NAZARBAYEV UNIVERSITY

OFFICE OF THE REGISTRAR

MANUAL
FOR APPROVERS

LEAVE of ABSENCE & RETURN FROM LEAVE OF ABSENCE

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DESCRIPTION

Leave of Absence (LoA) is a period when a student temporarily leaves the University for a certain period of time due to factors preventing him/her from studying (i.e. serious illness).
LoA can be granted for the period from 6 months to 1 academic year.
There are three types of LoA: medical, immediate family member, and other.

No application for LoA will be accepted **after the last day of classes** until **the end of the final examination period** as indicated in the corresponding Academic Calendar. The **exception is modular programs** where the final examination period is different than in a regular semester.

No application for LoA will be **accepted** if a student is **under the dismissal process** at the time of the request and has **received dismissal notification** from the **School**.

The date of actual leave of absence is the date of initiating request plus 1 week.
For example, the request was initiated on Nov 9, 2021. Then, date of actual leave of absence will be Nov 16, 2021.

The date of return should be the beginning of the semester (except School of Medicine and modular courses). It is a subject for discussion within the School.

The deadline for submission of application for LoA is the last day of classes in the Academic calendar.

The deadline for submission of the application for RETURN from LoA (RLoA) normally is submitted no less than 10 (ten) working days prior to the beginning of academic period or start day of modular courses.

A student can apply for leave of absence, return from leave of absence and prolongation of leave of absence on myRegistrar. Applications are considered there, as well.

For more details, please see the Regulations.

EFFECT OF LEAVE OF ABSENCE ON GRADES

NO grades will be changed, if a student was registered for courses prior to the submission of the application and submits it for current semester **after the end of Final exam period.**

NO grades will be awarded for the **current semester** and all courses will be marked with a "**W**" ("Withdrawal"), if the student was registered for courses prior to the submission of the application and submits it for current semester **before the beginning of Final exam period**. The exception is modular courses that have deadlines different from the corresponding Academic Calendar, which already had exams and were graded by the time of the application submission.

ALL courses will be **dropped**, if the LoA was granted **prior to the end** of the **Drop period**.

If a student has an outstanding **"Incomplete"** grade at the time of **granting LoA**, the **period** for **completion** of that **"Incomplete"** grade **may be extended** for the period of the LoA. In this case, the **School** is required to submit to the Office a **new Request for Grade of Incomplete** with a new deadline.

EFFECT OF LEAVE OF ABSENCE ON STIPENDS OR OTHER FINANCIAL SUPPORT

To check the effect of leave of absence on stipends or other financial support, please visit the documents below.

- Regulations on stipend support provision to the students of the autonomous organization of education Nazarbayev University;
- Rules for award, withdrawal or reallocation of Nazarbayev University educational grant.

CATEGORIES OF LEAVE OF ABSENCE

MEDICAL

A student may request and be considered for LoA when extraordinary circumstances such as a **serious illness or injury** prevent the student from continuing classes, and agreement on an **Incomplete grade(s)** or **other arrangements** with the instructors are **not feasible**.
The medical LoA covers both **physical** and **mental health** conditions, including **pregnancy**.

Please, pay attention that if a student can arrange "I" grading, let them do it.
Also, explain to course instructors what is the difference between LoA and "I" grade.
For example, 85-90% of the course work was done and a student due to illness missed the final exam. In this case "I" grade has to be given.

A medical certificate issued by the Qualified Medical Consulting Commission is created in accordance with legislation of the Republic of Kazakhstan (hereinafter – Medical Authority).

VKK medical document with the proper stamp
with recommendation to take LoA for a certain period

The duration of LoA under this category is from **6 to 12 months**. Exceptions are:
1) **tuberculosis** - up to 24 months;
2) **pregnancy** - until the 56th day after giving a birth (max. is up to 9 months). *The **birth certificate** must be submitted to the **Bursar's Office** within a **month** after giving a birth*;
3) **mental health** conditions, the student must remain on leave for the **entire period** of the original medical certificate.
A leave may be granted for **a longer period of time**. *This is a subject to additional approval by the Dean and VPAA via EDMS.*

A **subsequent** LoA on medical grounds but different diagnosis can be granted. *This is a subject to additional approval by the Dean and VPAA via EDMS.*

If a **NUFYP** student takes LoA:
1) if a student leaves anytime **during** the **first semester**, they must **repeat the entire year**;
2) if a student leaves **after** successful completion of the **first semester**, they cannot return until the beginning of the **second semester** of the **next Academic Year** (January 1 (one) year later).

