


Appendix to the decision of the Provost of the autonomous organization of education “Nazarbayev University” dated November “11”, 2021 #142- H/К

Approved by the decision of the Academic Council of the autonomous organization of education “Nazarbayev University” dated October 13, 2021 # 8

Endorsed by the decision of the Managing Council of the autonomous organization of education “Nazarbayev University” dated October 26, 2021 # 26.10.21

 <b>NAZARBAYEV UNIVERSITY</b>	<b>Autonomous organization of education Nazarbayev University</b>		
	<b>Approving body:</b>	Provost	
<b>Academic Policies and Procedures for the Nazarbayev University Foundation Year Program</b>			
<b>Date of approval:</b>	11.11.2021	<b>Date of entering into force</b>	<i>11.11.2021</i>
<b>Decision/Minutes No.:</b>	No. 142-H/К		
<b>Bylaw classification:</b>	2.8. Academic Policies and Procedures		
<b>Initiator:</b>	R. Doebler General Director of Center for Preparatory Studies		
<b>Related documents</b>	1. The Student Handbook for Nazarbayev University Foundation Year Program. 2. Student Code of Conduct and Disciplinary Procedures of the autonomous organization of education Nazarbayev University. 3. Criteria for Progression of Foundation Year Program		

## **Abbreviations**

APP	Academic Policies and Procedures for NUFYP
NU	Nazarbayev University
CPS	Center for Preparatory Studies
NUFYP	Nazarbayev University Foundation Year Program
OR	Office of the Registrar
HOD	Head of Discipline
EAP	English for Academic Purposes
SCHOOL/S	Nazarbayev University's Schools with undergraduate programs

### **1. General Provisions**

1. These Academic Policies and Procedures are for the Nazarbayev University Foundation Year Program. The APP are to be construed in conjunction with the Nazarbayev University Charter and other internal regulations including but not limited to the NU Student Code of Conduct and Disciplinary Procedures and NU's admission regulations.

### **2. Admission to NUFYP**

2. Admission to NUFYP will be in accordance with separate admissions policies duly adopted as regulations of NU. Changes in admission standards shall not apply retroactively.

### **3. Academic Program**

3. **Academic Calendar.** NUFYP operates on the basis of an academic year divided into two periods: Fall and Spring Semesters. Orientation takes place at the beginning of the Fall Semester to assist students in adapting to university life and to the program requirements. The NUFYP Academic Calendar indicates the important dates of both semesters including orientation and the start and end of classes, and the final examination periods.

4. **Academic Curriculum.** NUFYP is a one-year, academic preparatory program designed to help students increase academic knowledge and skills. All students will study English for Academic Purposes, Foundation Mathematics, and Foundations of Leadership in both semesters.

### **4. Cause for Concern Reports**

5. Course instructors will inform the Senior Teaching Fellow for Student Advising of any student with whom there is a cause for concern based on academic performance, attendance or behavioral issues. The template for identifying students with Cause for Concern is provided in Appendix 1 hereto.

## 5. Grading System

6. All NUFYP courses will be graded as a percentage. The table below describes the quality within different bands; the grades required for Progression and Admission Review are specified in separate internal documents of the University.

<b>%</b>	<b>Characterization</b>	<b>Description</b>
90-100	Excellent	<ol style="list-style-type: none"> <li>1. Student provides evidence of an outstanding level of achieving all the course learning outcomes.</li> <li>2. Student demonstrates original critical evaluation and analysis of arguments and problems.</li> <li>3. Student consistently applies appropriate skills and methods that indicate complete understanding of the subject matter</li> </ol>
80-89	Very Good	<ol style="list-style-type: none"> <li>1. Student provides evidence of an excellent level of achieving all the course learning outcomes.</li> <li>2. Student demonstrates sophisticated critical evaluation and analysis of arguments and problems.</li> <li>3. Student consistently applies appropriate skills and methods that indicate excellent understanding of the subject matter</li> </ol>
70-79	Good	<ol style="list-style-type: none"> <li>1. Student provides evidence of a very good level of achieving the course learning outcomes.</li> <li>2. Student demonstrates critical evaluation and analysis of arguments and problems.</li> <li>3. Student almost always applies appropriate skills and methods that indicate a very good understanding of the subject matter</li> </ol>
60-69	Satisfactory	<ol style="list-style-type: none"> <li>1. Student provides evidence of a satisfactory level of achieving the course learning outcomes.</li> <li>2. Student demonstrates critical evaluation and analysis of arguments and problems.</li> <li>3. Student generally applies appropriate skills and methods that indicate understanding of the subject matter</li> </ol>
50-59	Pass	<ol style="list-style-type: none"> <li>1. Student provides minimal or at times incomplete evidence of achieving all the course learning outcomes.</li> <li>2. Student demonstrates weak critical evaluation and analysis of arguments and</li> </ol>

		problems. 3. Student inconsistently applies appropriate skills and methods that indicates a weak understanding of the subject matter
<50	Unsatisfactory	1. Student provides insufficient or incomplete evidence of achieving the course learning outcomes. 2. Student demonstrates very little or no critical evaluation and analysis of arguments and problems 3. Student seldom or rarely applies appropriate skills and methods that indicate a unsatisfactory understanding of the subject matter

## 6. Grading Standards and Records

7. CPS is responsible for the record and storage of assessment documents not returned to the students and control of their condition and safekeeping prior to transferring them to the NU archives.

