



NAZARBAYEV
UNIVERSITY

**Policy and Procedures on readmission of the former graduate students of the
autonomous organization of education Nazarbayev University**

Category: Policy

Approval Date: 11.06.2024

Effective Date: 12.08.2024

Level of Access: Staff and Students
Only

Classification Number: 2.1 ADMS

Approving Authority: Provost

Registration Number: 76-Н/К

Owner: Office of the Registrar

Revision Date: 01.03.2027

Applicability: Nazarbayev University

Retired Documents:

Title:

Date:

Registration Number:

Approving Authority:



DIRECTUM-27926-4285635

Section 1. Purpose and Application

1.1. These Policy and Procedures on Readmission of the former Graduate students of the autonomous organization of education Nazarbayev University (hereinafter referred to as the Policy and Procedures) establish policy and procedures for readmitting former students to graduate level programs of autonomous organization of education Nazarbayev University (hereinafter referred to as the University).

1.2. These Policy and procedures apply to former Master's and PhD students' population of the University.

1.3. These Policy and procedures complement other internal policies and procedures of the University.

Section 2. Terms / Definitions

2.1. The following terms, definitions and abbreviations are used in the Policy and procedures:

1) **Agreement** – a legal document (contract) signed between the University and student on provision of educational services;

2) **BO** – Bursar's Office;

3) **CGPA** – Cumulative Grade Point Average;

4) **Decision** – an official document issued upon approval by the University's Provost or his/her designee on student's status (admission, withdrawal/dismissal, readmission);

5) **D-RA (direct readmit)** – a category/status for an applicant/student who left the University in the past five years either on a voluntary withdrawal or dismissal basis while being in a Good Academic Standing condition and who is readmitted to a program as a regular degree-seeking student;

6) **EDMS** – Electronic Documentation Management System;

7) **Former student** is an individual who completed at least one semester of the graduate program at the University and voluntarily withdrew or was dismissed from the University in the past 5 (five) years;

8) **Good Academic Standing** – indication of student's academic performance at the end of each grading period determined by a minimum CGPA for letter-graded courses and timely completion of program-specific academic and research milestones;

9) **Graduate program** – a University's Master's or PhD program (excluding the Residency and MD level programs);

10) **Graduate student** - a University's Master's or PhD student;

11) **Graduate APP** – Academic Policies and Procedures for Graduate Programs of Nazarbayev University;

12) **LMS** – Learning Management System;

13) **ND-RA (non-degree – readmit)** – a category/status for an applicant/student who left the University in the past five years either on a voluntary withdrawal or dismissal basis with Cumulative Grade Point Average below Good



Academic Standing's threshold (typically 2.67 or 3.00 for graduate students, depending on discipline);

14) **OR** – Office of the Registrar;

15) **Readmission** is the process for those former students who were previously enrolled as graduate students at the University, completed at least one semester of the graduate program at the University, and were dismissed or withdrew by their own decision without completing the program, and who would like to return to pursue a graduate degree on a fee-paying basis;

16) **SIS** – Student Information System;

17) **University** – Autonomous organization of education Nazarbayev University;

18) **ZYGP** – Zero Year of Graduate Programs.

Section 3. Main Provisions

3.1. Readmission

3.1.1. Former students dismissed on disciplinary grounds or dismissed/withdrawn by their own decision from the ZYGP shall not be considered for readmission. However, those applicants to master's programs, who withdrew from their ZYGP based on their own decision (voluntary withdrawal) or were dismissed for reasons other than disciplinary grounds, are eligible to apply to a PhD program at the University upon completion of their master's degree in another accredited institution, following the regular admission process.

3.1.2. Recently withdrawn or dismissed former students, except for those from the ZYGP, can apply for readmission only after 1 (one) calendar year has passed since the official Decision on withdrawal/dismissal was approved.

3.1.3. If the former student has been out of the University for 2 (two) years or more, they must pass English proficiency test requirements defined by admissions criteria applicable for the year when application for readmission is considered.

3.1.4. Readmitted former students will study on a fee-paying basis. D-RA students in exceptional cases may be considered to be awarded a scholarship according to internal documents of the University. The award of a scholarship is considered upon availability and is not guaranteed. Any questions related to the fee amount and payment should be addressed to the BO.

3.1.5. During the application process for readmission, former students can apply for any graduate program of the same level of education and the same University's School from which the student was dismissed/withdrawn. If the student is readmitted to the same program, all courses taken in their program in the preceding 5 (five) academic years will be recorded in the transcript and included in computing the student's CGPA at the University. However, if the student is readmitted to a different program, only those courses related to the new program may be transferred to the student's transcript at the University, following the regular policy for transfer of credits in graduate programs at the University.

