



Approved by
Rector

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1. Purpose of the document

This rule defines the conditions and procedure for the expulsion of students from the Educational Institution "Almaty Management University" (hereinafter referred to as the University).

2. Scope of the document

This rule applies to all students and to all structural divisions of the University, regulating the procedure and conditions for the expulsion of students.

3. References

This regulation has been developed on the basis of regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 № 319- III "On Education";
- State Compulsory Standard of Higher and Postgraduate Education (hereinafter referred to as GOSO), approved by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 2 dated July 20, 2022.
- Model rules for the activities of higher and postgraduate education organizations, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018.
- Rules for organizing the educational process using credit technology of education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan № 152 dated 20.04.2011.

Internal regulatory documents:

- Rules for the transfer and reinstatement of students of the Educational Institution "Almaty Management University"
- Rules of Academic Integrity of EI "Almaty Management University"
- Regulations on the Disciplinary Committee of EI "Almaty Management University"
- Rules for organizing the educational process according to the credit technology of education of EI "Almaty Management University"
- Rules for organizing the registration of students for academic disciplines (Enrollment)

4. Terms and abbreviations

The Registrar's Office is a structural subdivision that is engaged in registering the history of students' academic achievements, taking into account the credits they have earned, organizing midterm and final assessments of students, and calculating their academic ratings.

Midterm assessment is the assessment of students' academic achievements upon completion of a major section (module) of one academic discipline.

Current monitoring of students' academic performance is a systematic verification of students' knowledge, skills and abilities on individual topics, sections, modules in accordance with the professional curriculum (Syllabus), conducted by a teacher in classroom and extracurricular classes according to the schedule and (or) timetable during the academic period.

Academic Integrity is a set of values and principles that express the honesty of a student in learning when completing written work (tests, coursework, essays, diplomas, dissertations), answering exams, in research, in expressing one's position, in relationships with academic staff, teachers and other students, as well as in assessment.

Transcript is a document that is an appendix to a diploma and contains a list of completed courses and/or modules for the corresponding period of study, indicating credits and grades according to the point -rating letter system for assessing knowledge.

The Student Support Center (SSC) is a center that operates on the “One Window” principle. It provides services and consultations for students (undergraduates, master’s students, listeners and doctoral students) on academic issues, financial support and student visa support.

AIS – Automated Information System.

IDT – Information Technology Department

Face ID - University pass system.

5. Responsibility

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

- compliance with the requirements of this Regulation.

5.2. **The Dean of the School** is responsible for:

- familiarization of students with this Regulation;
- timely preparation of a presentation on the expulsion of students for academic failure, systematic absences from classes without good reason and loss of contact with the University (more than five weeks);
- compliance with the requirements of these Rules by graduating schools.

5.3. **The Program Leader** is responsible for:

- familiarization with this Regulation and compliance with its requirements by employees and teaching staff.

5.4. **The Director of the Legal Department** is responsible for coordinating and checking the regulation for compliance with the law.

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

5.6. **The Head of the Registrar's Office** is responsible for:

- timely issuance of an order for expulsion;
- timely preparation of a submission for expulsion for failure to return from academic leave/break and its transfer to the SSC;
- timely preparation of a submission for the expulsion of students for failure to undergo the procedure of nostrification and recognition of a foreign educational document and its transfer to the SSC;
- timely preparation of a submission for the expulsion of students conditionally admitted to the University and its transfer to the SSC.

5.7. **The Head of the Student Development Center** is responsible for:

- timely holding of the meeting of the Disciplinary Committee;
- timely formation of an application for the issuance of an order on expulsion.

5.8. **The Head of the Advising Center** is responsible for: Advising

- timely preparation of a submission for the expulsion of students who have not completed registration and its transfer to the SSC.

6. The order of execution of the process

6.1. Basic Provisions

6.1.1. Expulsion of students from the Educational Institution “Almaty Management University” is carried out:

1. At the initiative of the student, including:

- of one's own free will;
- in connection with the transfer to another higher educational institution to continue mastering the educational program.