If a **NUZYP** student takes LoA **anytime during** the **first** and/or **second** semester, they must **repeat the entire year**.

IMMEDIATE FAMILY MEMBER

A student may request and be considered for LoA based on reasons related to immediate family member (a parent, spouse, dependent child, sibling, official guardian or grandparent), which negatively affects student's ability to continue studies including **childcare** (maternity/paternity), **medical** condition, **death,** extraordinary social and/or economic issues.

The duration of LoA under this category is from **6 to 12 months**. The exception is **childcare (**up to 24 months, if no LoA for pregnancy was granted before).
*The **overall duration** of LoA for childcare is **24 months** including pregnancy.*
*The LoA for **childcare** can last until the **child turns 3** years old.*

A **subsequent** LoA under this category shall **not** be **granted**.

If a **NUFYP** student takes LoA:
1) if a student leaves anytime **during** the **first semester**, they must **repeat the entire year**;
2) if a student leaves **after** successful completion of the **first semester**, they cannot return until the beginning of the **second semester** of the **next Academic Year** (January 1 (one) year later).

If a **NUZYP** student takes LoA **anytime during** the **first** and/or **second** semester, they must **repeat the entire year**.

OTHER

A student may request and be considered for LoA for reasons not included in the above categories, *i.e. internship, employment and etc. (professional development, related to studies activities that student could benefit from).*

The required minimum CGPA for **undergraduate students** under this category is **3.00**. *Lower CGPA can be considered and approved at the discretion of the Dean (a memo to VPAA).*
Graduate students must be in a **Good Academic Standing** to be eligible under this category, *if applicable. For those programs, who don't have GPA, students also could apply under this category (including first year GR students, who don't have their GPA yet).*

The **duration** of LoA under this category is from **6 to 12** months.
A **subsequent** LoA under this category shall **not** be **granted.**

The following students are NOT eligible for LoA under this category:

1) **NUFYP** and **NUZYP** students;
2) **first year undergraduate** students;
3) **undergraduate** students **behind satisfactory** progress;
4) students who are currently on **probation**;
5) students who have had **Category B or C disciplinary** sanctions;
6) students who have any **outstanding debt** to the University.

Exceptions to any of the above are at the discretion of the Dean and VPAA.
Dean is to send a recommendation to VPAA via EDMS for approval.

PROCEDURES FOR LEAVE OF ABSENCE

STEP 1.Starting application
Student
The student completes an application for LoA *(MyRegistrar).* The student submits the application along with all supporting documents (see Step 2).

STEP 2. Attaching documents
Student, Office
The application for LoA and supporting documents can be submitted as a scanned version.
A medical certificate issued by Medical Authority (VKK) shall be submitted to the Office in hardcopy.

1) Medical category: a medical certificate issued by Medical Authority (*VKK*) checked by University Healthcare Department during application process;
2) Immediate Family Member category:
- **childcare (maternity/paternity)**,
  1) a copy of the child's birth certificate;
     a) if the childcare is taken after LoA for pregnancy, a copy of the child's birth certificate must be submitted within 56 calendar days after giving a birth,
  2) a copy of the document proving the relationship in case of official guardian;
- **in case of medical condition**,
  1) a copy of the medical certificate confirmed by the Medical Authority,
  2) a copy of the document proving the relationship of an immediate family member,
  3) signed and dated explanatory note;
- **in case of death**,
  1) a copy of the certificate of death,
  2) a copy of the document proving the relationship,
  3) signed and dated explanatory note;
- **in case of extraordinary social and/or economic issues,**
  1) appropriate supporting documents (including Dean's Approval),
  2) a signed by Vice-Provost Memo is attached to the application,
  3) a copy of the document proving the relationship,
  4) signed and dated explanatory note.

3) Other category:
1) supporting documents demonstrating the purpose of the leave and the activities in which a student expects to participate during the LoA. *i.e.* ***invitation****, offer, written or electronic* ***determination of the Dean*** *that such leave will not be detrimental to the student's ability to complete the program*
2) signed and dated explanatory note.

STEP 3. Documents submitted by a third party
School, Office
Documents submitted by a **third party** on behalf of the student, the corresponding **notarized power of attorney** must be provided by the student prior to submission of documents.