3.1.6. Former students can apply for readmission to start classes at the beginning of any semester or term, subject to the School's approval. When a student



is readmitted to their original academic program, their overall time spent as an active student in that program at the University will be considered towards their completion timeline.

3.1.7. Graduate students who, before the readmission application, failed in their second attempt of their Comprehensive Qualifying Examination, Research Proposal Defense or Thesis Proposal Defense, or failed their final Thesis Defense in their original program, will be considered ineligible for readmission to the same program.

3.1.8. Former students need to submit application documents for readmission a minimum of 3 (three) months before the start of the semester or term they plan to return to. These documents are submitted to the OR.

3.2. Categories of readmitted students

3.2.1. There are 2 (two) categories of readmitted students:

1) Direct readmitted (D-RA) students are former students whose CGPA was equal to or higher than the minimum CGPA and who had timely completed the program-specific research milestones required for Good Academic Standing in their readmission program. CGPA requirements for Good Academic Standing defined in the Graduate APP are as follows:

Graduate School of Business: $CGPA \geq 2.67$;

Graduate School of Education: $CGPA \geq 3.00$;

Graduate School of Public Policy: $CGPA \geq 2.67$;

School of Engineering and Digital Sciences: $CGPA \geq 2.67$;

School of Sciences and Humanities: M.Sc. and PhD in Life Sciences, Mathematics, Chemistry and Physics- $CGPA \geq 2.67$; Other programs: $CGPA \geq 3.00$;

School of Medicine: $CGPA \geq 2.67$;

School of Mining and Geosciences: $CGPA \geq 2.67$.

2) Non-degree readmitted students (ND-RA) are former students whose CGPA was lower than the minimum CGPA required for Good Academic Standing in their readmission program in compliance with the Graduate APP. ND-RA students will be allotted a maximum duration of one academic year to attain a CGPA equal to or higher than the minimum CGPA required for Good Academic Standing. Fulfillment of this requirement enables them to be eligible for direct readmission.

ND-RA students who do not achieve the required CGPA by the end of the designated time period will terminate their studies at the University without a degree awarded, and receive an official transcript. No further attempts will be accepted for the same program.

3.3. Procedures for readmission

3.3.1. In order to apply for readmission, a former student should complete an online readmission application form provided by the OR, which the former student submits along with supporting documents to the OR.

3.3.2. In the readmission application form the former student shall provide:

1) Essay or motivation letter justifying reasons for readmission;



2) CV and transcript/certificate of course records in the event a former student studied at another institution since the official withdrawal/dismissal from NU.

3.3.3. In case the documents for readmission are submitted by a third party on behalf of the former student, the corresponding notarized power of attorney must be provided during the submission of documents.

3.3.4. After receiving the application form along with supporting documents, the OR shall prepare a package with the following additional documents:

- 1) The former student's official transcript;
- 2) Copy of the Decision on withdrawal/dismissal with all supporting documents.

3.3.5. The OR prepares and sends the package to the School Dean by a memo via EDMS, which is based on the former student's application and supporting documents in accordance with clauses 3.3.1. and 3.3.2. of these Policy and procedures.

3.3.6. The School Dean has the right to recommend accepting or rejecting a readmission application of the former student. The School Dean can call a committee to make a recommendation, as needed. In case of acceptance, the School Dean recommends the readmission of the former student specifying the readmission category and study plan for coming semester(s) along with the expected graduation date to the Provost by a memo via EDMS.

3.3.7. Upon approval of the School Dean's recommendation for readmission by the Provost, the former student shall be granted readmission.

3.3.8. In case of acceptance based on the School Dean's recommendation, the former student will be readmitted to the graduate program as a D-RA or ND-RA student. The former student will receive an acceptance letter with the indication of the readmission category from the School with notification to the OR. The former student's application package for readmission shall be retained in the student's personal files.

3.3.9. In case of rejection, the former student will receive a rejection letter from the School with notification to the OR. The former student's application for readmission shall be retained in the student's personal files.

3.3.10. The recommendation for readmission of the School Dean, upon approval by the Provost, shall be forwarded for execution to the OR in EDMS with the following information included:

- 1) The recommendation of the School Dean with the approval note by the Provost;
- 2) Readmission category;
- 3) Study plan for coming semester(-s), along with the expected graduation date;
- 4) Conditions for the student, if any (see sub-clause 2) of clause 3.2.1.);
- 5) The full name of the responsible advisor/supervisor for tracking the fulfillment of conditions and student's studies.