8. Student Reports written by NUFYP teaching fellows will be made available to the OR at the end of the academic year for the use by the Schools' Admission Committees.

9. There is no university credit given for NUFYP courses.

10. There is no calculation of grade point averages for students in NUFYP.

## 7. Administrative Grades

11. The following notations apply to NUFYP.

Grades	Comments
AW	Administrative Withdrawal. AW indicates that a student has been ordered withdrawn from a course based on: 1) Disciplinary grounds, following procedures and standards specified in the NU Student Code of Conduct, or 2) Non-payment of tuition following the procedures and standards specified in the internal regulations of NU
I	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 HOD may assign a temporary grade of Incomplete
W	Withdrawal. A withdrawal indicates a student has withdrawn from the course and has not completed the course requirements. The HOD/teaching fellow cannot assign any other grade. A student who

	takes a Leave of Absence during a semester will automatically receive a W for all courses
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12. In practice, an Incomplete grade is possible only in the first semester of NUFYP, and generally given only for a student who has missed the final exam due to extenuating circumstances:

1) An Incomplete grade can be given only on the basis of a written prior agreement between the student and the HOD and approved by the General Director. 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 HOD.

2) All work must be completed no later than the third week of the second semester. When the work that is required under an “Incomplete” agreement is completed, the HOD shall request a change of the “I” grade to the appropriate grade for the course, at which time the grade “I” will be removed from the student’s transcript. A grade of “I” that is not completed by agreed date automatically reverts to the grade indicated in the agreement between the HOD and the student. If no grade is indicated in the agreement and the HOD does not submit the change of grade request, the grade of “I” will revert to an “F”.

## **8. Final Course Grades**

13. Final grades are assigned to students for each scheduled course at the end of both semesters.

14. CPS submits grades for the students’ classes via My Registrar database by 5:00 p.m. (17:00) on the date posted in the NUFYP Academic Calendar. The OR will make all final grades available to students on the date stated in the NUFYP Academic Calendar.

## **9. Appeal of Grades**

15. Students have the right to appeal any grade that they believe is in error. The error must be based on the following criteria:

- 1) Error in calculation.
- 2) Error in application of the course grade policy as presented in the course syllabus.
- 3) Incorrect entry of the grade into the database; or
- 4) Incomplete marking of an assessment.

### **16. Appeal process for an exam grade:**

1) In the case of an exam, a student must first consult the Head of Discipline (HOD) within 3 (three) working days of receipt of the contested grade. The HOD has 3 (three) working days in which to address the concern and file a Change of Grade or to deny the request.

2) If a student is still dissatisfied, he or she may appeal to the General Director within 3 (three) working days upon receipt of the denial from the HOD.

3) The General Director shall consult with the HOD before making a decision. The decision of the General Director shall be final.

#### **17. Appeal of first semester course grade:**

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

2) The HOD must respond to the student within 3 (three) working days. The time may be extended by the General Director if the HOD is shown to have been unavailable during the period following the student's receipt of his/her course grade.

3) Upon receiving a denial from the HOD, the student may appeal to the General Director within 3 (three) working days if the student still believes there is an error. The General Director shall consult with the HOD before making any decision.

4) If the General Director decides to grant the appeal, he or she will communicate the new grade to the OR directly using the forms supplied by that office. The decision of the General Director shall be final.

### **10. Change of Grade**

18. The grade assigned to a student by his or her course instructors and approved by the relevant Head of Discipline (HOD) is the student's final grade for that course. Final grades are final and permanent. Final grades for individual courses can only be changed in cases of miscalculation or a technical or procedural error.

19. In the event of an error, the General Director may change a submitted final grade within ten days of the grade being submitted to OR in the semester in which the course was taken.

20. Procedures for a grade change:

1) If a student's grade has been assigned incorrectly due to miscalculation or a technical or procedural error, the relevant HOD must complete a *Change of Grade* form from the OR website.

2) The Change of Grade form must be signed by the HOD and the General Director of CPS.

3) The request is reviewed by the OR. If any questions or concerns occur they will be directed to the Head of Discipline or General Director.

4) Once the grade change is approved the new grade is entered into the student's academic record.

