



NAZARBAYEV
UNIVERSITY

**Policy and Procedures on Leave of Absence, Dismissal and Voluntary
Withdrawal for students of the autonomous organization of education
Nazarbayev University**

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Section 1. Purpose and Application

1.1. These Policy and Procedures establish the procedure and procedural instructions for Leave of Absence, Dismissal and Voluntary Withdrawal for students of the autonomous organization of education Nazarbayev University (hereinafter – University).

1.2. These Policy and Procedures apply to all of the Students populations of the autonomous organization of education University, except for the Residency program.

Section 2. Terms / Definitions

2.1. The following terms, definitions and abbreviations are used in these Policy and Procedures:

1) Academic calendar – calendar of teaching, learning and assessment events during the year with indication of holidays.

2) Academic year – Graduate and Undergraduate programs operate on the basis of an academic year divided into three academic periods: Fall and Spring semesters, and a Summer term.

3) Bursar's Office – a structural division of the University monitoring and controlling financial operations associated with payment of stipends, receipt of student fees, tuition fee and student trips.

4) Category B penalties for academic misconduct include removal of the Student from the course, lowering a Student's grade for an assignment or course, or the issuing of a written reprimand that becomes part of the Student's record.

5) Category C penalties include probation, exclusion, and dismissal. The procedures that are required vary with the severity of the potential penalties.

6) Category 2 sanctions for nonacademic misconduct include: removal from a program or course of study and/or restrictions of future enrollment and dismissal from the University.

7) Confirmation note – a written document confirming Student acknowledges the date of return and understands a consequence of failing to apply for return from LoA in a timely manner is the dismissal from the University.

8) Cumulative Grade Point Average (hereinafter referred to as “CGPA”) or Grade Point Average (hereinafter referred to as “GPA”) – a calculation of the average of all of a Student's grades contributing to the degree. The CGPA/GPA is computed by dividing the sum of the earned grade points by the total graded credits attempted in the whole/ this period of study.

9) Dean refers to the Dean or Acting Dean of the Student's School, including the General Director of the Center for Preparatory Studies.

10) Dismissal means that a Student was forced to cancel his/her enrollment by University's resolution and is no longer a current Student entitled to any of the privileges attached to that status.

11) Doctor of Medicine (hereinafter referred to as “MD”) - Medicine Program of the University School of Medicine.

12) Drop period – period of time when Students are permitted to drop courses.



13) Electronic Documentation Management System (hereinafter referred to as “EDMS”) – an electronic document management system, used in the University under procedures established by the University.

14) Good Academic Standing means a Student is meeting the University's requirements for attendance and satisfactory progress towards the educational programs and has a defined minimum or higher CGPA/GPA and timely completion of program-specific research and other academic milestones.

15) An Immediate Family Member (also referred to as “IFM”) means Student’s parent, spouse, dependent child, sibling, legal guardian or grandparent.

16) Leave of Absence (hereinafter referred to as “LoA”) is a period when a Student temporarily leaves the University for a certain period of time.

17) Medical Advisory Committee certificate (hereinafter referred to as “MAC certificate”) – a medical report on the health condition with an assessment of temporary incapacity, including recommendations regarding granting leave of absence and its duration, issued by a healthcare organization in accordance with the form established by the legislation of the Republic of Kazakhstan.

18) Medical certificate (medical report) – a document attesting to the results of a medical examination of a patient provided by an attending physician or another medically qualified healthcare provider in accordance with the form established by the legislation of the Republic of Kazakhstan.

19) Nazarbayev University Foundation Year Program (hereinafter referred to as “NUFYYP”) – an intensive university preparatory program of the preparatory center (Center for Preparatory Studies) aimed at enrollment in undergraduate programs of the University.

20) Office of the Registrar (hereinafter referred to as “OR”) – a structural division of the University maintaining Student database, organizing and monitoring educational process.

21) Schools – academic structural divisions operating in accordance with the internal documents of the University.

22) Student – a person studying at one of the educational and/or mobility programs at the University: Nazarbayev University Foundation Year Program, Zero Year of Graduate Programs, Non-degree educational program, Bachelor programs, Master’s programs, including Doctor of Medicine Program, Doctorate programs, and Residency programs.

23) Student Information System (hereinafter referred to as “SIS”) - an electronic system used in the University for maintaining Student database, organizing, and monitoring educational process.

24) Subsequent LoA is a LoA after the return from the previous one(s).

25) UG - undergraduate program.

26) Health and Well-being Department (hereinafter referred to as “UHWD”) – a structural division of the University responsible for the organization and provision of medical services to Students.

27) Voluntary withdrawal means that a Student cancelled his/her enrollment in a program by own decision and is no longer in any other respect a current Student entitled to any of the privileges attached to that status.



