

Approved  
by the Managing Council of the autonomous  
organization of education  
Nazarbayev University  
dated “06” October, 2015 #06.10.15

**REGULATIONS ON LEAVE OF ABSENCE FOR UNDERGRADUATE AND  
FOUNDATION YEAR PROGRAM STUDENTS OF THE AUTONOMOUS  
ORGANIZATION OF EDUCATION “NAZARBAYEV UNIVERSITY”**

*(as amended as of March 2016, November 2016, October 2017 and November 2018)*

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## 1. General Provisions

1. These regulations shall apply to all students enrolled in an undergraduate program or foundation year program of the autonomous organization of education Nazarbayev University (hereinafter – University).

## 2. Student Leave of Absence– Medical

2. A student may request and be considered for a leave of absence when extraordinary circumstances such as a serious illness or injury prevent the student from continuing classes and incompletes or other arrangements with the instructors are not possible. The medical leave of absence policy covers both physical and mental health conditions, including pregnancy and maternity.

*Clause 3 has been restated in accordance with the amendment approved by the Managing Council #09.03.2016 dated 09 March, 2016.*

*Clause 3 has been restated in accordance with the amendment approved by the Managing Council #17.11.2016 dated 17 November 2016.*

*Clause 3 has been restated in accordance with the amendment approved by the Managing Council #20.11.2018 dated 20 November 2018.*

3. A leave of absence can be granted to a student of the University on the grounds of a medical certificate confirmed by a qualified medical officers consulting commission created in accordance with legislation of the Republic of Kazakhstan (“Medical Authority”), or another medical document issued by a medical institution authenticity of which is confirmed by the Health and Safety Department, for a period from 6 to 12 months, except that:

- 1) in the case of tuberculosis, a leave may be granted for a period from 1 to 2 years;
- 2) and in the case of maternity, a leave may be granted for a period of up to 2 years;
- 3) in the case of serious diseases, a leave may be granted for a longer period of time.

A subsequent leave of absence on medical grounds shall not be granted unless the student provides the approval of the Dean of the School and the Provost.

4. A student may request a leave of absence on medical grounds by submitting an application to the Department of Student Affairs for validation, along with an original medical certificate issued by the Medical Authority.

*Clause 4-1 has been added in accordance with the amendment approved by the Managing Council #20.11.2018 dated 20 November 2018.*

4-1. In the absence of a medical certificate issued by the Medical Authority, student submits an application form and the original of the medical document issued by a medical institution authenticity of which is approved by the Health and Safety Department.

Granting of academic leave based on a medical document issued by a medical institution authenticity of which is confirmed by the Health and Safety Department allowed only by the approval of the Provost.

5. If there are doubts as to the validity of a student's application for a leave of absence on medical grounds the University has the right to send a written inquiry. Once the medical certificate and application are validated, they are submitted for the approval as stated herein.

### **3. Student Leave of Absence – Immediate Family Member**

6. An undergraduate or foundation student may be granted a leave of absence from the University based on a medical condition, or change in social or economic status affecting an immediate family member. For purposes of this section, "immediate family member" means a parent, spouse, dependent child, sibling, or grandparent. In order to grant a leave of absence based on the circumstances of an immediate family member, the University may request to present evidence of a direct impact on the student's ability to continue with his or her program of study. If requested, such evidence shall be submitted to the Dean of his or her School (General Director of the Center for Preparatory Studies), who shall review and forward copies of such documentation to the Vice President for Student Affairs and International Cooperation and the Vice-Provost for Academic Affairs.

### **4. Student Leave of Absence – Other**

7. An undergraduate student may be granted a leave of absence from the University for a period of up to one year for reasons other than a medical condition or event affecting an immediate family member if the following conditions are met:

- 1) no leave of absence may be granted under this section for any foundation student;
- 2) no leave of absence may be granted under this section for any undergraduate student prior to the completion of the first year of his or her studies;
- 3) no leave of absence may be granted under this section for any student who is currently on probation, and/or has had Category B disciplinary actions;
- 4) no leave of absence may be granted under this section for any student who is behind in credit hours;

*Sub-clause 5) of paragraph 7 has been restated in accordance with the amendment approved by the Managing Council #17.10.17 dated 17 October 2017.*

5) a leave of absence under this section shall be granted only to a student with high academic performance GPA 3.0 and above, lower GPA can be considered and approved at the discretion of the Dean/General Director;

6) a leave of absence under this section will be granted only on a determination by the Dean of the student's School that such leave will not be detrimental to the student's ability to complete the program.

