

OFFICE OF THE REGISTRAR

MANUAL

LEAVE of ABSENCE

Description:

Leave of Absence (LoA) is a period when a student temporarily leaves the University for a certain period of time due to factors preventing him/her from studying (i.e. serious illness).

Leave of absence can be granted for the period from 6 months to 1 academic year.

There are three types of LoA: medical, immediate family member, and other.

For more details, please see the [Regulations](#)

The date of actual leave of absence is the date of initiating request plus 1 week.

For example, the request was initiated on Nov 9, 2021. Then, date of actual leave of absence will be Nov 16, 2021.

The date of return should be the beginning of the semester (except School of Medicine and modular courses). It is a subject for discussion within the School.

The deadline for submission LoA form is the last day of classes in the Academic calendar.

Application for RETURN from LoA normally is submitted no less than 10 (ten) working days prior to the beginning of academic period or start day of modular courses.

STEP 1. ACCESSING MYREGISTRAR

Go to registrar.nu.edu.kz. Click [myRegistrar](#) (in the upper right corner).

STEP 2. SIGN IN TO MYREGISTRAR

Use your NU username and password to access myRegistrar.

STEP 3. STUDENT REQUESTS MODULE

Click on the Student Requests module.



Student

- CHECK GRADES**
Provides midterm and final grades
- COURSE REGISTRATION**
The module "Course registration" is intended to provide students with Course registration.
- FINAL EXAM SCHEDULE**
Provides schedule of final examinations of current term
- ONLINE ORDERING ACADEMIC DOCUMENTS**
Module "Online ordering academic documents" for Students should provide students with functionality of ordering academic documents online
- PERSONAL SCHEDULE**
Provides schedule and timetable on grid for the current and registration terms
- STUDENT REQUESTS**
Provides the ability to submit forms online

Notifications

- NU is implementing a special grading option for Spring 2020 in response to the COVID-19 situation. These grades are SD (Satisfactory Disruption) and UD... [more](#) **16.04.2020**
- Dear All, Beginning March 19, 2020, the Office of the Registrar (OR) is closed to foot traffic due to the Coronavirus outbreak. In order to... [more](#) **20.03.2020**
- Dear Students, Please be informed that BIOL492 Directed Study in Biology has been scheduled in the summer. Registration is by instructor's permission. **17.04.2018**
- Dear Students, Please be informed that KAZ 111 Intermediate Kazakh I is opening today Apr 17 at 11am. Stay tuned for updates! **17.04.2018**
- Dear Students, Hidden section 3S of KAZ 211 Kazakh Rhetoric will be open during registration. Thank you. **14.04.2018**
- Dear Students, Please be informed that a new course MATH 274 Introduction to Differential Equations has been scheduled in the summer term. ... [more](#) **14.04.2018**

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[Unsubscribe from announcements](#)