3.3.11. If the former student is accepted to the program as a D-RA student, the OR prepares a draft of the Provost's Decision on readmission, which is based on the School Dean's recommendation. Based on the Provost's Decision on readmission, D-RA students become graduate students of the chosen program at the University.



3.3.12. The Decision shall be approved via EDMS in accordance with approved route. Additional departments, including the BO for calculating tuition fees and arranging with the School an Agreement with the former student, are added to the approval route as needed.

3.3.13. The Decision is signed by the Provost or his/her authorized designee, and shall become effective upon registration. Upon registration of the Decision, the former student's University email account will be reactivated, and access to the SIS, LMS, Library, and other internal systems of the University will be provided for the former student. The student is responsible for obtaining a student ID card.

3.3.14. The OR shall ensure the distribution of the Decision to the relevant departments of the University. The OR additionally sends an email to the readmitted student, copying the School and respective student service departments, about his/her readmission status and verifying student's academic parameters (School, program, year of study, any other relevant information) in the SIS.

3.3.15. If the former student is accepted as an ND-RA student, the School signs the Agreement with the student according to internal regulations of the University.

Following the signing of the Agreement, the OR sends an email to the readmitted student, copying the School and respective student service departments, about his/her readmission status and verifying student's academic parameters (School, program, year of study, any other relevant information) in the SIS. The student's University email account will be reactivated, and access to SIS, LMS, Library and other internal systems of the University will be provided for the former student. The student is responsible for obtaining a student ID card.

3.3.16. If, within one academic year, the ND-RA student achieves CGPA equal to or higher than minimum CGPA required for Good Academic Standing in their program, they will become eligible for direct readmission or for readmission and graduation if all the graduation requirements are met after a category change from ND-RA to D-RA. In this case, a School Dean shall prepare a package with the following information and send it to the Provost for approval by a memo via EDMS:

- 1) The recommendation of the School Dean for direct readmission. The recommendation of the School Dean for graduation if all the graduation requirements are met;
- 2) The student's transcript;
- 3) Study plan for coming semester(-s), if coursework is pending, with the expected graduation date;
- 4) Conditions for the student, if any;
- 5) The full name of the responsible advisor/supervisor for tracking the fulfillment of conditions and student's studies, if applies.

The recommendation for readmission or readmission and graduation of the School Dean, upon approval by the Provost, shall be forwarded for execution to the OR in EDMS. The OR prepares a draft of the Provost's Decision, which is based on the School Dean's recommendation.

3.3.17. The Decision shall be approved via EDMS in accordance with approved route. Additional departments, including the BO for calculating tuition fees and arranging with the School an Agreement with the former student, are added to the approval route as needed.



3.3.18. The Decision is signed by the Provost or his/her authorized designee, and shall become effective upon registration.

3.3.19. Upon registration of the Decision, the student's readmission category in the SIS will be updated from an ND-RA to D-RA student.

3.3.20. The OR shall ensure the distribution of the Decision to the relevant departments of the University. The OR additionally sends an email to the readmitted student, copying the School and respective student service departments, about his/her readmission status and verifying student's academic parameters (School, program, year of study, any other relevant information) in the SIS.

3.4. Registration for courses

3.4.1. Registration for courses, based on the study plan, shall be completed by D-RA and ND-RA students during the official registration period.

3.5. Student benefits

3.5.1. D-RA and ND-RA students are eligible for all benefits available for the University's students under the terms and conditions established by the University.

3.5.2. All the academic policies and procedures applicable to graduate students of the University shall also apply to D-RA and ND-RA students.

3.6. Requirements for completion

3.6.1. D-RA students must meet all requirements towards completion of a degree according to the Graduate APP and Graduation Policies and Procedures for Undergraduate and Graduate Programs of Nazarbayev University.

3.6.2. ND-RA students who fail to complete the specified conditions within the stipulated time frame will terminate all interactions with the University in compliance with the Agreement.

All credits, grades, GPA, and CGPA attained during the non-degree studies will be retained in the student's academic records.

Section 4. Waiver

4.1. Not applicable.

Section 5. Temporary Provisions

5.1. Not applicable.

Section 6. Revision

6.1. These Policy and procedures 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, Graduation Policy and Procedures for Undergraduate and Graduate programs of Nazarbayev University.