8. To apply for a leave of absence under this section, a student is required to submit documentation demonstrating the purpose of the leave and the activities in which he or she expects to participate during the leave period.

9. In the event a proposed leave includes a period of employment with a company, the supporting documentation submitted in advance must include a letter of invitation from the employing company and a copy of the corporate registration or other documentation of the company's operations.

10. At the end of the leave period, the student will be required to submit a report detailing his or her activities during the leave period to the Dean of his or her School and a letter from a supervisor(s) or equivalent individual(s) attesting to the accuracy of the student's report and evaluating the student's performance during the leave period.

11. In the event the student's activities during the period of leave include employment, he or she is required to submit relevant documentation demonstrating uninterrupted employment for the prescribed period.

12. Violation of the terms of this section will be treated as non-academic misconduct under the University's Student Code of Conduct and Disciplinary Procedures.

### **5. Effect of Leave of Absence for Stipends or Other Financial Support**

13. Periods of time during which a student is on an approved leave of absence from the University shall not be included in the calculation of time limitations for stipends or other forms of financial support as described in this section.

14. When granting a leave of absence to a student, whose tuition is funded through the state or University, his/her right for an educational grant will be retained.

15. Funding and tuition fees will be paused for the period of the requested leave of absence, except funding of stipends, which are established by the procedures of paying state stipend to the students who have been granted a leave on medical grounds. The funding and tuition fees will be resumed after the end of a leave of absence.

### **6. Limitations and Procedures**

16. An application for a leave of absence will not be considered for approval in the following cases:

- 1) if the application is submitted during the examination period;
- 2) if a student has been scheduled for dismissal in the light of poor academic performance, inadequate progress toward degree, or for disciplinary reasons.

17. A leave of absence requested in accordance with section 4 hereof will not be granted to a student who is not in good academic standing because of grades or inadequate progress toward degree at the time of the request.

18. The maximum time of a leave of absence is one academic year except as provided in clause 3 hereof. If a student has an outstanding “Incomplete” at the time he or she is granted leave of absence, the period for completion of that Incomplete may be extended for the period of the leave of absence with the written approval of the faculty member who granted the Incomplete and the Dean of the student’s School (General Director of the Center for Preparatory Studies).

19. A student who requests a leave of absence shall submit an application, a form of which is provided by the Office of the Registrar. A leave of absence may be granted only with the written approval of the Dean of the School (General Director of the Center for Preparatory Studies), the Vice President for Student Affairs, and the Vice-Provost for Academic Affairs.

20. Upon approval by the persons mentioned in the clause 19 hereof, indicated by signatures, the application form will be transmitted to the Office of the Registrar for recording and preparation of a draft order of the Provost. The student’s leave of absence will become effective upon the Provost’s signature of the order. The order shall indicate the dates of beginning and termination of the leave of absence and its grounds. Copy of the order is given to the student, along with a document stating their academic status at the time of leaving and the conditions they will be under upon their return from leave of absence. If the student was enrolled in classes prior to the approval of the leave of absence, no grades will be awarded for the interrupted semester and all courses will be marked with a “W” (“Withdrawal”). The grant of a leave of absence will be recorded on the student’s transcript.

## **7. Return from a Leave of Absence**

21. Undergraduate students may return to studies at the beginning of any semester. An undergraduate student shall register for courses in compliance with the registration period indicated by the Office of the Registrar and according to the document, which was received at the time of leaving, regarding their academic status upon return.

22. University foundation year program students may return from leave only at the beginning of the next academic year.

23. When returning from a leave of absence granted on medical grounds a student shall submit an application to the Office of the Registrar no less than 20 working days prior to beginning of the academic period they wish to return, and in cases other than pregnancy/maternity leave he/she will submit a medical certificate of an appropriate Medical Authority approving the student’s return to the University. Students returning from pregnancy/maternity leave shall submit birth certificate of the child or other relevant document(s).

24. When returning from a leave of absence granted on non-medical grounds a student shall submit an application to the Office of the Registrar not less than 45 days prior to the beginning of the semester or term in which they wish to return.

25. The Provost of the University will issue an order on the student's return from a leave of absence on the grounds of the above mentioned certificate or other documents as applicable.

26. Copies of the order on return from leave of absence shall be sent to the Dean of the School (General Director of the Center for Preparatory Studies), the Vice President for Student Affairs, and the Vice-Provost for Academic Affairs for their information.