28) Written request for reconsideration (hereinafter referred to as “WRR”) is a letter to appeal dismissal recommendation.

29) Zero Year of Graduate Programs (hereinafter referred to as “ZYG”) – a two-semester, non-credit bearing, full-time intensive English and refresher course of study of the preparatory center (Center for Preparatory Studies) for Students accepted into an NU master’s or doctoral degree program but who lack the English requirement necessary for immediate entry into the Schools.

Section 3. Main Provisions

3.1. General Provisions

3.1.1. Submission of false documents on any of the categories will be treated as non-academic misconduct under the Student Code of Conduct and Disciplinary Procedures of the autonomous organization of education Nazarbayev University.

3.1.2. Communication with Students will be done by the corporate University email address of the Student or personal email address indicated in the Student’s database record of the SIS.

3.2. Leave of Absence

3.2.1. General Information, Application Period, Eligibility, Subsequent LoA, and Submission of Documents

3.2.1.1. There are 3 (three) categories of LoA: Medical, Immediate Family Member and Other. Student applies for LoA and the application is processed in accordance with Annex 1 to these Policy and Procedures.

3.2.1.2. The application for LoA takes place in the following periods.

1) Applications under Immediate Family Member and Other categories – from the first day of classes until two weeks before the last day of classes as indicated in the corresponding Academic Calendar;

2) Applications under Medical category – from the first day of classes until last day of classes as indicated in the corresponding Academic Calendar.

3) For modular courses, Student cannot apply for Leave of Absence during the examination period. This is a subject for follow up by School.

3.2.1.3. The following groups of Students are not eligible for any categories of LoA:

1) Students under the dismissal process who were notified about dismissal;

2) Students under consideration of the possible application of Category C and Category 2 disciplinary sanctions.

3.2.1.4. LoA for NUFYP, ZYG, and MD Students is organized as follows:

1) If a NUFYP and ZYG Students leaves anytime during the first semester, they must repeat the entire year.

2) If a NUFYP and ZYG Students 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).



3) If an MD Student leaves anytime during the academic year the Scholl is responsible for Student return date and further follow up.

3.2.1.5. A subsequent LoA under any category may be granted as long as a Student does not exceed the total duration of the study framework in accordance with the UG and Graduate framework regulations.

3.2.1.6. Application forms are processed via SIS. If submission of application form via SIS is not possible, application forms are reviewed and submitted to OR in hard copy or via email from the corporate University email address of the Student with the preliminary agreement with OR.

3.2.1.7. In case the documents for LoA are submitted by a third party on behalf of the Student, the representative must be provided with a notarized power of attorney to submit the corresponding documents. The representative is expected to follow all the procedures as described in these Policy and Procedures.

3.2.2. Categories of LoA

3.2.2.1. Medical Category

3.2.2.1.1. 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.

3.2.2.1.2. The minimum duration of LoA under this category is 6 (six) months.

3.2.2.1.3. The maximum duration is 12 (twelve) months, except the followings:

1) in the case of tuberculosis and cancer, a leave may be granted for a period of up to 24 (twenty-four) months;

2) in the case of pregnancy, a leave may be granted until the 56th (fifty sixth) day after giving a birth; the maximum duration of LoA for pregnancy is up to 9 (nine) months. The birth certificate must be submitted to the Bursar's Office within a month after giving a birth.

3) in the case of mental health conditions, the Student must remain on LoA for the entire period of the original MAC certificate unless the Student provides the additional approval of the Dean of the School and the Vice Provost for Academic Affairs via EDMS for early return.

3.2.2.1.4. A subsequent LoA on medical grounds but different diagnosis can be granted without returning from the previous LoA. It is a subject to additional approval by the Dean of the School and the Vice Provost for Academic Affairs via EDMS. This should be considered as a new LoA, duration is identified based on the maximum period as indicated in the Policy and Procedure.

3.2.2.1.5. Validation of MAC certificates takes place during the application review by a responsible employee from the UHWD. Applications for LoA under medical category are processed within the time limits established by the internal regulations of the University.

3.2.2.2. Category – Immediate Family Member

3.2.2.2.1. A Student may request and be considered for LoA based on reasons related to immediate family members, which negatively affects Student's ability to



continue studies, such as childcare (maternity/paternity), medical condition, extraordinary social and/or economic issues and death.

3.2.2.2.2. The minimum duration of LoA under this category is 6 (six) months.

3.2.2.2.3. The maximum duration of LoA under this category is 12 (twelve) months.

The exception is LoA due to childcare during which a leave may be granted for a period of up to 24 (twenty-four) months, if no LoA for pregnancy was granted before. The overall duration of LoA for childcare is 24 (twenty-four) months, including pregnancy. The LoA for childcare can last until the child turns 3 (three) years old.

