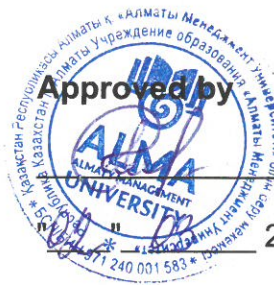




ALMA
ALMATY MANAGEMENT
UNIVERSITY



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1. Purpose of the document

This document determines the procedure for granting academic leave to students at the Almaty Management University (hereinafter referred to as the University).

2. Scope of the document

The requirements of these Rules are mandatory for execution by the structural units of the University involved in the process of granting academic leave to students.

3. References

These Rules have been developed on the basis of regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan:

- Law of the Republic of Kazakhstan dated July 27, 2007 "On Education";
- Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of state compulsory education standards for higher and postgraduate education" dated October 31, 2018 № 604;
- Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of the Standard Rules for the activities of educational organizations of relevant types" dated October 30, 2018 № 595;
- Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of the Rules for organizing the educational process in credit technology of education" № 152 dated April 20, 2011;
- Rules for organizing and conducting monitoring of educational achievements at EI "Almaty Management University".

4. Terms and abbreviations

The following definitions are used in these Rules:

Academic credit is a unified unit of measurement of the volume of scientific and (or) educational work (load) of a student and (or) teacher.

Academic leave is a period for which students temporarily interrupt their studies for medical reasons and in other exceptional cases.

Academic period (Term) is a period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter.

Close relative - parents (parent), children, adoptive parents, adopted children, full and half brothers and sisters.

Individual academic plan – a curriculum formed for each academic year by a student independently with the help of an adviser based on the educational program and catalog of elective disciplines and (or) modules;

Registrar's Office is an academic service that registers the history of educational achievements of students, taking into account the credits they have acquired, organizes intermediate and final certifications of students and calculates their academic ratings;

Transcript (transcript) – a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades.

SSC – Student Support Center.

MAC - medical advisory commission

5. Responsibility

5.1. **The head of the SSC** is responsible for:

- familiarization of department employees with these Rules;
- fulfillment of the requirements of these Rules.

5.2. **The School Dean / Center Director** is responsible for:

- familiarizing students with these Rules;
- compliance with the requirements of these Rules by the graduating departments of the school/center.

5.3. **The program leader** is responsible for:

- familiarization and implementation by employees and teaching staff of the department of these Rules.

5.4. **The Director of the Legal Department** is responsible for coordinating and verifying the provisions regarding compliance with the law.

5.5. **The translator** is responsible for the quality of translated documents.

5.6. **The teaching staff** is responsible for fulfilling the requirements of these Rules.

6. Process order

6.1. Basic provisions

6.1.1. The rules for granting an academic leave to students determine the procedure for granting an academic leave to students of bachelor's, master's and doctoral programs at EI "Almaty Management University" (hereinafter referred to as the University).

6.1.2. Academic leave is granted to the student in accordance with the documents provided, which are the basis for granting leave.

6.1.3. These Rules apply to both students with a state educational grant and students on a paid basis.

6.1.4. Issues not regulated by these Rules are regulated in accordance with the current legislation of the Republic of Kazakhstan and regulatory documents of the University.

6.2. Grounds, terms and procedure for granting the academic leave

6.2.1. Academic leave is granted to a student at his/her own expense, upon application (Appendix № 1 to the Rules) and in the following cases:

- illness;
- pregnancy (based on sick leave);
- birth, adoption of a child;
- military service;

- private circumstances;
- caring for a sick close relative.

6.2.2. Academic leave is granted to the student, at the expense of the state educational order, upon application (Appendix № 1 to the Rules) and in the following cases:

- illness;
- pregnancy (based on sick leave);
- birth, adoption of a child;
- military service.

