NAZARBAYEV UNIVERSITY

DISMISSAL

WORKSHOP

by Office of the Registrar

March 2022

ROADMAP OF THE SESSION

NAZARBAYEV UNIVERSITY

1. DESCRIPTION OF DISMISSAL
2. REASONS FOR DISMISSAL
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DESCRIPTION

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

For more details, please see the Regulations and other related documents:

- Graduate academic policies and procedures (Grad APP);
- Undergraduate academic policies and procedures (UG APP);
- NUZYP academic policies and procedures (NUZYP APP);
- Student Code of Conduct and disciplinary procedures;
- Student handbooks, etc.

REASONS FOR DISMISSAL 1/3

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ACADEMIC

- failure to maintain the **required CGPA or GPA**;
- failure to maintain **satisfactory progress towards the degree**;
- failure to complete **specific course requirements** of the student's program of study and/or the inability to **transfer to any other School or major**;
- failure to **register for the minimum number of credits** by the Add deadline indicated in the corresponding Academic Calendar for that semester, unless approved by the Dean and VPAA;
- failure to maintain **continuous registration**;
- failure to meet **specific research milestones** in a timely manner;
- failure to complete **degree requirements within the indicated deadline**.

REASONS FOR DISMISSAL 2/3

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DISCIPLINARY (clause 59)

- failure to attend **the first week of classes** without approval of the Dean/Vice Dean;
- failure to attend the required **Orientation session for new students** without approval from the Dean/Vice Dean of the appropriate School;
- failure to attend the **required number of classes**;
- on the grounds specified in the **Student Code of Conduct and Disciplinary Procedures**;
- deliberate submission of the **false documents or misleading information** during the admission process;
- **failure to return from LoA** on time without certified good cause.

REASONS FOR DISMISSAL 3/3

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FINANCIAL (clause 60)
violation of obligations on payment of tuition or other expenses.

OTHER (clause 61)

- **failure to sign an agreement** on provision of education services by the announced deadline;
- violation of the University's internal regulations or other internal documents regulating **admission and organization of the educational process** of the University, including student handbooks;
- other reasons provided by the **legislation of Kazakhstan** and internal documents of the University.

PROCEDURES

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STEP 1	Tracking students' progress and forming the list of students for dismissal	*School, Office, Bursar's Office*
STEP 2	Dean's recommendation for dismissal followed by a notification to student	*School*
STEP 3	Student's Written request for Reconsideration	*School, Student*
STEP 4	Recommendation to the President	*School*
STEP 5	Further correspondence with student and/or their family	*Office*
STEP 6	Review of evidence of Dean's recommendation for dismissal	*Office*
STEP 7	Review of Dean's recommendation by Provost	*Office of the Provost, School, Office*
STEP 8	Review of Dean's recommendation by President	*Office of the President, School, Office*
STEP 9	Pending President's Decision	*School*
STEP 10	President's Decision	*Office*

OR COMMENTS & RECOMMENDATIONS

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- End of Term report by the OR is a call for actions to Schools (see Step 2).
- Dismiss not registered students for Spring 2022 from Schools based on non-registration report by OR.
- Follow deadlines indicated in Academic Calendar.
- It is important to follow the procedures step-by-step as stated in the Regulations.
- Make sure you choose a correct clause for student dismissal both in notification and recommendations.
- Student's Written request for Reconsideration shall be dated and signed by student.
- Apart from required docs stated in the Regulations, please attach other references such as student info, student handbook, etc.
- Make sure that every program has an approved handbook.
- Once approved by OR, please print a memo with Dean's recommendation and send it to the Office of the Provost and later – the Office of the President. Please check the status of a Memo in Directum regularly. This is to avoid delays in providing hard copies to the Offices.

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Thank you.



Shall you have any questions, please do not hesitate to email to registrar@nu.edu.kz