3.2.2.2.4. If a NUFYP Student takes LoA under this category in the second semester, he/she must have minimum grades of 50% in all subjects: English for Academic Purposes, Leadership and Mathematics in the first semester.

3.2.2.3. Category – Other

3.2.2.3.1. A Student may request and be considered for LoA for reasons not included in the above categories, such as internship, employment, military, etc.

3.2.2.3.2. The minimum duration of LoA under this category is 6 (six) months.

3.2.2.3.3. The maximum duration of LoA under this category is 12 (twelve) months.

3.2.2.3.4. The required minimum CGPA for UG Students is 3.00.

3.2.2.3.5. Graduate Students must be in a Good Academic Standing to be eligible under this category, if applicable.

3.2.2.3.6. The following groups of Students are not eligible for LoA under this category:

- 1) NUFYP, and ZYGP 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 sanction;
- 6) Students who have any outstanding debt to the University.

Exception to any of these groups is a subject for additional approval of the Dean of the School and the Vice Provost for Academic Affairs via EDMS.

3.2.3. Prolongation of Leave of Absence

3.2.3.1. Student may request and be considered for prolongation of LoA during the actual LoA. Student's application for prolongation of LoA is processed in accordance with Annex 2 to these Policy and Procedures.

3.2.3.2. Prolongation of LoA under any category is possible if the period of overall LoA including initial LoA and its prolongation meets maximum duration requirements of LoA indicated in the Policy and Procedures and the UG and Graduate framework regulations. At the same time, prolongation of LoA under Medical category is allowed only for the same diagnosis - in this case, the Student applies for prolongation of LoA with an updated MAC certificate.

3.2.3.3. Prolongation of LoA under any category is possible if there is a lack of courses for registration upon Student's return from LoA. In this case, Student applies for prolongation of LoA with an appropriate comment, the category of LoA is the same



as in the actual LoA, no supporting documents required. The duration of LoA can exceed the maximum period of LoA but should meet duration requirements of the UG and Graduate framework regulations. School's confirmation is obtained within the application review in SIS.

3.2.4. Return from a Leave of Absence

3.2.4.1. To be registered for courses after LoA, Student applies for return from LoA and the application is processed in accordance with Annex 3 to these Policy and Procedures.

3.2.4.2. Student takes responsibility for timely return from LoA and confirms the responsibility by signing the Confirmation note (Annex 7 to these Policy and Procedures).

3.2.4.3. School tracks Students on LoA and notifies them about approaching date of return from LoA.

3.2.4.4. School is responsible for availability of required courses upon Student's return from LoA, especially for modular courses.

3.2.4.5. Early return from LoA is possible if an application meets the minimum requirements of LoA duration and there are courses for registration upon the early return. The new date of return should be the first day of classes of semester/term (except School of Medicine and modular courses). School's confirmation is obtained within the application review via SIS.

3.2.4.6. In case the documents for return from LoA are submitted by a third party on behalf of a Student, the corresponding notarized power of attorney must be provided by the Student prior to submission of documents.

3.2.4.7. In case the submission of the original hard copy of the application for return from LoA and supporting documents is not possible, a scanned version can be accepted from the corporate University email address of the Student with the preliminary OR agreement.

3.2.5. Effect of LoA for Grades, Stipends and Other Financial Support

3.2.5.1. If the Student was registered for courses prior to the submission of the application for LoA and submits the application for the current semester after the drop deadline and before the last day of classes as designated in the corresponding Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a "W" ("Withdrawal"). 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.

3.2.5.2. While the final Decision of the Provost on Student status is pending, the student is expected to remain registered in classes, attend classes, and receive grades. All other courses' final exams planned after the decision on granting LoA becomes effective should be covered by the Incomplete Form.

3.2.5.3. If the Student was registered for courses prior to the submission of the application for LoA and submits the application for the current semester by the end of the Drop period as designated in the Academic Calendar all courses will be dropped. 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.

3.2.5.4. 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 Student is required to submit a new Request for Grade of Incomplete with a new deadline, or if the Student is unable to do so, the School of that Student shall assume the responsibility for extending that Incomplete grade, and also ensure that course with the Incomplete grade can be completed and graded by the respective deadline.

3.2.5.5. Effect of LoA for stipends or other financial support is defined by Regulations on stipend support provision to the Students of the autonomous organization of education Nazarbayev University and Policy for the award, withdrawal, or reallocation of educational grants of the autonomous organization of education “Nazarbayev University”.

3.3. Dismissal from the University

3.3.1. Student may be dismissed from the University for Academic, Disciplinary, Financial and Other reasons in accordance with procedure defined in Annex 4 to these Policy and Procedures. Dismissal on the grounds specified in the Student Code of Conduct and Disciplinary Procedures of the University shall be processed in accordance to it.

