level would prohibit the student from graduating.</p>
D	50-54.9	1.00	Minimally acceptable; lowest passing grade.	
F	0-49.9	0.00	Failing, very poor performance	<p>Failure.</p> <p>The student displays inadequate or fragmentary knowledge of the principles and materials treated in the course. The student may have failed to complete the course</p>

				requirements. A grade of “FX” indicates that a failing grade has been imposed as a disciplinary measure for academic misconduct in accordance with the NU Student Code of Conduct and Disciplinary Procedures.
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