



NAZARBAYEV  
UNIVERSITY

# LEAVE of ABSENCE & RETURN FROM LEAVE OF ABSENCE



**WORKSHOP**

by Office of the Registrar

October 2021

# AGENDA

1. WHAT IS A LEAVE OF ABSENCE (LoA)?
2. DATES ARE IMPORTANT
3. EFFECT OF LoA
4. CATEGORIES OF LoA
5. PROCEDURES for LoA & RLoA
6. OR COMMENTS & RECOMMENDATIONS
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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.

A student can apply for leave of absence, return from leave of absence and prolongation of leave of absence on myRegistrar.

**Manual for students** is available here: <https://registrar.nu.edu.kz/page/academic-leave>

Applications are considered upon the **automatic route** on myRegistrar.

**Provost's decision** is generated by OR in Directum.

- 1.Registrar Admin
- 2.Adviser/Program director
- 3.Dean
- 4.Department of Student Service
- 5.University Health Department (for medical)
- 6.Registrar
- 7.Vice President for Student Affairs and International Cooperation
- 8.Vice Provost for Academic Affairs
- 9.Registrar Admin

# DATES ARE IMPORTANT

**No application** for LoA will be accepted:

- **after the last day of classes until the end of the final examination period.** The exception is modular programs where the final examination period is different than in a regular semester.
- if a student is **under the dismissal process** and has received dismissal notification from the School.

**The deadline for submission of application** for LoA (approval route 1-5 inclusively) is **26 November 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 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.

# EFFECT 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**.

**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 shall submit to the Office a new Request for Grade of Incomplete with a new deadline.**

# CATEGORIES OF LoA

## MEDICAL

**physical and mental health conditions, including pregnancy**

The duration of LoA under this category is **from 6 to 12 months with some exceptions.**

**A subsequent LoA** on medical grounds but different diagnosis can be granted with additional approval by the Dean and VPAA via EDMS.

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.*

**IMMEDIATE FAMILY MEMBER** - a parent, spouse, dependent child, sibling, official guardian or grandparent

**childcare, medical condition, death, extraordinary social and/or economic issues**

The duration of LoA under this category is **from 6 to 12 months** except childcare (up to 24 months, if no LoA for pregnancy was granted before).

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

## OTHER

**professional development, related to studies activities that student could benefit from**

The duration of LoA under this category is from 6 to 12 months.

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

**NUFYP and NUZYP cases** for all categories are described in the Manual and Regulations

# PROCEDURES for LoA

## 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.

**The list of documents for all categories is available in** the Manual and Regulations (next slide).

## 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 RLoA

## STEP 1. School

The School **tracks all students on LoA** and notifies them about the deadlines.

To request the list of students on LoA, please email to  
*OR\_data@nu.edu.kz*.

The School takes responsibility on the student's **return date**.

*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.

*Student should have time to get registered for courses.*

A student on LoA **must return** to studies by **the beginning of any semester** but **before the end of the Add** deadline.

## STEP 2. Student

The student submits the application with all documents via MyRegistrar.

## STEP 3. University Healthcare Department, Office

Applications are considered upon the route.

The list of documents for all categories is available in the Manual and Regulations (next slides).

## STEP 4. Office of the President, Office

The **Office** prepares President's Decision on voluntary withdrawal.

The **Decision** is signed by the **President** and shall become **effective** upon **registration**.

The **Office** shall ensure the **distribution** of the Decision to student and all relevant units.

## STEP 5. Office

The **Office** will release the student's **original documents** (High School Diploma) along with an official transcript when the official **checkout list status is CLEAR**. *No documents will be provided to student, until that time.*



# OR COMMENTS & RECOMMENDATIONS

- **For category OTHER:**

Please make sure that a student is NOT involved a disciplinary misconduct when considering applications for LoA

Please make sure you inform Registrar about a graduate student applying for LoA with CGPA lowers than 3.00 via memo.

Dean is to send a memo to VPAA via Directum for approval for exceptional cases.

- **For category immediate FAMILY MEMBER  
in case of extraordinary social and/or economic issues:**

Dean is to send a memo to VPAA via Directum for approval for every case.

- The School **tracks all students on LoA** and notifies them about the deadlines.

In case of student's non-return, **School shall start the process of student's dismissal.**

Since the registration for Spring 2022 starts in December, please encourage your students to start application for Return earlier, so they are able to register to the courses they need.



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# Q&A



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**Thank you.**

Shall you have any questions, please do not hesitate to email to [registrar@nu.edu.kz](mailto:registrar@nu.edu.kz)

