

# **POSITION ON THE PROCEDURE FOR GRANTING ACADEMIC LEAVE TO STUDENTS**

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**NAO "Aktobe Regional University named after K.Zhubanov"**

**"APPROVED"**

**Chairman of the Board – Rector of Aktobe Regional University named after K.Zhubanov  
L.Karabassova**

**"30" 11 2024**

## **POSITION ON THE PROCEDURE FOR GRANTING ACADEMIC LEAVE TO STUDENTS**

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### **THIS PROVISION HAS BEEN DEVELOPED**

Director of the Department of Academic Activities S.Bisheken

The head of the registrar's office is G.Zhussupova

### **APPROVED AND PUT INTO EFFECT**

Chairman of the Board-Rector of Aktobe Regional University named after K.Zhubanov on the basis of the decision of the Academic Council (Protocol №5 of "30" \_\_\_\_11\_\_\_\_ 2022 g.)

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INTRODUCED TO REPLACE version 4.0

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## **1 SCOPE OF APPLICATION**

1.1 This Regulation defines the procedure for granting academic leave to students. 1.2 These Regulations are mandatory for students and structural units of the University.

## **2 REGULATORY REFERENCES**

2.1 The Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education" (with amendments and additions to the Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated July 14, 2022 №141-VI).

2.2 Rules for the organization of the educational process on credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (with amendments and additions to the Order of the Ministry of Internal Affairs of the Republic of Kazakhstan dated 23/09/2022 №79).

2.3 The State mandatory standard of higher education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated July 20, 2022 №2.

2.4 Standard Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595 (with amendments and additions to the Order of the Ministry of Internal Affairs of the Republic of Kazakhstan dated 18/11/2022 №145).

2.5 Code of Academic Integrity for Students, Teachers and Staff of the K.Zhubanov ARU (decision of the Academic Council, Protocol №13 dated 12/08/2020).

### **3 TERMS AND ABBREVIATIONS**

The following terms and abbreviations are used in this regulation:

terms:

- the dean's office is a structure that organizes the educational process, scientific and educational work of students at the faculty, as well as coordinates and directs the work of the teaching staff in these areas.;
- Registrar's office is an academic service that records the entire history of students' academic achievements during the entire period of study, which is reflected in the transcript;
- credit is a unified unit of measurement for the volume of scientific and (or) educational work (workload) of a student and (or) a teacher;
- transcript – a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study, indicating credits and grades;
- the working curriculum is an educational document developed by the university independently on the basis of the educational program and individual curricula of students;
- individual curriculum – the curriculum of a student, independently formed by him for each academic year with the help of an adviser based on the educational program and the catalog of elective subjects;
- academic differences in disciplines are previously unexplored disciplines that are formed during the period of transfer, recovery or return from academic leave;
- academic debt – unsatisfactory result of the interim assessment or final grade in the discipline in case of failure to attend the exam;
- prerequisites – disciplines and (or) modules and other types of educational work containing knowledge, skills, skills and competencies necessary for mastering the studied discipline and (or) modules;

abbreviations:

- RK – Republic of Kazakhstan;
- Ministry of Education and Science – Ministry of Education and Science;
- EOM – Ministry of Science and Higher Education;
- UNIVERSITY – higher education institution;
- ARU – Aktobe Regional University;
- DSP – Student Service Center;
- VKK – medical advisory Commission;
- CVCC is a centralized medical advisory commission.

### **4 GENERAL PROVISIONS**

4.1 Academic leave is the period for which students in educational institutions temporarily interrupt their studies for medical reasons, child care, or conscription.

4.2 To apply for academic leave, the student submits an application via the Smart Arse mobile application to the student service center with supporting documents.

4.3 The DSP registers the package of documents of the student and submits them to the rector's order in accordance with the requirements.