2. At the initiative of the University, including:

- for academic failure, including students who received an “unsatisfactory” grade in the final assessment, and for retaking a compulsory component discipline, except for disciplines related to general education disciplines (GED), more than three times;
- for systematic absences from classes without good reason, for loss of contact with the University (more than five weeks);
- for failure to register for disciplines;
- for violation of the principles of academic honesty;
- for violation of the terms of the agreement on the provision of educational services, including non-payment of ITD fees;
- for violation of the University's Internal Regulations;
- for failure to take the final assessment;
- for failure to return from academic leave/break after its completion without a valid reason;
- for failure to undergo the procedure of nostrification and recognition of a foreign educational document;
- students who did not achieve the threshold score based on the results of the UNT, conditionally admitted to the University on a fee-paying basis;
- in connection with death.

3. In connection with the completion of training.

6.1.2. In case of expulsion at the initiative of the University, the SSC manager notifies the student of the upcoming expulsion five working days in advance via corporate e-mail. In case of late payment, the student's access to the Personal Account in the AIS is blocked. Within the timeframe specified in the notification, the student is obliged to provide the SSC with an explanation of the violation identified.

6.1.3. Failure of a student to appear to provide a written explanation is not an obstacle to expulsion, and in this case, the SSC, five working days after notifying the student, initiates a submission for the issuance of an order for expulsion.

6.1.4. The rights and obligations of the student, stipulated by the Agreement on the provision of educational services, shall cease from the date of his/her expulsion. The date of expulsion shall be considered the date of issuance of the order on expulsion.

6.1.5. After the order is issued, the Registrar's Office manager launches a clearance sheet via the AIS. The signed clearance sheet is printed out and filed in the personal file. Based on the clearance sheet, the student receives the original documents stored in the personal file, accepted by the Admissions Committee upon admission (according to the receipt in the personal file). In the absence of financial debt, the student is issued a transcript.

6.1.6. Upon receipt of an order for familiarization:

- the accountant recalculates the payment before the date of issuance of the order on deduction;
- The ITD employee closes Face ID.

6.2. Expulsion at the initiative of the student or legal representatives.

6.2.1. Voluntary expulsion is carried out on the basis of a personal application from the student or his representative, in accordance with Appendix № 1. The application is written in the name of the Rector of the University and submitted to the SSC or through the automated information system (AIS).

6.2.1.1. Based on the application, the SSC manager in the Documentolog forms an application for the issuance of an order, agrees it with the dean of the school to which the student's educational program belongs, and sends it for review to the accountant and the ITD employee.

6.2.1.2. Expulsion at the initiative of the student is carried out by order of the Rector, which is issued within three working days from the date of receipt of the application.

6.2.2. Expulsion of a student due to transfer to another educational organization is carried out in accordance with the Rules for the transfer and reinstatement of students, based on the student's application and the request of the receiving educational organization. The student's personal file and transcript are sent by mail by the Registrar's Office to the receiving educational organization.

6. 3. Expulsion at the initiative of the University.

6.3.1. Expulsion for academic failure, systematic absences from classes without good reason and loss of contact with the University (more than five weeks) is carried out as follows:

After the end of the academic period, schools analyze the results of the semester, identify students who have not completed the academic semester in full, contact them and submit a submission to the SSC for expulsion.

If a student fails to attend classes (for more than five weeks), the teacher sends a report to the school. The school reviews this document and forwards a submission for expulsion to the SSC.

If a student retakes a compulsory component discipline, with the exception of general education disciplines (GED), more than three times, he/she is expelled from the University for academic failure. The school analyzes the results and submits a submission for expulsion to the SSC.

The SSC manager additionally notifies the student five working days in advance of the upcoming expulsion via corporate e-mail.

After five working days from receiving the submission, the SSC in the Documentolog forms an application for issuing an order, coordinates it with the school dean and lawyer, and assigns an accountant and an employee of the ITD for review.

6.3.2. Deduction for failure to register for disciplines.

After completing the registration procedure for students in the disciplines, the Advising Center conducts an analysis and identifies students who have not registered for the current semester. Advisors contact students to clarify the situation.