STEP 4. REQUEST

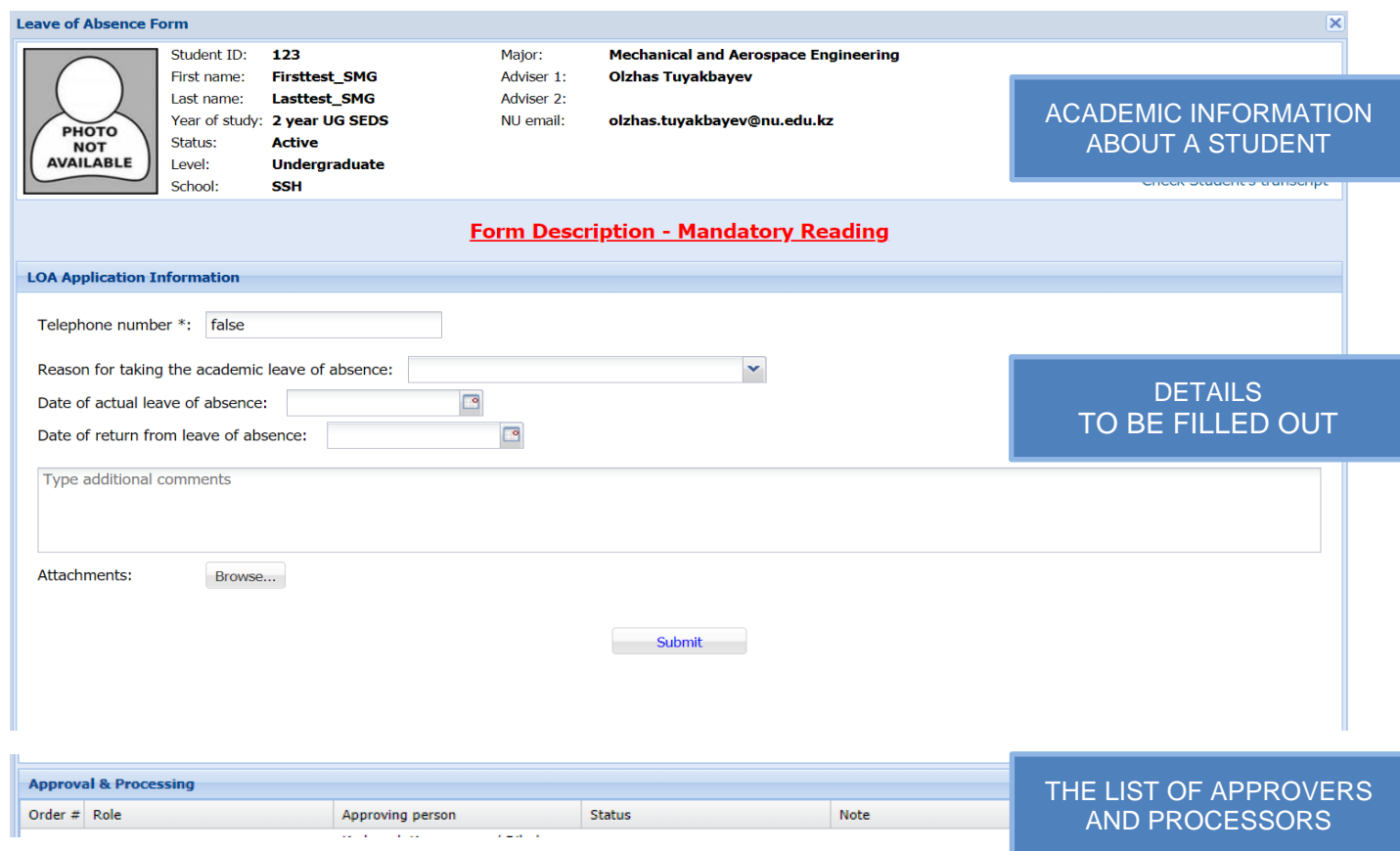
Select the needed request from the list.

Requests available in the StudentRequests module are as follows:

Add Course Form	Drop Course Form	Extra Place Form	Requisite Override Form	Priority Override Form
Retake Permission Form	Course Overload Form	Course Underload Form	Audit Course Form	Course Withdrawal Form
Transfer between Schools Form	Transfer between Majors Form	Incomplete Grade Form	Leave of Absence Form	Minor Declaration Form

STEP 5. ELECTRONIC VERSION OF THE FORM

Once you click on the request, a new window will open.
This is an electronic version of the form.



Leave of Absence Form

PHOTO NOT AVAILABLE

Student ID: **123** Major: **Mechanical and Aerospace Engineering**
 First name: **Firsttest_SMG** Adviser 1: **Olzhas Tuyakbayev**
 Last name: **Lasttest_SMG** Adviser 2:
 Year of study: **2 year UG SEDS** NU email: **olzhas.tuyakbayev@nu.edu.kz**
 Status: **Active**
 Level: **Undergraduate**
 School: **SSH**

ACADEMIC INFORMATION ABOUT A STUDENT

Form Description - Mandatory Reading

LOA Application Information

Telephone number *:

Reason for taking the academic leave of absence:

Date of actual leave of absence:

Date of return from leave of absence:

Type additional comments

Attachments:

DETAILS TO BE FILLED OUT

Approval & Processing

Order #	Role	Approving person	Status	Note

THE LIST OF APPROVERS AND PROCESSORS

LoA and Return from LoA details to be filled out:

- 1 The reason: medical, immediate family member or other.
- 2 The start date should be the date when student submits the form plus one week.
- 3 The end date is the date when a student plans to return (the beginning of the semester)

The list of approvers and processors will appear automatically after you fill out the form.