### **5 PROCEDURE AND TERMS OF ACADEMIC LEAVE**

5.1 Academic leave is granted to students in the following cases:

1. The conclusion of the Medical Advisory Commission (hereinafter referred to as the VCC) at an outpatient clinic for a period of 6 to 12 months due to illness. If during this period of time the student is unable to join the training due to health reasons, the academic leave is additionally extended to 12 months on the basis of a certificate from the VCC.

The list of documents required for the provision of services when applying for a student:

- 1) An application for academic leave addressed to the rector of the university.
- 2) The conclusion of the medical advisory commission at the outpatient clinic (valid for 5 days from the date of receipt from the medical organization).

2. To grant academic leave in case of tuberculosis for a period of no more than 36 months.

The certificate must be signed by the university's student polyclinic. The application is not accepted without a visa from the student polyclinic.

The list of documents required for the provision of services when applying for a student:

1) An application for academic leave addressed to the rector of the university.

2) The decision of the Centralized Medical Advisory Commission (hereinafter - CVCC) of the TB organization (valid within 5 days from the date of receipt from the medical organization).

3. To provide academic leave to care for a child until he reaches the age of three years.

The list of documents required for the provision of services when applying for a student:

1) An application for academic leave addressed to the rector of the university.

2) Documents (certificate) on the birth, adoption or adoption of the child.

4. To provide academic leave to conscript students (after conscription within 30 calendar days).

The list of documents required for the provision of services when applying for a student:

1) An application for academic leave addressed to the rector of the university.

2) A certificate of conscription (valid for 5 days from the date of receipt from the Department of Defense Affairs).

5.2 If the documents submitted to the students are consistent, the university issues an order within three working days indicating the terms of academic leave and return.

## **6 THE PROCEDURE FOR RETURNING FROM ACADEMIC LEAVE**

6.1 After leaving academic leave, the student submits an application to the Rector of the university through the Student service center and provides one of the following documents:

- a certificate from the VCC or VC on the state of health with a conclusion on the possibility of continuing education;

- a copy of the military ID;

- a copy of the child's birth certificate or a document confirming the adoption.

The certificate of the VCC or CVCC must be signed and stamped by the head of the university's polyclinic.

6.2 Based on the submitted documents, the university issues an order for the student to leave the academic leave within three working days, indicating the educational program and course.

6.3 Based on the transcript, the Dean's Office determines the difference of disciplines in the work curricula, taking into account the prerequisites, the course of study and approves the individual curriculum of the student in consultation with the office registrar.

6.4 Upon returning from academic leave, the student continues his studies from the course (and academic period) from which he applied for this leave.

6.5 If the student had academic debt before going on academic leave, then upon return the course is determined taking into account the prerequisites and liquidates it on a fee basis.

6.6 In the absence of the educational program in which the student studied, he may continue his studies in the educational program of the same field of study, taking into account the academic difference and prerequisites.

6.7 In case of early return from academic leave (from 6 months or more), the student additionally pays tuition for the periods of re-education.

6.8 If the deadline for returning from academic leave does not coincide with the beginning of the academic period, the student performs all tasks within the prescribed period based on the dean's order.

6.9 In order to eliminate the difference, a student can enroll in an academic period of no more than 10 credits in one or more disciplines, complete all academic assignments, obtain admission and pass final control during the interim assessment according to the academic calendar. He can also enroll and take up to 20 credits in the summer semester.

6.10 In order to eliminate the academic difference, students are given the opportunity to study the disciplines free of charge until the end of the academic year. At the end of the academic year,

the unexplored academic difference disciplines are transferred to academic debt disciplines, which are subject to further study exclusively on a fee basis.

## **7 CHANGES AND ADDITIONS**

7.1 Amendments and additions to the Regulations are made in accordance with legislative acts, regulatory documents in the field of education and university regulations.

7.2 In the event of a change, all copies of the expired Regulations available at the university must be withdrawn and replaced with new ones.

**AGREED:**

**Vice-Rector for Academic Affairs L.Myasnikova**