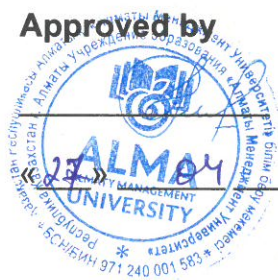




**ALMA**  
ALMATY MANAGEMENT  
UNIVERSITY

Approved by



G. Kurenkeyeva

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## 1. Purpose of the document

This document defines the procedure for granting academic leaves/breaks to students at the Educational Institution "Almaty Management University" (hereinafter referred to as the University).

## 2. Scope of the document

The requirements of these Rules are mandatory for implementation by the structural divisions 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 standards of 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 Model Rules for the activities of educational organizations of the corresponding 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 using credit technology of education" № 152 dated 20.04.2011;
- Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 № 116 "On approval of the Rules for the appointment, payment and amounts of state scholarships."

## 4. Terms and abbreviations

The following definitions are used in these Rules:

**Academic credit** is a standardized unit of measurement of the volume of scientific and (or) educational work (workload) of a student and (or) teacher.

**Academic leave** is a period during 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 siblings, grandfather, grandmother, grandchildren.

**Individual curriculum** – a curriculum developed for each academic year by a student independently with the help of an advisor based on the educational program and the catalog of elective disciplines and/or modules;

**The Registrar's Office** is an academic service that is responsible for 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;

**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.

**SDO** – Student Development Office

**SSC** – Student Support Center.

**MAC** – Medical Advisory Commission

**An academic break** is the right of students to take a break from their studies due to personal circumstances.

## 5. Responsibility

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

- familiarization of the division's employees with these Rules;
- compliance with the requirements of these Rules.

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

- familiarization of students with these Rules;

**The Program Leader** is responsible for:

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

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

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

**The teaching staff** is responsible for compliance with the requirements of these Rules.

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

- Timely issuance of an order on granting academic leave/break.
- Monitoring the timely return of students from academic leave/break.

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

- Timely formation of an individual curriculum in accordance with the curriculum of the educational program.

**The doctor of the Medical Office** is responsible for:

- verification of MAC certificates.

## 6. The order of execution of the process

### 6.1. Basic Provisions

6.1.1. These rules define the procedure for granting academic leaves and breaks in studies for students of the bachelor's, master's and doctoral programs of Almaty Management University (hereinafter referred to as the University).

6.1.2. Return from academic leave or break is possible at any time during the semester. However, if reinstatement occurs after two weeks from the beginning of the academic semester, studies will resume at the beginning of the next academic period.

6.1.3. Academic leave or break is granted on the basis of documents confirming the need for its registration.

6.1.4. These rules apply to all students, both those studying on a state educational grant and those studying on a fee-paying basis.

6.1.5. Issues not regulated by these rules shall be regulated in accordance with the current legislation of the Republic of Kazakhstan and the internal regulatory documents of the University.

## **6.2. Grounds, terms and procedure for granting academic leaves / breaks**

6.2.1. Academic leave is granted to students upon application (Appendix № 1 to the Rules) and in the following cases:

- diseases;
- pregnancy
- birth, adoption or fostering of a child;
- dispatch for military service.

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

- conclusions of the medical advisory commission (hereinafter referred to as the MAC) lasting from 6 to 12 months due to illness;
- birth certificates, adoption certificates of a child until he/she reaches the age of 3 years;
- summonses and certificates of conscription for military service for a period of 12 months.
- a certificate of incapacity for work due to pregnancy and childbirth for the period specified in this certificate.

6.2.3. An academic break is granted to students on a paid basis upon application (Appendix № 1 to the Rules) once during the period of study in the event of personal circumstances, for a period of no more than 12 months:

- financial difficulties;
- for caring for a sick close relative (based on the conclusion of the close relative's VKK and a document confirming the relationship, for a period of no more than 12 months).

6.2.3. To apply for academic leave, the student (or his/her legal representative) submits an application to the CPS addressed to the Rector of the University and attaches the relevant documents depending on the grounds specified in paragraph 6.2.2 of these Rules.

6.2.4. An application for academic leave for medical reasons must be accompanied by a certificate certified by the medical advisory commission (MAC) of the medical organization, with a recommendation to grant leave. The medical office will check the provided medical certificate.

6.2.5. An application for academic leave in connection with conscription for military service must be accompanied by a summons for conscription and a certificate from the Defense Department indicating the time and place of dispatch to the place of service.

6.2.6. An application for an academic break in connection with caring for a sick close relative must be accompanied by an extract from the relative's medical history and a document confirming the family relationship.

6.2.7. A student's application for academic leave or academic break is reviewed by the dean within three working days from the moment it is received by the SSC.

6.2.8. In case of a positive decision, the Registrar's Office within five working days issues an order granting the student academic leave or academic break, indicating the end date.