If the student does not want to continue their studies, the Advisor warns them that they will be expelled for failing to register for the courses.

The Advising Center forwards the expulsion submission to the SSC. The SSC manager additionally notifies the student of the upcoming expulsion five working days in advance via corporate e-mail.

After five working days from receiving the submission, the SSC in the Documentolog forms an application for issuing an order, coordinates it with the school dean, lawyer and assigns it to the accountant and the ITD employee for review.

6.3.3. Expulsion for violation of the terms of the agreement on the provision of educational services, including non-payment of tuition fees.

The accounting department sends a list of students with financial debt to the SSC. The SSC manager sends all students a notification of the financial debt. If the student does not make the payment within five days, the SSC manager sends a secondary notification that Face ID will be

blocked if payment is not made. After this, the SSC manager sends a memo to the ITD with a request to close Face ID. The ITD employee closes Face ID.

After blocking Face ID, the SSC manager sends the student a notification about the risk of expulsion due to non-payment. After five working days, the SSC generates a submission for expulsion based on the Reconciliation Act from the University's accounting department and sends it to the Rector. In Documentolog, an application for issuing an order is generated, which is agreed upon with the dean of the school and a lawyer, after which an accountant and an employee of the ITD are assigned for review.

After the order is issued, the SSC sends a letter to all school deans about not allowing the expelled student to attend classes.

the University's Internal Regulations.

In the event that a violation of the University's Internal Regulations is discovered, the teacher, employee or other person who discovered the violation shall transfer information about the violation to the Student Development Center (the procedure is set out in the Regulation on the Disciplinary Committee) and attach material evidence.

The Secretary of the Disciplinary Committee shall organize a meeting at which the violation of the rules shall be considered by inviting all members of the committee, as well as the student who committed the violation and other interested persons.

In the event that the issue of violation of the University's Internal Regulations is considered at a meeting of the Disciplinary Committee and a decision is made to expel a student, information about the recorded facts of violation of the University's Internal Regulations is entered into his/her transcript. When the student is reinstated, this information is subject to mandatory transfer to another institution of higher or postgraduate education.

The Secretary of the Disciplinary Committee sends to the Documentolog an application for the issuance of an order on expulsion through the approval of all members of the Disciplinary Committee and assigns it to the accountant and the ITD employee for review.

After the order is issued, the Student Development Center sends a letter to all school deans not allowing the expelled student to attend classes.

6.3.5. Expulsion for violation of the principles of academic integrity.

6.3.5.1. The procedure for expulsion for violation of the principles of Academic Integrity is prescribed in the Rules of Academic Integrity and the Regulation on checking written works for plagiarism in the StrikePlagiarism system.


6.3.5.2. Based on the decisions made, the school sends an application to the Documentolog to issue an order on expulsion through the agreement with the dean of the school and assigns it to the accountant and the ITD employee for review.

After the order is issued, the school sends a letter to all school deans about not allowing the expelled student to attend classes.

6.3.6. Expulsion for failure to attend final certification.

After students have fully mastered the theoretical course, the school prepares a submission to the Rector for admission to the final certification. Students who have not passed the pre-defense are subject to expulsion.

The school forms a submission for expulsion for failure to admit to the final certification to the Rector and sends an application to the Documentolog for issuing an order for expulsion through coordination with the dean of the school, a lawyer, and also assigns it to the accountant and the ITD employee for review.

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6.3.7. Expulsion of a student who received an “unsatisfactory” grade in the final assessment.

A student who received an "unsatisfactory" grade on the final assessment is subject to expulsion. After the final assessment is completed, the school forms a submission to the Rector on the expulsion of students for academic failure, including those who received an unsatisfactory grade on the final assessment.

The school forms an application in the Documentolog for the issuance of an order through coordination with the dean of the school, a lawyer and assigns it to the accountant and the ITD employee for familiarization.

6.3.8. Expulsion for failure to undergo the procedure of nostrification or recognition of a foreign educational document during the first academic period.

After enrollment, foreign students, with the exception of students from the Russian Federation, the Kyrgyz Republic, the Republic of Tajikistan, Belarus, the Republic of Turkmenistan and Mongolia, are required to undergo the procedure of nostrification or recognition of a foreign educational document during the first academic period.