### **11. Academic Standing, Attendance, and Progression**

21. **Academic Standing.** NUFYP expects students to maintain satisfactory academic progress towards successful progression to NU undergraduate schools.

Students at the end of semester 1 with a grade below the conditional grade for progression may be required to attend support sessions. If assigned, attendance will be mandatory and recorded as part of attendance in that course for the student.

22. **Attendance.** All students are expected to attend all scheduled classes and tutorials. Students are required to be present for orientation at the beginning of the semester and to remain until the semester is complete (which includes final examinations).

1) A student, who is not a citizen of Kazakhstan and who is absent from any class for any reason, must immediately contact the teaching fellow of that course.

2) Students, who are not citizens of Kazakhstan, must have a minimum of 85% attendance or no more than 4 (four) unauthorized absences in each registered course to continue to follow visa requirements. In other cases, the University is obliged to report to the migration authorities which may result in cancellation of their visa (registration).

3) Students, who are not citizens of Kazakhstan, study at the University on the basis of an approved C9 visa. This visa allows the student permission to live in Kazakhstan for study only. The student cannot work unless they have employment at the institution where they study; any other employment may cause cancellation of the visa.

23. NUFYP students who fall below 90% attendance in any course or mandatory tutorial sessions or corresponding engagement in an online course will have it noted on their Student Report used by the Schools in making progression decisions.

24. Penalties may be applied if a student's attendance falls below 90% of scheduled classes and tutorials. In CPS the penalty will always include exclusion from any extracurricular activities, but may also include mandatory study periods, monitored upkeep of a planner, possible exclusion from taking an assessment (especially when the student is insufficiently prepared), and in severe circumstances may include dismissal from the University.

25. **Progression.** Students will progress according to internal University documents.

26. NUFYP is a one-year foundation program; consequently, there is no possibility for re-taking any courses in NUFYP.

## 12. Withdrawal of a Certificate

27. NUFYP reserves the right to withdraw a Certificate of Study even though already granted should it ever be discovered that the academic records in support of the Certificate had been falsified or the work upon which it was based was the product of academic misconduct.

## 13. Examinations

**28. General requirements.** “Examinations” refers to the assessment of any course whether by written or online examination, by coursework, by presentation or by any means of academic assessment. Examinations, including final examinations, may consist of in-class examinations, online examinations, take-home essays, oral examinations or any appropriate substitute, such as, papers or projects or any combination thereof. The examination type is guided by program and course learning outcomes and best practices for preparatory programs.

**29. In-semester examination policy.** Examinations given outside of class time, i.e., on a Friday after 4:30 p.m. (16:30) or any time Saturday or Sunday must be approved by the General Director of CPS. If an examination is administered that falls outside of class time, CPS administration must announce the date and time at least two weeks prior to the examination date.

**30. Final examination schedules.** All final examinations are scheduled during NUFYP’s official final examination period noted in NUFYP’s Academic Calendar; EAP *vivas* are scheduled during the final weeks of the second semester.

**31. Return of graded assignments.** Course instructors are expected to return all assigned course work in a timely manner or to provide equivalent feedback sufficient to prepare students for the final examination.

**32. Exam directions.** All rules and directions concerning the administration of examinations shall be explained to the students before the examination of the exam.

**33. Arrival at the examination room.** Students are required to arrive at the examination room prior to the start of the examination or register online in a timely manner. Students who arrive after the start of an in-class examination will not be permitted to sit the exam; students who do not log on in time for an online examination will lose time for the exam and may be subject to other consequences.

1) In such a case of an in-class examination, the lead invigilator will complete an incident report and, if applicable, the student may file a Mitigating Circumstances Report with the HOD or Deputy Director.

2) It is the student’s responsibility to complete and submit the Mitigating Circumstances Form as soon as possible; it must be prior to the posting of exam results for in-semester exams or the assigning of final grades of a semester for a final exam in order to be considered. The NUFYP Student Handbook contains additional information regarding filing for Mitigating Circumstances as well as the form (see also Appendix 2 hereto).

3) If the mitigating circumstances are accepted, the student will be allowed to sit a make-up exam or will be assessed in another appropriate way.

4) Students who miss an exam or arrive late and who do not have valid extenuating circumstances will not be assessed and will receive a zero grade for that examination.

**34. Unauthorized absence from examinations.** Students absent from an examination without permission or acceptable mitigating circumstances will be given a mark of zero for the examination. Students who are absent from other forms of assessment or do not submit coursework will be given a mark of zero unless mitigating circumstances exist.



1) If mitigating circumstances such as a medical emergency causes a student to miss an examination or another form of assessment, it is the student's responsibility to complete and submit a Mitigating Circumstances Form as soon as possible; it must be prior to the posting of exam results for in-semester exams or assigning of final grades of a semester for a final exam in order to be considered. (Also see the NUFYP Student Handbook).

**35. Storage of Final Examinations.** A final examination that is not returned to the students will be stored in a secure location for review purposes.

