NJSC «K.Zhubanov Aktobe Regional University»

«APPROVED»
Chair of the Management Board–Rector
K.Zhubanov Aktobe Regional University
L.Karabassova
« 28 » 06 2024

RULES ON THE WITHDRAWAL OF STUDENTS FROM THE UNIVERSITY

For official use only
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APPROVED AND ENTERED INTO FORCE :
by the Chair of the Management Board – Rector of K.Zhubanov Aktobe Regional University pursuant to the resolution of the Academic Council (Minutes №14 dated « 28 » 06 2025)

VALID UNTIL: superseded by a new version.

REPLACES: Version 3.0

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1 SCOPE

1.1 These Rules establish the procedure for the withdrawal of students from the University.

1.2 These Rules shall be binding upon students and the University's responsible structural units.

2 NORMATIVE REFERENCES

These Rules have been developed in accordance with the following regulatory documents:

2.1 Law of the Republic of Kazakhstan «On Education» dated 27 July 2007 No. 319-III.

2.2 Rules for the Organisation of the Educational Process under the Credit System of Education in Higher and (or) Postgraduate Education Institutions, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011.

2.3 Model Rules for the Activities of Educational Organisations Implementing Higher and (or) Postgraduate Education Programmes, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018.

2.4 State Mandatory Standard of Higher and Postgraduate Education, approved by Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022.

2.5 Code of Academic Integrity for Students, Academic Staff, and Employees of K. Zhubanov Aktobe Regional University.

2.6 Charter of the Non-Profit Joint-Stock Company «K. Zhubanov Aktobe Regional University» (Order No. 320 dated 27 May 2020).

3 GROUNDS FOR WITHDRAWAL

A student shall be withdrawn from the University in the following cases:

3.1 For violation of the principles set out in the Code of Academic Integrity for Students.

3.2 For violation of the University's Charter or internal regulations, including:

- loss of contact with the University;
- absence from scheduled classes for sixty (60) or more academic hours during a single interim assessment period without a valid reason;
- violation of the rules governing student residence halls, academic discipline, or the University's internal regulations;
- commission of unlawful acts;
- appearing on University premises while under the influence of alcohol or narcotic drugs;
- consuming alcoholic beverages or narcotic drugs on University premises.
- participation in gambling on University premises;
- intentional damage to University property;
- antisocial behaviour;
- failure to comply with occupational health and safety requirements or fire

safety regulations.

3.3 For breach of the Educational Services Agreement, including failure to pay tuition fees within the time limits specified in the Agreement.

3.4 In connection with transfer to another higher education institution.

3.5 Failure to return from academic leave within the prescribed period (within ten (10) working days).

3.6 Where a student retained for a repeated year of study fails to conclude an Educational Services Agreement before the commencement of the Academic Period.

3.7 Where forged or fraudulent educational documents submitted by the student during the admission process are discovered.

3.8 Failure to attend the Final Assessment without a valid reason.

3.9 Failure to fulfil the curriculum requirements or failure to be admitted to the Final Assessment for other reasons.

3.10 Failure to complete prerequisite courses within the prescribed timeframe where such prerequisites were identified upon admission to a postgraduate programme.

3.11 Receipt of an Unsatisfactory (Fail) grade in the Final Assessment.

3.12 Upon the student's voluntary withdrawal from the University on the basis of a written application.

4 PROCEDURE FOR WITHDRAWAL

4.1 The withdrawal of a student shall be formalised by an order of the Chair of the Management Board – Rector on the basis of:

- an official letter submitted by the Dean of the Faculty or the Head of the responsible structural unit to the Chair of the Management Board – Rector, stating the grounds for withdrawal; or

- an application submitted by the student or by a duly authorised representative acting under a notarised power of attorney.

4.2 The Dean shall attach to the official letter supporting documents constituting the grounds for the student's withdrawal, including reports submitted by academic staff and Curator-Advisor, extracts from the electronic attendance register confirming the student's absence from classes, reports on the student's misconduct, minutes of collegiate meetings, and other relevant documents.

4.3 A student wishing to withdraw voluntarily from the University shall submit an application addressed to the Chair of the Management Board – Rector through the Smart ARSU mobile application.

4.4 The responsible structural units shall review and process the student's application for voluntary withdrawal within three (3) working days.

5 AMENDMENTS AND ADDITIONS

5.1. Amendments and additions to these Regulations shall be made in accordance with the applicable legislation, regulatory documents governing the field of education, and the University's internal regulations.

5.2. Where these Regulations are amended, all copies of the superseded version held by the University shall be withdrawn and replaced with the revised version.

AGREED BY:

Member of the Management Board
for Academic Affairs - Vice-Rector L.Myasnikova