

 <b>NAZARBAYEV UNIVERSITY</b>	<b>Autonomous organization of education Nazarbayev University</b>		
	<b>Approving body:</b>	Provost	
<b>Regulations on Re-admission of the Undergraduate students of the autonomous organization of education Nazarbayev University</b>			
<b>Date of approval:</b>	30.11.2021	<b>Date of entering into force</b>	<i>09.08.2021</i>
<b>Decision/Minutes No.:</b>	No. 147-Н/К		
<b>Bylaw classification:</b>	2. Academic activities		
<b>Initiator:</b>	R. Lee Registrar and General Director for Student Progress		
<b>Related documents</b>	1. Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University		

## 1. General provisions

1. These Regulations on Re-admission of the former Undergraduate students of the autonomous organization of education Nazarbayev University (hereinafter – Regulations) shall apply to all former Undergraduate student population of the autonomous organization of education Nazarbayev University (hereinafter – University).

2. These Regulations complement other internal procedures of the University.

## 2. Terms and definitions

3. The following terms and definitions are used in these Regulations:

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

**Re-admission** is the process for those former students, who were previously enrolled as undergraduate students at the University, completed at least one semester of the undergraduate program at the University and were dismissed or withdrew by their own decision without completing the program, and would like to return back to pursue the Undergraduate degree.

A **non-degree student** is one who is enrolled on a semester-by-semester or course-by-course basis and has not been accepted as a regular student pursuing a degree.



### **3. Re-admission**

4. Former students dismissed on disciplinary grounds shall not be considered for the Re-admission.

5. Recently withdrawn or dismissed former students can apply for Re-admission only after one year since the withdrawal/dismissal Decision.

6. If the former student has been out of the University for 2 (two) years or more, they have to pass English Proficiency test requirements defined by admissions criteria applicable for that year.

7. Re-admitted former students will study on a fee-paying basis. Directly re-admitted students may be considered to be awarded for a grant or any financial support according to the internal documents of the University. The award of a grant or any financial support is considered upon availability and is not guaranteed. All questions related to the fee, payment, and any financial support should be addressed to the Bursar's Office.

8. During Re-admission, former students can apply to any UG program, even if it is different from their previous one.

9. Former students can apply for Re-admission to start classes at the beginning of any Semester or Term.

10. Former students need to submit the documents for Re-admission a minimum of 3 (three) months before the start of the Semester or Term they are planning to be back. These documents are submitted to the Office of the Registrar (hereinafter - Office).

### **4. Categories of Re-admission**

11. There are 2 (two) categories of Re-admission:

1) Direct Re-admission. Former students with a CGPA equal to or higher than 2.00 are eligible for direct Re-admission. Based on the Provost's Decision on Re-admission they will become Undergraduate students of the chosen program at University.

2) Non-degree. Former students with a CGPA lower than 2.00, will be accepted as non-degree students. They will be given a maximum of one academic year to achieve the required CGPA of 2.00 or higher. Upon successful completion of this condition, they will become eligible for direct Re-admission.

Non-degree students who do not achieve the required CGPA at the end of the time period mentioned above will finish their studies at the University without a degree and will receive an official transcript.

### **5. Procedures for Re-admission**

12. In order to apply for Re-admission, a former student should complete a Re-admission application form available in the Office. Upon receipt of all required signatures, the former student submits the application along with all supporting documents to the Office.



13. For Re-admission a former student shall provide:
  - 1) Essay or motivation letter.
  - 2) CV or any other additional documents, if required.
14. In case the documents for Re-admission are submitted by a third party on behalf of the former student, the corresponding notarized power of attorney must be provided to the submission of documents.
15. After receiving the application form along with supporting documents, the Office shall prepare a package with the following additional documents:
  - 1) Official student transcript.
  - 2) Copy of the Decision on withdrawal/dismissal with all supporting documents.
16. The Office prepares and sends the package via EDMS (hereinafter – Electronic Documentation Management System) by Memo to the School Dean based on the former student’s application and supporting documents according to clauses 11 and 13 of these Regulations.
17. The School Dean has right to make the recommendation to the Provost of the University on re-admitting the former student based on the category of the Re-admission or reject the application. The School Dean can also call a committee on making a recommendation.
18. Based on approval of the School Dean's recommendation by the Provost of the University a former student will be accepted or rejected.

