

Annex to
the Order of the Provost
of the autonomous organization of
education “Nazarbayev University”
dated October 08, 2015, #48-Н/К

Approved
by Decision of the Academic Council
of the autonomous organization of
education “Nazarbayev University”
dated August 05, 2015, #43

**POLICY AND PROCEDURES ON THE FIFTH YEAR OF UNDERGRADUATE
STUDY**

(as amended as of February.2019 and September 2019)

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1. General provisions

1. This document contains policy provisions on the implementation of a fifth year of study in undergraduate programs of the autonomous organization of education “Nazarbayev University” (hereinafter – University).

2. This Policy has been prepared in accordance with the University Charter, University Academic Policies and Procedures and other internal regulations of the University.

3. The terms applied in this Policy shall have the same meaning as specified in the University Academic Policy and Procedures.

2. Students’ eligibility

4. Students may be considered for the fifth year of study if they are unable to meet graduation requirements by the end of the last semester of their final year and are expected to be able to complete their degree with one additional year of study.

3. Identifying potential fifth year students

5. During the Fall semester, each School undertakes a graduation audit of fourth year students. School academic advisors use this audit to identify any potential fifth year students.

6. Potential fifth year students will be counseled within their School by their academic advisor. The advisor will develop an academic assessment report for each of their advisee students, including any potential academic risks, how to overcome those risks and a potential pathway to graduation. After discussing this report with the advisee student, the advisor will forward the report to the School Dean. School Dean should send an official Memo to the Office of the Registrar. The Office of the registrar will send the report to the potential fifth year students.

7. Students might also be identified as potential fifth year students upon the receipt of their grades for the Spring semester in their fourth year of study.

8. Schools shall identify third year students as potential fifth year students based on their academic progression at the end of their third year of study. These students shall receive an “early warning” letter explaining their situation and further actions available to them. The academic assessment report will be prepared by their School and a letter will be sent to the student by the Office of the Registrar.

4. Procedures for enrollment into the fifth year

9. The procedures for enrollment in the fifth year are as follows:

1) At the end of Spring semester, as soon as is practicable after receipt of final grades, the Office of the Registrar will send each School a list of fourth year students who will not satisfy all the requirements for graduation.

2) The Vice Dean for Academic Affairs or equivalent official in each School, in consultation with academic advisors and Department chairs, will complete a form indicating the specific courses in which the student is to be enrolled during his or her fifth year. This form must be submitted to the Office of the Registrar no later than July 1st.

3) The Office of the Registrar shall send a letter to the student's parents informing them that the student is eligible for a fifth year of study at cost, identifying the list of courses in which the student will be required to enroll during a fifth year of study, and indicating the current cost per credit of fifth year study at the University. The letter will contain an acceptance form. The acceptance form must be sent no later than July 20th if that is a business day, otherwise on the first business day thereafter to return the acceptance form. Acceptance forms sent after July 20th or the first business day thereafter will not secure a student a space, but if spaces remain available in all required classes the student may be permitted to enroll late at the discretion of the Vice Dean for Academic Affairs or equivalent official in the student's home School.

4) Upon timely return of the acceptance form the student will be enrolled as a fifth year student in the specific courses indicated in the letter.

5) When the student is enrolled, the Office of the Registrar shall forward a copy of the letter and acceptance form to the Bursar's Office.

6) The Bursar's Office shall generate a billing statement and payment contract which will be sent to the students no later than August 10th if that is a business day, otherwise on the first business day thereafter. The Bursar's office shall be responsible for the execution and registration of the contracts.

7) When the contract has been executed, the Bursar's Office will send it to the Office of the Registrar for inclusion in the student's permanent file.

8) A student enrolled into fifth year of study will receive an academic schedule for each semester of the fifth year based on the list of required courses indicated in the letter from the Office of the Registrar. The fifth year student is not allowed to change this schedule, drop or add courses or withdraw from this set schedule.

9) The School will ensure that each fifth year student meets regularly with their academic advisor.

5. Payment for the fifth year

10. The Managing Council of the University may establish discounts and tuition fee waivers.

11. The tuition fee will be on a credit points basis.

12. The rate for tuition is established by the decision of the Managing Council of the University. The rate for tuition fee may be revised annually. Changes in the rate of tuition will apply prospectively.

6. Housing

13. During their fifth year of study, fifth year students may be provided with accommodation on campus, depending on availability.

14. Fifth year students will be charged an accommodation fee if they choose to live on campus.

15. The accommodation fees are established by the decision of the Managing Council of the University.

7. Requirements for completion of the fifth year

Clause 16 has been restated in accordance with the amendment approved by the Academic Council #20.02.2019 dated 20 February 2019.

16. Fifth year students are subject to the Academic Policies and Procedures for Undergraduate Programs, the Student Code of Conduct and Disciplinary Procedures and all other University policies and procedures throughout their fifth year of study.

Clause 17 has been restated in accordance with the amendment approved by the Academic Council #05.09.2019 dated 05 September 2019.

17. All academic requirements for graduation must be completed within Fall and Spring semesters of the fifth year. Under certain circumstances (e/g/ lacking credits due to evidence of medical conditions, force majeure, financial considerations, family concerns), a sixth year may be considered upon the consent of the Dean, Provost and President, and provided that tuition fee and all other study related expenses during the sixth year shall be borne by the student.

All provisions of the Policy related to the fifth year students shall be applied to the sixth year students.

18. If a student has not completed their program of study by May of their fifth year, they will not graduate from the University or receive a diploma. They will receive

a letter of attendance on approved letterhead, signed by the Office of the Registrar, accompanied by an official transcript.

8. Student benefits

19. Students in their fifth year of study will receive all the benefits available to University's students under terms and conditions established by the University.