STEP 4. Consideration of the application
School
Final Decision of the Provost on student **status is pending**, the **student** is expected to remain **registered in classes**, **attend classes**, and **receive grades**.

STEP 5. Forming Provost's Decision on granting leave of absence
Office
The **Decision** is signed by the **Provost** and shall become **effective** upon **registration**.
The **Office** shall ensure the **distribution** of the Decision to student and all relevant units.

PROCEDURES FOR RETURN FROM A LEAVE OF ABSENCE

STEP 1. School
The **School tracks** all students on **LoA** and **notifies** the student before the deadline for return.
School has the list *of students or Schools can request this list by emailing to OR_data@nu.edu.kz.*

The **School** takes **responsibility** on the student's **return date**, so that all the required **courses are available** for the specific semester, **especially for modular courses**.
Please, pay attention to student degree requirements, consult with student advisor and make sure that all the courses are available by student's return.

Application for return from LoA normally is **submitted** no less than **10 working days prior** to the beginning of academic period or start day of modular courses the student wishes to return.
It means that student will have time to return on time and get registered for the courses.

A student on LoA **must return** to studies by **the beginning of any semester** but **before** the **end of the Add** deadline as indicated in the Academic Calendar *if all time restrictions have been met.*

STEP 2. Student
The student submits the application along with all supporting documents to the Office via MyRegistrar.

STEP 3. University Healthcare Department, School, Office
- **MEDICAL CATEGORY:** a medical certificate confirmed by the Medical Authority (*VKK*);

*Make sure you **allow students** who were **granted a leave of absence** based on **medical** category **before** start of the **Fall 2020** semester without a medical certificate issued by the Medical Authority **to return** from a leave of absence **without a certificate of the Medical Authority**.*

1) **pregnancy** LoA leave submits a copy of child's birth certificate or other relevant document.
2) **mental** health LoA must remain on leave for the **entire period** of the original medical certificate.
3) **subsequent** LoA without returning from the initial leave must submit **medical documents** for **both** leaves.

- **IMMEDIATE FAMILY MEMBER CATEGORY:**

1) signed and dated explanatory note and (2) any other relevant documents;
2) **childcare** LoA also submits (3) a copy of the birth certificate.

- **OTHER CATEGORY:** (1) signed and dated explanatory note, (2) any other relevant documents *(e.g. in case of internship, professional development or employment, a **report** and/or **documentation demonstrating uninterrupted employment** for the prescribed period)*

STEP 4. Student, Office
Documents submitted by a **third party** on behalf of the student, the corresponding **notarized power of attorney** must be provided by the student prior to submission of documents.

STEP 5. Office
If the original hard copy of the application for LoA and supporting documents is not possible to submit, a scanned version can be accepted from the student.

STEP 6. Office
The **Decision** is signed by the **Provost** and shall become **effective** upon **registration**.
The **Office** shall ensure the **distribution** of the Decision to student and all relevant units.

PROCEDURES FOR PROLONGATION OF LEAVE OF ABSENCE

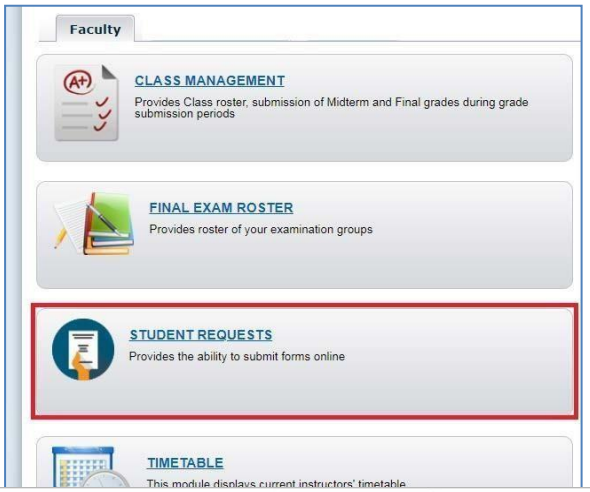
Prolongation of LoA **under Medical** category is allowed only for the same diagnosis.
*The **student** must provide an **updated medical document** and **application** form for Prolongation.*

Prolongation **under any category** is allowed if the School confirms that the student cannot continue the study due to lack of required courses at the indicated return date.
*The **School** must provide a **request for Prolongation** of LoA via EDMS approved by the VPAA indicating the **new return date with explanation**.*
*Student's **consent** (electronic or hard copy) should be attached to the **School's request**.*

Prolongation under **any category** is allowed only **during the actual LoA**.