In case of acceptance, the former student will be directly re-admitted to the program or as a non-degree student based on the School Dean’s recommendation. Former student will get an Acceptance letter from the School with notification of the Office. Acceptance letter must indicate the type of Re-admission.

In case of rejection, the former student will get a Rejection letter from the School with notification to the Office. Former student’s application for Re-admission shall be kept in the former student’s personal files.
19. The School Dean after approval of a recommendation by the Provost of the University shall prepare a package with the following information and send it via EDMS by Memo to the Office:
  - 1) The recommendation of the School Dean with the information on approval by the Provost.
  - 2) Re-admission category.
  - 3) Study plan for a semester with the expected graduation date.
  - 4) Conditions for the student if any.
  - 5) The full name of the responsible advisor for tracking the conditions and student studies.
20. The Office will inform the Bursar's Office via EDMS by Memo about the School Dean’s recommendation and study plan for calculations of the tuition fees and arrangement of the student contract.
21. If the former student was accepted to direct Re-admission program, the Office prepares a draft Decision based on the School Dean’s recommendation. The Decision is signed by the Provost and shall become effective upon registration.



After the Decision is registered, the student's University email account will be restored, access to MyRegistrar system, LMS, Library, and other University systems will be provided. Student is responsible to get the Student ID card.

22. If the former student was accepted as a non-degree student, the School concludes the Agreement with the student according to the Regulations for delivery of short-term educational programs by Schools of the University.

After the Agreement is signed, the student's University email account will be restored, access to MyRegistrar system, LMS, Library, and other University systems will be provided. The student is responsible to get the student ID card.

23. If after one academic year, the former student will achieve the required CGPA of 2.00 or higher, they will become eligible for Direct Re-admission. In this case School Dean shall prepare a package with the following information and send it via EDMS by Memo to the Office:

1) The recommendation of the School Dean for direct re-admission and student transcript.

2) Study plan for a semester with the expected graduation date.

3) Conditions for the student if any.

4) The full name of the responsible advisor for tracking the conditions and student studies.

The Office will inform the Bursar's Office via EDMS by Memo about the School Dean's recommendation and study plan for calculations of the tuition fees and arrangement of the student contract.

The Office prepares a draft Decision based on the School Dean's recommendation. The Decision is signed by the Provost and shall become effective upon registration.

After the Decision is registered, the student's status will be updated from Non-degree to Direct re-admitted student.

## **5. Registration for courses**

24. Registration for all courses based on the study plan shall be done by the student during the registration period both for direct and non-degree students.

## **6. Student benefits**

25. Direct and non-degree students are eligible for all benefits available for University students under the terms and conditions established by the University.

26. All the academic policies and procedures applicable to Undergraduate students of the University shall apply to direct and non-degree students.

## **7. Requirements for completion**

27. In order to graduate, direct re-admitted students have to obtain their last 24 (twenty four) ECTS at the University.



28. Direct re-admitted students must meet all requirements towards completion of degree according to the Academic Policies and Procedures for Undergraduate programs of the University and Graduation Policy and Procedures for undergraduate and graduate programs of the University.

29. Non-degree students, who will not manage to complete the given conditions during the required period of time will stop any communications with the University based on the Agreement.

All the credits, grades, GPA and CGPA that were earned during the non-degree will remain in the student records.

## **8. Final provisions**

29. Issues that are not covered in these Regulations will be regulated by the University's internal policies, regulations, and Handbook.

