NJSC «K. Zhubanov Aktobe Regional University»

«APPROVED»
Chair of the Management Board – Rector
K. Zhubanov Aktobe Regional University
L.Karabassova
«30» __11__ 2022

REGULATIONS ON THE PROCEDURE FOR GRANTING ACADEMIC LEAVE TO STUDENTS

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 № 5 «30» 11 2022)

VALID UNTIL: superseded by a new version.

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1 SCOPE

1.1 These Regulations establish the procedure for granting academic leave to students.

1.2 These Regulations shall be binding on students and the structural units of the University.

2 NORMATIVE REFERENCES

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

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

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

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

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 TERMS AND ABBREVIATIONS

The following terms and abbreviations are used in these Regulations:

Terms:

- Dean's Office – the structural unit responsible for organising the educational process, research, and extracurricular activities of students within the Faculty, as well as coordinating and supervising the activities of the academic staff in these areas;

- Registrar's Office – the academic unit responsible for maintaining the complete record of students' academic achievements throughout their period of study, as reflected in the transcript;

- Academic credit – a standardised unit for measuring the volume of academic and (or) educational work (workload) of a student and (or) a member of the academic staff;

- Transcript – a document containing a record of the courses and (or) modules completed, together with other types of academic work undertaken during the relevant period of study, indicating the academic credits earned and grades awarded;

- Working Curriculum – an academic document developed independently by the University on the basis of the Educational Programme and students' Individual Study Plans;

- Individual Study Plan (ISP) – a student's study plan, developed annually by the student with the assistance of an Academic Adviser on the basis of the Educational Programme and the Course Catalogue;

- Academic difference – courses that have not previously been completed by a student and which arise as a result of transfer, reinstatement, or return from academic leave;

- Academic debt – an unsatisfactory result in the Interim Assessment or the final grade awarded for a course where the student failed to attend the examination;

- Prerequisite – a course and (or) module, or another type of academic work, providing the knowledge, skills, abilities, and competences required for the successful completion of the relevant course and (or) module.

Abbreviations:

- RK – Republic of Kazakhstan;
- MES – Ministry of Education and Science of the Republic of Kazakhstan;
- MSHE – Ministry of Science and Higher Education of the Republic of Kazakhstan;
- HEI – Higher Education Institution;
- ARU – K. Zhubanov Aktobe Regional University;
- SSC – Student Service Centre;
- MCC - Medical Consultative Commission
- CMCC - Central Medical Consultative Commission

4 GENERAL PROVISIONS

4.1 Academic leave is a period during which students of educational organisations temporarily suspend their studies on medical grounds, for childcare, or in connection with compulsory military service.

4.2 To apply for academic leave, a student shall submit an application through the SmartArsu mobile application to the Student Service Centre, together with the supporting documents.

4.3 The Student Service Centre shall register the student's application and supporting documents and, where they comply with the established requirements, submit them for the Rector's approval by issuing the relevant order.

5 PROCEDURE AND TIMEFRAMES FOR GRANTING ACADEMIC LEAVE

5.1 Academic leave shall be granted to students in the following cases:

5.1.1. On the basis of a conclusion issued by the Medical Consultative Commission (MCC) of an outpatient medical organisation for a period of six (6) to twelve (12) months due to illness. Where, owing to their health condition, the student is unable to resume their studies within this period, the academic leave may be extended for a further period of up to twelve (12) months on the basis of an additional conclusion issued by the Medical Consultative Commission.

Documents required when applying for academic leave:

1) an application for academic leave addressed to the Rector of the University;

2) a conclusion issued by the Medical Consultative Commission of an outpatient medical organisation (valid for five (5) days from the date of issue by the medical organisation).

5.1.2. Academic leave due to tuberculosis may be granted for a period not exceeding thirty-six (36) months.

The medical certificate shall be endorsed by the University's Student Health Centre. Applications not bearing such endorsement shall not be accepted.

Documents required when applying for academic leave:

1) an application for academic leave addressed to the Rector of the University;

2) a decision of the Central Medical Consultative Commission (CMCC) of an anti-tuberculosis healthcare organisation (valid for five (5) days from the date of issue by the medical organisation).

5.1.3. Academic leave for childcare until the child reaches the age of three (3) years, taking into account the Academic Period.

Documents required when applying for academic leave:

1) an application for academic leave addressed to the Rector of the University;

2) a birth certificate or documents confirming the adoption of the child.

5.1.4. Academic leave for students called up for compulsory military service (provided that the application is submitted within thirty (30) calendar days following conscription).

Documents required when applying for academic leave:

1) an application for academic leave addressed to the Rector of the University;

2) a certificate confirming conscription for compulsory military service (valid for five (5) days from the date of issue by the Defence Affairs Office).

5.2 Where the documents submitted by the student comply with the established requirements, the University shall issue the relevant order within three (3) working days, specifying the commencement and expiry dates of the academic leave.

6 PROCEDURE FOR RETURNING FROM ACADEMIC LEAVE

6.1 Upon returning from academic leave, the student shall submit an application addressed to the Rector of the University through the Student Service Centre and provide one of the following documents:

- a certificate issued by the Medical Consultative Commission (MCC) or the Central Medical Consultative Commission (CMCC) confirming the student's state of health and fitness to resume their studies;
- a copy of the military service record book;
- a copy of the child's birth certificate or a document confirming the adoption of the child.

Any certificate issued by the Medical Consultative Commission or the Central Medical Consultative Commission shall bear the signature and official seal of the Head of the University's Student Medical Centre.

6.2 On the basis of the submitted documents, the University shall, within three (3) working days, issue an order authorising the student's return from academic leave, specifying the Educational Programme and the year of study.

6.3 On the basis of the student's transcript, the Dean's Office shall determine the academic difference between the Working Curricula, taking into account the completed prerequisites, determine the student's year of study, and approve the student's Individual Study Plan in consultation with the Registrar's Office.

6.4 Upon returning from academic leave, the student shall resume their studies from the year of study (and Academic Period) during which the academic leave commenced.

6.5 Where a student had academic debt prior to commencing academic leave, the student's year of study upon return shall be determined taking into account the completed prerequisites, and the student shall clear the academic debt on a fee-paying basis.

6.6 Where the Educational Programme in which the student was previously enrolled is no longer offered, the student may continue their studies in an Educational Programme within the same field of study, taking into account the academic difference and the relevant prerequisites.

6.7 A student who returns from academic leave before its expiry (where the leave was granted for six (6) months or longer) shall pay the tuition fees applicable to the repeated period of study.

6.8 Where the student's return from academic leave does not coincide with the commencement of an Academic Period, the student shall complete all required academic work within the period specified by the Dean's directive.

6.9 To eliminate the academic difference, a student may register for no more than ten (10) academic credits in one or more courses during an Academic Period, complete all required coursework, obtain admission to the Final Assessment, and sit the examination during the Intermediate Assessment period in accordance with the Academic Calendar. A student may also register for and complete up to twenty (20) academic credits during the Summer Semester.

6.10 Students shall be given the opportunity to complete courses constituting the academic difference free of charge until the end of the Academic Year. Upon completion of the Academic Year, any uncompleted courses forming part of the academic difference shall be converted into academic debts and may thereafter be completed only on a fee-paying basis.

7. **AMENDMENTS AND ADDITIONS**

7.1. 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

7.2. 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-
Vice-Rector for Academic Affairs L.Myasnikova