IMPORTANT:

No application for LoA will be accepted by Office of the Registrar after the last day of classes until the end of the final examination period as indicated in the corresponding Academic Calendar. The exception is modular programs where the final examination period is different than in a regular semester.¹

Application for return from LoA normally is submitted no less than 10 (ten) working days prior to the beginning of academic period or start day of modular courses the student wishes to return.²

After all the required fields are filled out and supporting documents attached, click on the **"Submit"** button.

¹ Clause 7 of the Regulations on Leave of Absence, Dismissal and Voluntary Withdrawal for students of the autonomous organization of education Nazarbayev University approved by Managing Council #11.08.2020 dated 11.08.2020.

² Clause 43 Ibid.

STEP 6. REQUEST STATUS

On the main page, you will see the list of submitted requests under the **My Requests** tab.

The fields can be sorted by *Request ID*, *Type*, *Term*, *Request status*, *Progress bar* and *Submission date*.

A request has the following statuses:

- [In Progress](#) – request requires an approver’s consideration.
- [Rejected](#) – request was rejected by an approver.
- [Approved](#) – request was approved by all approvers but hasn't been processed yet by the OR admin.
- [Processed](#) – request has been processed by the School or OR admin after all approvals.

My requests						
Request ID	Request type	Term	Request status	Progress	Date submitted	Actions
4703	Leave of Absence Form	Fall 2020	In progress	<div style="width: 20%;"></div>	06.01.21 18:05:07	
4698	Leave of Absence Form	Fall 2020	Rejected	<div style="width: 0%;"></div>	06.01.21 14:15:23	
4554	Leave of Absence Form	Fall 2020	Rejected	<div style="width: 0%;"></div>	25.12.20 17:44:36	


Page 1 of 1 | Displaying records 1 - 3 of 3 | 100 Items per page

Note:

A newly submitted request that has not yet been approved by the first approver can be canceled by the student. However, if the request has been approved by the first approver, the request cancellation option disappears.

STEP 7. FORM REVIEW

At the click on the request name a pop-up window with relevant information (Student info, Form description, and Approvers list with status) will be displayed.



**PHOTO
NOT
AVAILABLE**

Student ID: **123**

First name: **Firsttest_SMG**

Last name: **Lasttest_SMG**

Year of study: **2 year UG SEDS**

Status: **Active**

Level: **Undergraduate**

School: **SSH**

Major: **Mechanical and Aerospace Engineering**

Adviser 1: **Olzhas Tuyakbayev**

Adviser 2:

NU email: **olzhas.tuyakbayev@nu.edu.kz**

[Check Student's transcript](#)

Form Description - Mandatory Reading

LOA Application Information

Telephone number *:

Reason for taking the academic leave of absence:

Date of actual leave of absence:

Date of return from leave of absence:

Type additional comments

Attachments:

Approval & Processing

Order #	Role	Approving person	Status	Note	Approved date
1	Registrar admin (SSU)	Karlygash Karamanova / Dilroba Omarova / Akbope Kulumbetova			
2	Adviser	Olzhas Tuyakbayev			
3	Dean	Daniel Pugh			
4	Director of the Department of Student Affairs	Askhat Bekzhanov			
5	Associate Registrar	Meruyert Akhmadiyeva			
6	Vice President for Student Affairs and International Cooperation	Kadisha Dairova / Laziza Kutym			

STEP 8. CHECKING NOTES

To check the notes, if any, click on a status name in the *Request Status* field.

A pop-up window with request's progress information (Order number, Role, Approving person, Status, Note and Approved date) will be displayed.

Order num...	Role	Approving person	Status	Note	Approved date
1	Adviser	Helene Thibault	Approved	test	28.07.20 17:08:35
2	Department Chair of the course	Dongming Wei	Approved	test	29.07.20 00:33:10
3	Vice Dean of the course	Phillip Enns	In progress		
4	Registrar admin	Nargiza Aitpayeva /	Waiting		

STEP 9. NOTIFICATION ABOUT PROCESSED REQUEST

You will receive an email notification once your request is processed.

You can also check the status of your request in the Student Requests module.

IMPORTANT

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.