## **6.3. Procedure for exiting academic leave**

6.3.1. A student studying on a state educational grant or on a fee-paying basis, who has returned from an academic leave/break granted due to illness, caring for a sick close relative, pregnancy and childbirth, or conscription for military service, before the start of the next academic period,

submits an application (Appendix № 2 to the Rules) to the SSC addressed to the Rector of the University to exit the academic leave/break. The application shall be accompanied by the relevant documents depending on the reason for the leave/break:

- a certificate from the MAC on the state of health from the medical organization that carried out the observation;
- a copy of the child's birth (adoption) certificate;
- a certificate of temporary incapacity for work to care for a sick relative;
- a copy of the military ID.

6.3.1. Based on the application and the documents submitted, the SSC forms an application for the issuance of an order, agreed upon with the dean of the relevant school. The school's subject commission:

- defines the academic difference between curricula
  - establishes a course of study taking into account the area of training, the profile of the educational program, academic achievements and mastered prerequisites;
  - carries out the recalculation of previously utilized credits and compiles a table of mutual offsets.
- The Dean of the School approves the application and the table within three working days. Based on the documents provided, the Registrar's Office issues an order from the Rector within five working days on the student's exit from academic leave/break.

6.3.2. A student returning from an academic leave/break is assigned to the appropriate course of study based on the credits earned and the GPA level (the academic difference should not exceed 30 credits). The Advising Center creates an individual curriculum for the student in accordance with the curriculum of the educational program.

6.3.3. A student returning from academic leave/break eliminates the academic difference in the disciplines of the curriculum on a fee-paying basis.

6.3.4. The elimination of the academic difference is carried out in parallel with current academic classes during any academic period, with the exception of the summer semester of the final year. The student is obliged to attend all types of classes, pass all forms of current control provided for by the curriculum, receive admission to the midterm assessment and pass the final control (credit, exam).


6.3.5. Students who do not return from academic leave/break within a month after its completion or who do not submit the documents specified in paragraph 6.3.1 of these Rules are subject to expulsion from the University.

#### **6.4. Features of financing education when providing academic leave /break**

6.4.1. When an academic leave is granted to a student on the basis of a state educational order, the right to further education under the terms of the state educational order is retained. However, funding for education is suspended for the period of academic leave, except for cases when the costs of paying the state scholarship continue to be covered in the established manner - subject to the conclusion of the medical advisory commission.

The assignment of a state scholarship to students and postgraduates who have returned from academic leave is carried out after the elimination of the academic difference in the curricula.

6.4.2. When granting an academic leave or an academic break to a student of the bachelor's, master's and doctoral PhD programs on a fee-paying basis, payment for tuition is suspended for

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the period of the leave or break. At the same time, the cost of tuition remains unchanged and is maintained in accordance with the concluded agreement for the provision of educational services.

6.4.3. When granting academic leave or academic break to students of MBA/EMBA/DBA programs on a fee-paying basis, tuition fees are paid in the manner and amounts in effect at the time of issuing the order to exit from academic leave or break.

## **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. These Rules shall be put 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 measures required for the implementation of the document.

6.5.3. In their activities, University employees are required to use and be guided only by the Rules posted in the electronic database of the IRD in the EDMS.

6.5.4. For ease of use, University employees can print out the Rules from the electronic database of internal regulatory documents. Such copies are in uncontrolled conditions and, to verify their relevance, before use, employees must check the version of the document on paper with the data on the approval of the latest version in the Register of internal regulatory documents or in the EDMS. Priority is given to the use of 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. The 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 scope of distribution are sent to employees included in the scope of distribution and having the corresponding area of responsibility within the framework of the document.

The distribution list for review may be specified upon agreement and approval of the document.

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

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## Appendix 1

### Sample application for an academic leave

#### 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 grant me an academic leave/academic break until \_\_\_\_\_  
due to \_\_\_\_\_

I agree to the use of information that constitutes a secret protected by the law, contained  
in the information systems

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ year

\_\_\_\_\_  
/signature/

**Note:** If necessary, please attach to your application:

- 1) Conclusions of the medical advisory commission (MAC) at an outpatient clinic.
- 2) decisions of the Centralized Medical Advisory Commission (hereinafter - Central CMAC) OF THE anti-tuberculosis organization;
- 3) documents (certificates) on the birth, adoption of a child
- 4) certificate of dispatch to military service
- 5) Sick leave certificate
- 6) an extract from the medical history of a close relative, as well as a document confirming the relationship.

**Appendix 2**

## Sample application for returning from the academic leave /break

**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**

Please consider me as having returned from the academic leave/academic break previously granted to me by order № \_\_\_\_\_ dated \_\_\_\_\_.

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

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ year

\_\_\_\_\_  
/signature/

**Note:** If necessary, please attach to your application:

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