Duration is identified based on the **maximum period** indicated in these **Regulations** (see CATEGORIES OF LEAVE OF ABSENCE).

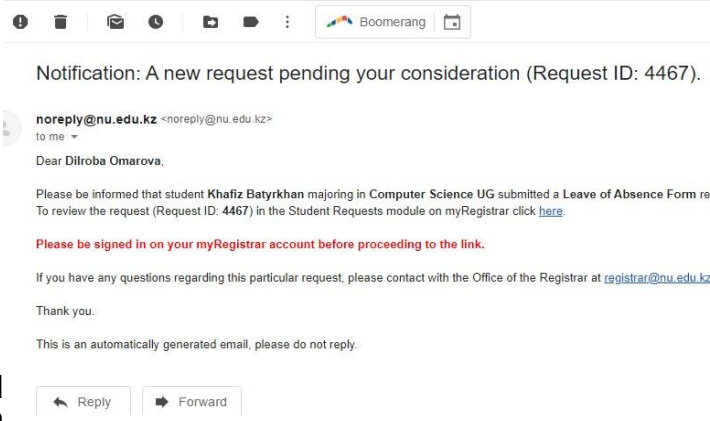
ACCESSING myREGISTRAR



STEP 1. MyRegistrar
Go to www.registrar.nu.edu.kz, and at the top right corner login to myRegistrar with your University username and password.

STEP 2. Student Requests Module
Click on the Student Requests module.
Note: Depending on the user role assigned to your account, the module may be located under a different tab (Faculty, School Moderator, Vice-Provost, etc.).

STEP 3. Received requests
Approvers are notified of new requests pending their consideration by an automated email.
Requests that require your consideration (approval or rejection) are available under the **Received requests** tab.
You can sort received requests by *Request ID*, *Request type, Student ID* or *name*,*Academic level (of the student)*, *Request status, Your status, Term* and *Submission date.*


Boomerang

Notification: A new request pending your consideration (Request ID: 4467).

noreply@nu.edu.kz <noreply@nu.edu.kz>
to me

Dear **Dilroba Omarova**,

Please be informed that student **Khafiz Batyrkhan** majoring in **Computer Science UG** submitted a **Leave of Absence Form** re
To review the request (Request ID: **4467**) in the Student Requests module on myRegistrar click here.

Please be signed in on your myRegistrar account before proceeding to the link.

If you have any questions regarding this particular request, please contact with the Office of the Registrar at registrar@nu.edu.kz

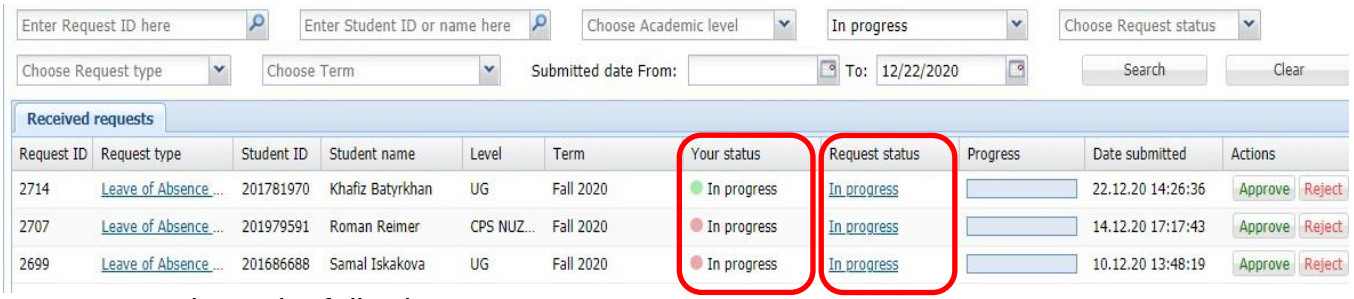
Thank you.

This is an automatically generated email, please do not reply.

Reply Forward

By default, approvers are directed to the **Received requests** tab, where they see the list of requests with the **In Progress** status. These are requests pending approver's consideration.

Request status – a general status of a request before or after its consideration by the approver.
Your status – a status of the request applicable to you as an approver.