3.3.2. The reasons for Student dismissal are listed below.

3.3.2.1. Academic reasons:

- 1) failure to maintain required CGPA or GPA;
- 2) failure to maintain satisfactory progress towards the degree;
- 3) 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;
- 4) 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 Vice Provost for Academic Affairs;
- 5) failure to maintain continuous registration;
- 6) failure to meet specific research milestones in a timely manner;
- 7) failure to complete degree requirements within the indicated deadline.

3.3.2.2. Disciplinary reasons:

- 1) failure to attend the first week of classes without approval of the Dean/Vice Dean of the appropriate School;
- 2) failure to attend the required Orientation session for new Students without approval from the Dean/Vice Dean of the appropriate School;
- 3) failure to attend the required number of classes;
- 4) on the grounds specified in the Student Code of Conduct and Disciplinary Procedures of the autonomous organization of education Nazarbayev University;
- 5) deliberate submission of the false documents or misleading information during the admission process;
- 6) failure to return from LoA on time without certified good cause;
- 7) failure to be approved for a major at the end of their second year of study.



3.3.2.3. Financial reasons: violation of obligations on payment of tuition or other expenses.

3.3.2.4. Other reasons:

1) failure to sign an agreement on provision of education services by the announced deadline;

2) 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;

3) other reasons provided by the legislation of the Republic of Kazakhstan and internal documents of the University.

3.3.3. Dismissal from the University effects Student's academic records as follows.

3.3.3.1. If the decision on Dismissal becomes effective prior to the end of the Drop period as designated in the corresponding Academic Calendar, all courses will be dropped.

3.3.3.2. If the decision on Dismissal becomes effective after the drop period and before the last day of classes as designated in the corresponding Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a "W" ("Withdrawal"). 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.

3.3.3.3. If the decision on Dismissal becomes effective after the last day of classes of the current semester and before the first day of classes of the following semester as designated in the corresponding Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a "W" ("Withdrawal").

3.4. Withdrawal from the University

3.4.1. Student may apply for withdrawal from the University, and application is processed in accordance with procedure defined in Annex 5 to these Policy and Procedures.

3.4.2. Application forms are processed via SIS. In case submission of application forms via SIS is not possible, application forms are reviewed and submitted to OR in hard copy or via email with the preliminary agreement with OR.

3.4.3. Withdrawal from the University effects Student's academic records as follows.

3.4.3.1. If application for withdrawal was submitted prior to the end of the Drop period as designated in the corresponding Academic Calendar, all courses will be dropped.

3.4.3.2. If the Student was registered for courses prior to the submission of the application for withdrawal and submits an application for the current semester after the Drop period and before the last day of classes as designated in the corresponding Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a "W" ("Withdrawal"). 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.

3.4.3.3. If the application for withdrawal was submitted after the Last day of classes of the current semester and before the first day of classes of the following semester as designated in the corresponding Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a “W” (“Withdrawal”).

3.4.4. In case the application for withdrawal and supporting documents are submitted by a third party, the corresponding notarized power of attorney must be provided by the Student prior to submission.

Section 4. Waiver

4.1. Not applicable.

Section 5. Temporary Provisions

5.1. Not applicable.

Section 6. Revision

6.1 This Policy and Procedure shall be reviewed each year within three years after its approval and revised if necessary.

Section 7. Related Documents

7.1. Academic Policies and Procedures for Graduate Programs of the autonomous organization of education Nazarbayev University.

7.2. Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University.

7.3. Student Code of Conduct and Disciplinary Procedures of the autonomous organization of education Nazarbayev University.

7.4. Policy and procedures on the students’ health and medical services in the autonomous organization of education Nazarbayev University.

7.5. Student handbooks of the Schools.

7.6. Academic Calendars.



Annex 1
to the Policy and Procedures on Leave of
Absence, Dismissal and Voluntary
Withdrawal for students of the
autonomous organization of education
Nazarbayev University

Processing an application for LoA

STEP 1. APPLICATION FOR LoA

The date of return from LoA in the application should be the First day of classes of the semester/term (except School of Medicine and modular courses). It is recommended to discuss the return date within the School before Student starts application for LoA.