**36. Language of Examinations.** All examinations are conducted in English unless it is a language examination other than English.

## **14. Student Examination Conduct**

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

38. Students are required to observe all instructions given by invigilators and CPS academic and admin staff responsible for the conduct of the examinations. The following rules apply to all examinations:

1) Talking to anyone other than an invigilator in the examination room is not permitted.

2) Students must not bring in cell phones, smart watches, cameras, pagers text messaging devices, or calculators (unless approved for the exam).

3) Students must stop working at the end of the time allowed for the exam. Continuing to work on the examination after the time allowed will be considered academic misconduct.

4) Communicating answers or information to other students either during the examination or to students who have not yet taken the examination is considered serious academic misconduct. Students who assist others or who receive assistance are subject to disciplinary actions and penalties.

5) NUFYP follows the procedures outlined in the NU Student Code of Conduct for academic misconduct.

## **15. External Reviewers**

39. CPS will seek to employ external reviewers and examiners as an element of the quality assurance process on the basis of a relevant contract. CPS shall determine the manner in which external examiners are involved as authorized by the Provost and subject to University policies and regulations. This may include but is not limited to review of the curricula, assessments, grading rubrics, and procedures.

## **16. End-of-Semester and Final Exam Period Policy Statement**

40. 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 when classes have been cancelled to allow for presentations or *vivas*.

3) During this End-of-Semester period, instructors cannot schedule any extracurricular event involving compulsory student participation neither can they ask students to attend any committee meetings.

41. No other course work will be due during the final examination period unless it is assigned in advance and in lieu of the course’s final examination. No classes other than voluntary review sessions shall be held during the final examination period. Review sessions are optional, no new materials can be presented, and a serious effort should be made by course instructors to accommodate students who are unable to attend a scheduled review session.

## **17. Final Provisions**

42. Issues that are not covered in this APP will be regulated by NU and CPS internal policies and regulations and by the NUFYP Student Handbook.

Appendix 1  
to the Academic policies and  
procedures for Nazarbayev  
University Foundation Year  
Program

**Nazarbayev University Foundation Year Program (NUFYP)  
Cause for Concern Report**

Use this form to report concerns regarding a NUFYP student's academic performance or general physical/mental health and well-being. Before the report is submitted, the person who has noticed issues should discuss the concerns with the student privately if he/she is comfortable doing so, and if appropriate. After sharing your concerns with the student, or if the student is unresponsive to outreach, a formal Cause for Concern should be raised. The form should be shared with the Student Adviser and department HOD.

Please make a copy of the file to complete so that the template can be used in the future.

<b>Student Information</b>
Student name:
Group number:
ID number:
Name of Teacher(s) Raising Concern:

<b>General Nature of the Cause for Concern</b>
<input type="checkbox"/> Academic Performance <input type="checkbox"/> Mental/Physical Well-being <input type="checkbox"/> Other
Other (please describe below)
<b>Was this referral shared with the student?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Description of Concern</b>
<b>Summary of Action Requested by Tutor</b>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Suggested Referral Route</b>
<input type="checkbox"/> Student Advisor <input type="checkbox"/> CPS General Director (in cases of extreme urgency when a student may be at risk to himself/herself or others)
<b>Action taken</b>
<b>Updates from Teaching Fellows</b>

<b>Confidential: For office use only to be attached to student file</b>
Report received by
Date
Follow-up actions (indicate date, action taken and by whom) Attach additional sheets if necessary

Appendix 2  
to the Academic policies and  
procedures for Nazarbayev  
University Foundation Year  
Program

**REQUEST FOR CONSIDERATION OF MITIGATING CIRCUMSTANCES**

Note: To be turned in to the Head of Discipline or Deputy Director

**Student Information**

Full Name		
ID		Phone
Email		

**Assessment(s) To Be Considered** (use another page if necessary)

Course	Type of Assessment (e.g., exam, paper, viva)	Date Due	Percentage of Course Grade

**Mitigating Circumstances For Consideration** (use another page if necessary)

Describe in detail the circumstances that you believe have affected your academic performance.	
State the exact period affected by these circumstances.	
List the documents that you have attached in support of your request of mitigating circumstances.	
<b>Student Affirmation:</b> I confirm that the information given is accurate and true to the best of my knowledge. (Note that a false or misleading statement is a violation of the Student Code of Conduct and could result dismissal from CPS.)	
Signature	Date
<b>Head of Discipline's action or recommendation</b> (Note that an assessment $\leq$ 5% of the final grade may be decided solely by the HOD. Assessments $>$ 5% are made in consultation with the Deputy Director. This completed form is filed with the Deputy Director.)	
HOD(s):	Date
Deputy Director	Date

Note: a student may appeal the decision to the General Director who, in consultation with all parties, will make a decision. This decision is final.