NAZARBAYEV UNIVERSITY

LEAVE of ABSENCE & RETURN FROM LEAVE OF ABSENCE

WORKSHOP

by Office of the Registrar

March 2022

AGENDA

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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

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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

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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 **the last day of classes**.

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

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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

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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

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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

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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 Provost, Office

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

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

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- **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