Supporting documents are attached to the application in pdf format as follows:

<i>Category</i>	<i>Document and Notes</i>
<i>All categories</i>	Signed and dated Student's Confirmation note (Annex 7)
<i>Medical</i>	A copy of MAC certificate. Students are advised to submit an application for LoA under the Medical category within one week after receiving the MAC certificate. Application for LoA should contain information about location of stay during treatment and health monitoring - specify the city
<i>IFM*: childcare (maternity/paternity)</i>	1) A copy of the child's birth certificate. If the childcare is taken after LoA for pregnancy, the copy of document must be submitted within 56 (fifty six) calendar days after giving a birth. 2) A copy of the document proving the relationship: in case of legal guardian
<i>Medical condition of an IFM</i>	1) A signed and dated explanatory note. 2) A copy of Medical certificate. 3) A copy of document proving the relationship of an IMF
<i>Extraordinary social and/or economic issues of an IFM</i>	1) A signed and dated explanatory note. 2) A copy of the document proving the relationship. 3) Any related documents to support the application and to evidence the case
<i>Death of an IFM</i>	1) A signed and dated explanatory note. 2) A copy of the certificate of death. 3) A copy of the document proving the relationship
<i>Other</i>	1) A signed and dated explanatory note. 2) A copy of documents demonstrating the purpose of the LoA and the activities in which a Student expects to participate during the LoA, i.e. invitation, offer, military service call up, etc.

STEP 2. APPLICATION REVIEW

Responsible staff members review application in accordance with the route to check whether LoA aligns with student's academic progress and internal University regulations. The review should also be based on academic capacity planning. In case of rejection, a reviewer informs Student about it via SIS or email.

STEP 3. DECISION ON GRANTING LoA

OR issue Decision on granting LoA via EDMS based on the Student's application in accordance with the approved route. Additional departments can be added to the route as needed.



Annex 2
to the Policy and Procedures on Leave of
Absence, Dismissal and Voluntary
Withdrawal for students of the
autonomous organization of education
Nazarbayev University

Processing an application for prolongation of LoA

STEP 1. APPLICATION FOR PROLONGATION OF LoA

The new date of return should be the First day of classes of the semester/term (except School of Medicine and modular courses). It is a subject for discussion within the School. It is recommended to discuss the return date within the School before Student starts application for prolongation of LoA.

Supporting documents are attached to the application in pdf format as follows:

<i>Category</i>	<i>Document and Notes</i>
<i>Medical</i>	A copy of MAC certificate. Students are advised to submit an application for prolongation of LoA under the Medical category within one week after receiving the MAC certificate. In application for prolongation of LoA should contain information about location of stay during treatment and health monitoring - specify the city
<i>IFM*: childcare (maternity/paternity)</i>	1) A copy of the child's birth certificate. If the childcare is taken after LoA for pregnancy, the copy of document must be submitted within 56 (fifty six) calendar days after giving a birth. 2) A copy of the document proving the relationship: in case of legal guardian
<i>Medical condition of an IFM</i>	1) A signed and dated explanatory note. 2) A copy of Medical certificate. 3) A copy of document proving the relationship of an IMF
<i>Extraordinary social and/or economic issues of an IFM</i>	1) A signed and dated explanatory note. 2) A copy of the document proving the relationship. 3) Any related documents to support the application and to evidence the case
<i>Death of an IFM</i>	1) A signed and dated explanatory note. 2) A copy of the certificate of death. 3) A copy of the document proving the relationship
<i>Other</i>	1) A signed and dated explanatory note. 2) A copy of documents demonstrating the purpose of the LoA and the activities in which a Student expects to participate during the LoA, i.e. invitation, offer, military service call up, etc.
<i>Any category: If there is a lack of courses for registration upon Student's return from LoA</i>	No supporting documents, Student applies for prolongation of LoA with an appropriate comment

STEP 2. APPLICATION REVIEW

Responsible staff members review the application in accordance with the route to check whether LoA aligns with student's academic progress and internal University regulations. The review should also be based on academic capacity planning. In case of rejection, a reviewer informs the Student about it via SIS or email.

STEP 3. DECISION ON PROLONGATION OF LoA



Annex 3
to the Policy and Procedures on Leave of
Absence, Dismissal and Voluntary
Withdrawal for students of the
autonomous organization of education
Nazarbayev University

Processing an application for Return from LoA

STEP 1. APPLICATION FOR RETURN FROM LoA

Student applies for return from LoA before the course registration period starts, but no later than 10 working days prior to the first day of classes as indicated in Academic calendar or 10 working days prior to the first day of modular courses. Otherwise, no application for return from LoA will be accepted.

In application, Student describes how s/he benefitted from taken LoA.

Supporting documents are attached to the application in pdf format as follows:

<i>Category</i>	<i>Document and Notes</i>
<i>Medical</i>	A copy of MAC certificate. MAC certificate confirms Students ability to continue his/her education. Student returning from pregnancy LoA submits a copy of the birth certificate of the child or other relevant document(s);
<i>IFM*: childcare (maternity/paternity)</i>	1) A copy of the child's birth certificate. 2) A copy of the document proving the relationship: in case of official guardian
<i>Medical condition of an IFM</i>	Supporting documents are optional for regular return. For early return, supporting documents include any related documents to support the application and to evidence the case.
<i>Extraordinary social and/or economic issues of an IFM</i>	
<i>Death of an IFM</i>	
<i>Other</i>	

STEP 2. APPLICATION REVIEW

Responsible staff members review the application in accordance with the route to check whether the return from LoA aligns with student's academic progress and the registration for courses is feasible. The review should also be based on academic capacity planning. In case of rejection, a reviewer informs the Student about it via SIS or email.