When receiving personal files from the Admissions Committee, the Registrar's Office compiles a list of foreign students who are required to undergo this procedure and monitors this process. In case of failure to undergo the procedure, the Registrar's Office contacts the student and notifies him/her of expulsion. The Registrar's Office provides the SSC with a submission for expulsion. The SSC manager additionally notifies students five working days in advance of the upcoming expulsion via corporate e-mail. After five working days from receiving the submission, the SSC in the Documentolog forms an application for the issuance of an order on expulsion through agreement with the dean of the school, a lawyer, and also assigns it to the accountant and the ITD employee for familiarization.

6.3.9. Expulsion of students who have not achieved the threshold score based on the results of the UNT, conditionally admitted to the University on a fee-paying basis.

Applicants who have not achieved the threshold score based on the results of the UNT are conditionally enrolled in the University on a fee-paying basis for one academic year. During this year, students are required to retake the UNT and achieve the passing score in accordance with the Rules for Admission to Bachelor's Degree Programs.

The Registrar's Office monitors this process. At the end of the academic year, the Registrar's Office generates a submission with a list of students who have not retaken the UNT and forwards it to the SSC.

The SSC manager notifies students five working days in advance of the upcoming expulsion via corporate e-mail. After five working days from receiving the submission, the SSC generates an application in the Documentolog for the issuance of an order on expulsion through coordination with the dean of the school, a lawyer, and also assigns it to the accountant and the ITD employee for review.

6.3.10. Expulsion of students for failure to return from academic leave/break after its completion without a valid reason.

After the end of the academic leave/break, the student must apply for reinstatement within a month.

Upon expiration of the academic leave/break, the Registrar's Office contacts the student and notifies him/her of the end of the leave/break. The student is required to submit an application for reinstatement from academic leave/break through the AIS or to the SSC. After one month, the Registrar's Office sends to the SSC a submission for the expulsion of the student who has not returned from academic leave/break. The SSC manager additionally notifies the student five working days in advance of the upcoming expulsion via corporate e-mail. After five working days from receiving the submission, the SSC forms an application in the Documentolog for the issuance of an order through the agreement with the dean of the school, a lawyer, and also assigns it to the accountant and the ITD employee for familiarization.

6.3.11. Expulsion of students due to death.

The school launches an application in Documentolog to issue an order on expulsion after coordination with the school dean and lawyer, and also assigns it to the accountant and the ITD employee for review.

6.4. Expulsion of students due to completion of training

6.4.1. Expulsion of students due to completion of training is carried out subject to the students having fully mastered the educational program and successfully passed the final assessment.

6.4.2. The basis for expulsion due to completion of training is the minutes of the meeting of the Certification Committee that made the decision to award a degree or assign a qualification for the relevant educational program.

6.4.3. The school launches an application in Documentolog to issue an expulsion order.

6.4.4. The Registrar's Office issues an order of expulsion in connection with the completion of training. The graduate is issued an educational document (diploma and diploma supplement).

7. Final Provisions

6.5.1. The University employees are obliged to use this Regulation in their activities only as posted in the electronic database of the VND in the Documentolog electronic document management system. The student can familiarize themselves with this Regulation on the University website. 6.5.2. Issues not regulated by this Regulation are regulated in accordance with the current legislation of the Republic of Kazakhstan and the University's regulatory documents.

Appendix 1

Registration number _____
« ____ » _____ 20 ____**To the Rector of
EI "Almaty Management University"**_____
(Full name)
from a ____ year student /master's student/
doctoral student
EP _____
_____ department
Kazakh/Russian/English_____ form of study
(full-time, DL)_____
Surname, name, patronymic

Contact phone number _____

Application

I ask you to withdraw me on my own free will in connection with

(indicate the reason for expulsion) (indicate with refusal of state grant, if any)

- | |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
- I have read the rules for transfer and reinstatement.
My parents have been informed of my decision to withdraw of my own free will.

« ____ » _____ 20 ____
(date of completion)

Signature