6.2.3. Academic leave is granted to students on the basis of:

- conclusions of a medical advisory commission (hereinafter referred to as the MAC) for a period of 6 to 12 months due to illness;
- conclusion of the centralized medical advisory commission (hereinafter referred to as CMAC) in case of tuberculosis for no more than 36 months. If the disease progresses, the question of the possibility of continuing education or transferring to another educational organization is decided on an individual basis;
- birth certificates, adoption certificates of a child before he or she reaches the age of 3 years;
- certificates of consignment to military service for a period of 12 months;
- personal circumstances specified in the student's application for a period of 6 months before the end of the current academic year. Academic leave for personal reasons is granted once during the educational process;
- the MAC conclusion of a close relative and a document confirming relationship, for a period of 6 to 12 months.

6.2.4. In order for doctors to make an opinion on the possibility of granting academic leave for medical reasons, the student submits to the medical and preventive organization serving the University a detailed extract from the medical history from the medical institution under whose supervision he was.

6.2.5. MAC makes a conclusion on the need to grant the sick (pregnant) an academic leave or a recommendation to transfer for health reasons to study in another educational program (specialty).

6.2.6. To apply for an academic leave, the student (or his legal representative) submits an application to the Center for Educational Services addressed to the rector of the University and submits the relevant documents depending on the grounds specified in clause 6.2.3. of these Rules.

6.2.7. The application for an academic leave for medical reasons is accompanied by a certificate certified by the medical advisory commission (MAC) of the medical organization with a recommendation to grant academic leave.

6.2.8. The application for an academic leave in connection with conscription for military service is accompanied by a certificate from the Office of Defense Affairs containing the time and place of departure to the place of military service.

6.2.9. An application for an academic leave in connection with caring for a sick close relative must be accompanied by an extract from the medical history of the close relative, as well as a document confirming the relationship.

6.2.10. An application for an academic leave is considered by the Deans within five working days after the application is received by the Center for Education.

6.2.11. If the issue is resolved positively, the Rector or an authorized person issues an order to grant the student academic leave, indicating its start and end dates.

6.3. Procedure for returning to study after the academic leave

6.3.1. A student studying under a state educational grant or studying on a paid basis, returning from an academic leave granted due to illness, caring for a sick close relative, pregnancy and childbirth, or in connection with military service, before the start of the next academic period, submits an application (Appendix № 2 to the Rules) to the SSC in the name of the University Rector about returning to study after the academic leave and submits a MAC certificate on the state of health from the medical organization that observed the patient, a copy of the child's birth (adoption) certificate, a certificate of incapacity for caring for a close relative, and a copy of the military ID, depending on the grounds for granting academic leave.

6.3.2. Based on the student's application for returning to study from the academic leave and the submitted documents, within five working days, on the basis of examination and rating sheets, determines the difference in disciplines in the curricula and, in accordance with the mastered prerequisites, sets the course of study, taking into account the direction of training, the profile of the educational program, training achievements and results of the student, re - credits the completed credits in accordance with the educational program.

6.3.3. A student returning from the academic leave is assigned to the appropriate course of study based on the credits accumulated and GPA, and the advising center forms its individual curriculum in accordance with the working curriculum of the educational program (specialty).

6.3.4. In accordance with the Dean's agreement, within five working days, the Rector's order is issued on the student's returning from the academic leave and on the student's admission to the educational process. For students receiving a state educational grant, the registrar's office within three days sends a copy of the Order to the authorized body in the field of education to adjust the amount and timing of funding.

6.3.5. A student returning from academic leave must eliminate the difference in the disciplines of the working curriculum.

6.3.6. If the date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the academic period, then the student must, on the basis of an order on an individual schedule, complete all educational tasks and score the points required for an admission rating, or enroll in any academic period (except for graduation) or in the summer semester for disciplines in which a difference has arisen.

6.3.7. The student, in parallel with current studies, in order to eliminate the difference in the disciplines of the working curriculum, during any academic period (except for graduation) or in the summer semester attends all types of educational classes, passes all types of ongoing control provided for by the working curriculum, receives admission to the intermediate certifications.

6.3.8. Students who did not return from the academic leave within a month after its completion, or who did not submit the documents specified in clause 6.3.1. of these Rules are subject to expulsion from the University.