STEP 3. DECISION ON RETURN FROM LoA

OR issue Decision on return from LoA via EDMS based on the Student's application in accordance with the approved route. Additional departments can be added to the route as needed.

Student's academic status remains "On Academic Leave" until the Decision is registered.

STEP 4. COMMUNICATIONS AND STUDENT'S ACADEMIC STATUS

OR communicate the registration of Decision on return from LoA to Student and relevant departments.

OR change Student's academic status in SIS. Processing an application for return from LoA is complete.



Annex 4
to the Policy and Procedures on Leave of Absence,
Dismissal and Voluntary Withdrawal for students of the
autonomous organization of education Nazarbayev
University

Table 1. Processing Steps for Student Dismissal

№	Steps	Roles	Explanations
1.	Tracking Student's progress	School, OR, Bursar's Office	OR provides Schools with reports upon the results of course registration and upon the results of end of semester/term. Bursar's Office notifies the School of Student's enrollment about violation of obligations on payment of tuition or other expenses via EDMS. School tracks fulfilling existing academic and non-academic requirements by Student including but not limited to class attendance, contracts signing, progress towards the degree, research milestones, etc. It is the School's responsibility to establish a process on tracking Students' performance.
2.	Review of dismissal cases in School	School	A staff member in School sends an email with a list of Students to be recommended for dismissal to Dean.
		Dean	Dean reviews reports on Student's academic progress and other relevant documentation. If Dean decides to allow Student to continue study, a staff member in School informs OR about an additional semester via EDMS with supporting documents attached. Student continues study. If Dean decides to recommend Student for dismissal, Dean informs an appropriate School staff member about the decision via email for further follow up.
		School	A staff member in School sends a Notification on dismissal (Annex 6 to the Policy and Procedures) to Student via email. The text of the Notification can be revised as needed.
3.	Written request for reconsideration (WRR)	Student	Within 5 (five) calendar days of the Notification of dismissal, Student may submit a WRR to the Dean. WRR should be signed and dated, it should only communicate issues that directly affect the dismissal recommendation. If Student does not submit WRR in a timely manner, recommendation on dismissal is processed without WRR.
4.	Review of WRR	Dean	Dean reviews Student's WRR. If Dean decides to allow Student to continue study based on the review of Student's WRR, a staff member in School informs OR about the decision via EDMS with supporting documents attached. Student continues study.



			If Dean decides to recommend Student for dismissal upon the review of WRR, the dismissal process continues as described in following steps. WRR should be attached to Dean's recommendation for dismissal to President/Delegated person.
5.	Dean's Recommendation for dismissal	School	<p>Dean recommends Student for dismissal to the President/Delegated person. Prior to the President/Delegated person, the draft recommendation is reviewed by OR and the Provost via EDMS consecutively.</p> <p>Recommendation must include a reference to appropriate internal University documents and attachments as follows:</p> <ol style="list-style-type: none"> 1) Dean's approval of Student's dismissal; 2) Student's WRR (if any); 3) emails and other written or electronic documentation that can provide evidence in support of the recommendation; 4) Student information from SIS including but not limited to transcript.
6.	Review of Dean's recommendation for dismissal by OR	OR	<p>OR check references to the appropriate internal University documents and add additional comments as needed.</p> <p>If OR send draft recommendation for improvement, a reviewer should leave an appropriate comment and a staff member in School sends another recommendation considering the comment.</p> <p>If OR approve the recommendation in EDMS, the recommendation is reviewed by the Provost.</p>
7.	Further correspondence with Student	OR	<p>All contacts with Student and/or their family will be coordinated by the OR only.</p> <p>It means that University Offices, Departments, and School should refer Student and/or their family to OR for any continuing discussions related to the dismissal case.</p>
8.	Review of Dean's recommendation for dismissal by Provost	Office of the Provost, School, OR	<p>The Provost reviews Dean's recommendation for Student dismissal.</p> <p>If the Provost decides to allow Student to continue study, the Office of the Provost sends the recommendation to Dean and OR with an appropriate comment about Provost's decision and conditions for continuation of study, if any. OR inform Student about the decision. School tracks the fulfillment of conditions. Student continues study.</p> <p>If the Provost decides to approve Dean's recommendation for Student dismissal, the recommendation is reviewed by the President/Delegated person.</p>