Enter Request ID here | Enter Student ID or name here | Choose Academic level | In progress | Choose Request status
Choose Request type | Choose Term | Submitted date From: | To: 12/22/2020 | Search | Clear

Received requests

Request ID	Request type	Student ID	Student name	Level	Term	Your status	Request status	Progress	Date submitted	Actions
2714	Leave of Absence ...	201781970	Khafiz Batyrkhan	UG	Fall 2020	In progress	In progress		22.12.20 14:26:36	Approve Reject
2707	Leave of Absence ...	201979591	Roman Reimer	CPS NUZ...	Fall 2020	In progress	In progress		14.12.20 17:17:43	Approve Reject
2699	Leave of Absence ...	201686688	Samal Iskakova	UG	Fall 2020	In progress	In progress		10.12.20 13:48:19	Approve Reject

A request can have the following statuses:

Your status field

1. In Progress – request requires your consideration as a current approver.
   This status also has time indicators:
   less than 12hrs elapsed, between 12 and 18hrs elapsed, more than 18hrs elapsed
2. Waiting – request can arrive for your consideration after preceding approver's consideration.
3. Approved – request is confirmed by you as an approver.
4. Rejected – request is rejected by you as an approver.
5. n/a – request is rejected by one of the preceding approvers before your consideration.

Request status field

1. In Progress – request requires consideration of another approver.
2. Approved – request is confirmed by the last approver on the approval list.
3. Rejected – request was rejected by one of approvers, or the Registrar admin rejected it after all approvals.
4. Processed – request is processed by the School or Registrar admin after all approvals.

STEP 4. Request details

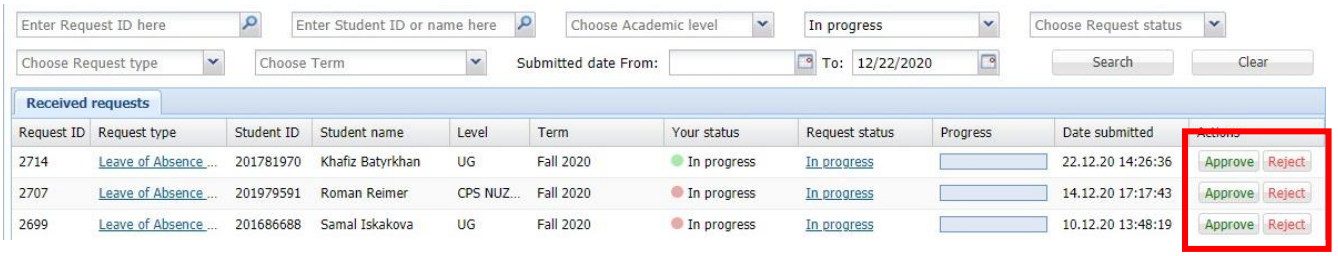
To access the request details, click on a request name in the *Request type* field.
A pop-up window with relevantinformation will be displayed.

Note: If required, a Vice Dean or associated person can override a status of the preceding approver in case of rejection or delays.

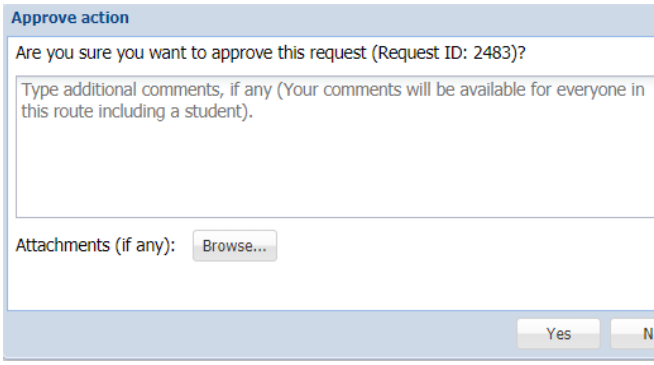


STEP 5. Approve or Reject

If you want to approve or reject a request, press the **Approve** or **Reject** buttons in the Course Informationarea of the pop-up window (refer to the previous image) or under the *Actions* field on the main page.



You may provide additional comment (if any) in a box. Comments will be available to everyone in the request's route. Both approvers and students can read it. Providing comments is required when the request is rejected!



STEP 6. Workflow

If you click on the status name in the *Request status* field, a pop-up window with relevant information will be displayed.



Once **approved**, request's status changes from **In Progress** to **Approved** in the *Your status* field. Then the following approver receives a notification email.
If **rejected**, request's status changes from **In Progress** to **Rejected** in the *Your status* field. So, other approvers do not receive notification apart from the student receiving a rejection email.