6.4. Features of financing education when granting the academic leave

6.4.1. When granting an academic leave to a person studying on the basis of a state educational order, the right to further study on the basis of a state educational order is retained by him, but the financing of his studies is interrupted (with the exception of financing the costs provided for the payment of scholarships in the prescribed manner to grant holders who are in academic leave based on the conclusion of the medical advisory commission) for the period of the granted academic leave, which is renewed after its end.

6.4.2. When granting an academic leave to a student of bachelor's, master's and PhD programs on a paid basis, tuition fees are suspended for the period of academic leave and the cost of training remains unchanged in accordance with the concluded agreement for the provision of educational services.

6.4.3. When granting an academic leave to a student of an MBA/EMBA/ DBA program on a paid basis, payment for tuition is made in the manner and amount in effect at the time of issuance of the order on withdrawal from academic leave

6.5. Coordination, approval, registration and commissioning

6.5.1. The approval of these Rules is carried out in the electronic documentation system Documentolog (hereinafter referred to as EDMS). To confirm the fact of approval, an extract from the EDMS is attached to the original document on paper.

6.5.2. After registering the document, the Responsible CPS scans the document of these Rules in *. pdf and places it in the EDMS.

6.5.3. come into effect from the date of entry indicated on the document. The date of entry of the Rules may differ from the date of approval and depend on the activities necessary to implement the document.

6.5.4. employees are required to use and be guided only by the Rules posted in the electronic IRD database in the EDMS.

6.5.5. For ease of use, University employees can print the Rules from the electronic IRD database. Such copies are in uncontrolled conditions and to ensure their relevance, before use, employees must check the paper version of the document with the data on approval of the latest version in the Register of internal regulatory documents or in the EDMS. The priority is to apply the Rules in electronic form, posted in the EDMS.

6.6. Familiarization procedure

6.6.1. After the rules are approved in the EDMS, employees on the mailing list receive a notification about the need to familiarize themselves with the document. Employees familiarize themselves with these Rules and record the fact of familiarization in the EDMS.

6.6.2. The mailing list is determined based on the following criteria:

- system-wide documents are sent to all employees;
- documents with a limited distribution area are sent to employees included in the distribution area and having the corresponding area of responsibility within the document. The mailing list for review can be clarified upon agreement and approval of the document.

6.6.3. **Head of the Student Support Center** controls the familiarization of employees and students with these Rules during the adaptation period and when changes are made.

Appendix 1

Sample application for the academic leave

**To the rector of
EI "Almaty Management University"**_____
(full name)from a ____ year bachelor / master /
doctoral student

of _____ EP

_____ department

Kazakh/Russian/English

_____ form of study

(full time, DL)

full time

Contact phone _____

ApplicationI ask you to grant me an academic leave for the period from _____ to
_____ due to _____I agree to the use of information that constitutes a legally protected secret contained
in information systems

" _____ " _____ 20 _____

/signature/

Note: if necessary, attach to the application:

- 1) Academic transcript.
- 2) Conclusions of the medical advisory commission (hereinafter - MAC) at an outpatient clinic organization.
- 3) decisions of the Centralized Medical Advisory Commission (hereinafter - CMAC) anti-tuberculosis organization;
- 4) documents (certificates) of birth, or adoption of a child
- 5) certificate of sending for military service.

Appendix 2

Sample application for returning to study after the academic leave

**To the rector of
EI "Almaty Management University"**

_____ (full name)

from a ____ year bachelor / master /
doctoral student

of _____ EP

_____ department

Kazakh/Russian/English

_____ form of study

(full time, DL)

_____ full time

Contact phone _____

Application

I ask you to consider me as having returned from the academic leave previously granted to me by Order № _____ dated _____.

I am aware of the timely elimination of academic differences and registration for disciplines.

Note: If necessary, attach to the application:

- 1) Academic transcript.
- 2) Conclusions of the medical advisory commission (hereinafter - MAC) at an outpatient clinic organization.
- 3) Documents (certificates) of birth, or adoption of a child
- 4) Military ID.