9.	Review of Dean's recommendation by President/Delegated person	President's /Delegated person's Assistant School, OR	<p>The President/Delegated person reviews Dean's recommendation for Student dismissal.</p> <p>If the President/Delegated person decides to allow Student to continue study, The Dean's recommendation should be sent to School and OR with an appropriate comment about President/Delegated person's decision and conditions to continuation of study, if any. OR inform Student about the decision. The School is responsible for tracking fulfillment of the given conditions. Student continues study.</p> <p>If the President/Delegated person decides to approve Dean's recommendation for Student dismissal, this decision should be sent to OR. The decision of the President/Delegated person shall be final.</p> <p>The President/Delegated person may allow Student to withdraw from University. In this case, OR inform Student about a chance to withdraw via email and/or hard copy letter. Student shall submit an application form for withdrawal within 5 (five) calendar days after OR's notification. If the Student fails to submit the application form by the given deadline, the dismissal process continues as described in following steps.</p>
10.	Issuance of President/Delegated person's Decision on Student dismissal	School, Student	<p>Pending the Decision of the President/Delegated person on Student status, Student's status remains "Active". It means Student remains registered for courses, attends classes, and receives grades. Exceptions to this can be cases under academic or non- academic misconduct regulated in accordance with appropriate University internal documents.</p>
		OR	<p>OR prepare draft Decision on Student dismissal based on Dean's recommendation and supporting documents in EDMS. The Decision is reviewed in accordance with the approved route. Additional departments can be added to the approval process as needed. The Decision becomes effective upon its registration.</p> <p>OR communicate the registration of Decision to Student and relevant departments. OR change the Student's status in SIS. Processing the dismissal case is complete.</p>
11.	Student's documents	OR	<p>Upon Student's request, OR return Student's original documents (High School Diploma) and issue an official transcript when the official checkout list is clear.</p>

Table 2. Processing Steps for Dismissal due to Non-return from LoA

<i>N^o</i>	<i>Steps</i>	<i>Roles</i>	<i>Explanations</i>
1.	Tracking Student's return from LoA	OR	<p>After the Last day of the Drop period, OR inform Schools about Students who failed to return from LoA in a timely manner.</p>
2	Issuance of President/Delegated	School	<p>Pending the Decision of the President/Delegated person on Student status, Student's status remains "On Academic Leave".</p>



	person's Decision on Student dismissal	OR	OR prepare draft Decision on Student dismissal based on Student's Confirmation note (Annex 7) in EDMS. The Decision is reviewed in accordance with the approved route. Additional departments can be added to the approval process as needed. The Decision becomes effective upon its registration. OR communicate the registration of Decision to Student and relevant departments. OR change the Student's status in SIS. Processing the dismissal case is complete.
3.	Student's documents	OR	Upon Student's request, OR return Student's original documents (High School Diploma) and issue an official transcript when the official checkout list is clear.



Annex 5
to the Policy and Procedures on Leave
of Absence, Dismissal and Voluntary
Withdrawal for students of the
autonomous organization of education
Nazarbayev University

Processing an application for Withdrawal

STEP 1. APPLICATION FOR WITHDRAWAL FROM THE UNIVERSITY

In application for withdrawal, Student indicates the reason for withdrawal.

Students under 18 (eighteen) years old should attach [Parent's approval \(Annex 8\)](#) of Student's withdrawal to the application form.

STEP 2. APPLICATION REVIEW

Responsible staff members review the application in accordance with the route to check whether withdrawal is possible within given circumstances. In case of rejection, a reviewer informs the Student about it via SIS or email.

STEP 3. DECISION ON WITHDRAWAL

OR issue Decision on withdrawal from university via EDMS based on the Student's application in accordance with the approved route. Additional departments can be added to the route as needed.

Student's academic status remains "Active" until the Decision is registered. It means that the Student remains registered in classes, attends classes, and receives grades, and the Decision becomes effective upon its registration.

STEP 4. COMMUNICATIONS AND STUDENT'S ACADEMIC STATUS

OR communicate the completion of registration of Decision to Student and relevant departments.

OR change the Student's status in SIS. Processing an application for Withdrawal is complete.

Upon Student's request, OR return Student's original documents (High School Diploma) and issue an official transcript when the official checkout list is clear.



Annex 6
to the Policy and Procedures on Leave
of Absence, Dismissal and Voluntary
Withdrawal for students of the
autonomous organization of education
Nazarbayev University

Sample of notification on dismissal to Student

Dear _____,

Regretfully, the School of _____ is informing you that you are recommended for dismissal from the University. **This decision is based on _____** as specified in the Policy and Procedures on Leave of Absence, Dismissal and Voluntary Withdrawal for students of the autonomous organization of education Nazarbayev University (hereinafter referred to as “Policy and Procedures”).

You have five (5) calendar days to send a Written Request for Reconsideration (hereinafter referred as “WRR”) of this decision. Please, send your WRR to the Dean of the School. Your WRR must be signed and dated, and sent to the School - **Dean and School managers via email** @nu.edu.kz (cc. @nu.edu.kz). WRR should only contain information on the issues that directly affect the dismissal recommendation.

Please note that the deadline is (count five calendar days)_____,202_.

From now on, you cannot apply for Voluntary withdrawal pursuant to paragraph 3.2.1.3. of the Policy and Procedures. You will be notified by the Office of the Registrar registrar@nu.edu.kz in case you have a chance to withdraw.

Please contact *Full name of School employee* (____@nu.edu.kz) if you have any questions about WRR. The School must receive your WRR in timely manner. If WRR is not received by that date, your dismissal recommendation will be processed without it and you will not have any chance to appeal the decision later.

Whatever your decision, our best wishes go with you.



Annex 7
to the Policy and Procedures on Leave of
Absence, Dismissal and Voluntary Withdrawal
for students of the autonomous organization of
education Nazarbayev University

Кімге/Кому/То: Назарбаев Университетінің
Провостына/Провосту Назарбаев
Университет/Provost of Nazarbayev University
Кімнен/От кого/From:

Толық аты-жөні/ФИО/Full name

Білім алушының ID / ID Обучающегося/Student ID

Жазбаша растау/ Confirmation note / Письменное подтверждение

Мен осы құжатқа қол қою арқылы «Назарбаев Университеті» дербес білім беру ұйымының білім алушыларына академиялық демалыс беру, мәжбүрлі және ерікті түрде оқудан шығару қағидалары мен рәсімдері танысқанымды растаймын.

Академиялық демалыс алу туралы өтінішімде және/немесе академиялық демалысты ұзарту туралы өтінішімде көрсетілген академиялық демалыстан шығу күнін растаймын және уақытында академиялық демалыстан шығу жауапкерлігін өз мойныма аламын. Академиялық демалыстан шығуға өтінішті уақытында бермесем Университеттен мәжбүрлі түрде шығарылатынымды білемін.

I hereby confirm that I have read the Policy and Procedures on Leave of Absence, Dismissal and Voluntary Withdrawal for students of the autonomous organization of education Nazarbayev University (hereinafter – the University).

I acknowledge the date of return from leave of absence as stated in my application for leave of absence and/or application for prolongation of leave of absence. I understand that a consequence of failing to apply for return from leave of absence in a timely manner is the dismissal from the University.

Подписывая настоящий документ, я подтверждаю, что ознакомлен (а) с Правилами и процедурами предоставления академического отпуска, принудительного и добровольного отчисления обучающихся автономной организации образование «Назарбаев Университет».

Я подтверждаю дату выхода из академического отпуска, указанную в моем заявлении на академический отпуск и/или продление академического отпуска, и принимаю на себя ответственность за своевременный выход из академического отпуска. Я знаю, что за несвоевременную подачу заявление на выход из академического отпуска буду отчислен из Университета.

Толық аты жөні/ФИО/Full name

Қолы/подпись/Signature



Датасы/ДатаDate



DIRECTUM-27926-4123774

Annex 8
to the Policy and Procedures on Leave of
Absence, Dismissal and Voluntary Withdrawal
for students of the autonomous organization of
education Nazarbayev University

Назарбаев Университетінің Провостына/Провосту
 Назарбаев Университет/ To Provost of Nazarbayev
 University

Білім алушының ата-анасынан/От родителя
 Обучающегося/ From student's parent

Ата-ананың аты-жөні/ ФИО родителя/Parent's Full name

Білім алушының аты-жөні/ФИО Обучающегося/Full name of student

Білім алушының ID/ID Обучающегося/Student ID

Келісім/ Consent / Согласие

Мен баламның «Назарбаев Университетінің» Дайындық мектебінен өз еркімен оқудан шығуына келісімді беремін. Осы келісімге келесі құжаттарды қоса беріп отырмын:

- 1) өзімнің жеке бас куәлігімнің/төл құжаттымның көшірмесін,
- 2) баламның туу туралы куәлігінің көшірмесін.

I give my consent to voluntary withdraw of my child from the Center of Preparatory Studies of the Nazarbayev University. I attach following documents to this consent form:

- 1) copy of my national ID Card/Passport,
- 2) copy of my child's birth certificate.

Я даю свое согласие на добровольное отчисление моего ребенка из Подготовительной школы «Назарбаев Университет». Прилагаю к данному согласию следующие документы:

- 1) копию моего удостоверение личности/паспорта,
- 2) копию свидетельства о рождении моего ребенка.

Ата-ананың қолы/ Подпись родителя/Parent's signature

Күні/Дата/Date

