



Academic Policies and Procedures for Graduate Programs of the autonomous organization of education Nazarbayev University

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Section 1. Purpose and Application

1.1. These Policies and Procedures establishes the Academic procedure and procedural instructions for graduate programs of the autonomous organization of education Nazarbayev University (hereinafter – University).

1.2. These Policies and Procedures apply to all students enrolled in any University graduate programs except the Nazarbayev University Zero year program, Micro-Credentials, Doctor of Medicine and Residency programs in the School of Medicine.

Section 2. Terms / Definitions

2.1. The following terms, definitions and abbreviations are used in these Policies and Procedures:

1) **Academic calendar** – calendar of teaching, learning and assessment events during the year with indication of holidays.

2) **Academic Council** (hereinafter referred to as “AC”) – is the executive and policymaking body on teaching, learning and other academic activities within its areas of competence as defined in the internal university regulations.

3) **Bursars Department** – a structural division of the University monitoring and controlling financial operations associated with payment of stipends, receipt of student fees, tuition fee and student trips.

4) **Cumulative Grade Point Average** (hereinafter referred to as “CGPA”) or **Grade Point Average** (hereinafter referred to as “GPA”) – a calculation of the average of all of a Student’s grades contributing to the degree. The CGPA/GPA is computed by dividing the sum of the earned grade points by the total graded credits attempted in the whole period of study.

5) **Dean** refers to the Dean or Acting Dean of the Student’s School, including the General Director of the Center for Preparatory Studies.

6) **Doctor of Medicine** (hereinafter referred to as “MD”) - Medicine Program of the University School of Medicine.

7) **Add period** – period of time when Students are permitted to add courses.

8) **Electronic Documentation Management System** (hereinafter referred to as “EDMS”) – an electronic document management system, used in the University under procedures established by the University.

9) **European Qualification Framework** (hereinafter referred to as “EQF”) - is a common European reference framework that serves to make qualifications more readable and understandable across different countries and systems. The EQF aims to relate different countries' national qualifications systems to a common European reference framework.

10) **Graduate Teaching Assistantships** (hereinafter referred to as “GTA”) - a graduate assistantship assignment that is provided to a PhD student via mentored teaching and teaching related activities which support the University’s mission as well as his or her graduate education.

11) **Leave of Absence** is a period when a Student temporarily leaves the University for a certain period of time.



12) **Office of the Registrar** (hereinafter referred to as OR) – a structural division of the University maintaining Student database, organizing and monitoring educational process.

13) **Regulatory Framework for Graduate Programs, Micro-Credentials and Courses** (hereinafter referred to as Framework) - defines an EHE-A compliant institutional common approach to principles and structures for master's (cycle-2) programs (except for the MD program), PhD (cycle-3) programs and micro-credentials.

14) **Schools** – academic structural divisions operating in accordance with the internal documents of the University.

15) **Student** – a person studying at one of the educational and/or mobility programs at the University: Nazarbayev University Foundation Year Program, Zero Year of Graduate Programs, Non-degree educational program, Bachelor programs, Master's programs, including Doctor of Medicine Program, Doctorate programs, and Residency programs.

16) **Student Information System** (hereinafter referred to as “SIS”) - an electronic system used in the University for maintaining Student database, organizing, and monitoring educational process.

17) **Vice Dean** the term refers to the Vice Dean for Academic Affairs or Vice Dean responsible for teaching and learning, or the equivalent School official.

Section 3. Main Provisions

3.1. General

3.1.1. In case of conflicts, the provisions of these Policies and Procedures take precedence over previous rules. Program requirements may be more stringent than as described in this Policies and procedures. Such requirements shall be indicated in the approved School/Program handbook (hereinafter – Handbook).

3.1.2. Issues that are not covered in these Policies and Procedures will be regulated by the University internal policies and regulations and Handbook.

3.2. The Academic Year Calendar

3.2.1. Graduate programs operate on the basis of the academic year divided into three academic periods: Fall and Spring semesters, and a Summer term.

3.2.2. Orientation period takes place for new students at the beginning of the semester/term to allow students to adapt to the University and program requirements.

3.3. Registration Policy

3.3.1. In the majority of programs, students register via the online registration system. Students are notified of the dates for the registration period prior to the event. In programs not subject to online registration, students will be registered by their School administration. The required course registrations are specified in the School Handbook.



3.3.2. All University graduate students are required to maintain registration in every academic period. Students not maintaining continuous registration are subject to dismissal.

3.3.3. OR, the Office of the Dean of the School, and instructors in the School will have access to online registration lists throughout the registration process and during the academic period.

3.3.4. University students enrolled in graduate programs in one School may enroll in courses in another School with the permission of the Vice Deans of the Schools, following the regulations for their program as outlined in the Handbook.

3.4. Attendance

3.4.1. Students are expected to attend all classes in courses for which they are registered at the University.

3.4.2. Penalties, as set forth in relevant internal documents of the University, will be applied if attendance falls below that stated in course syllabi or Handbooks. Students are required to be present at orientation and to remain until the academic period is completed (which includes final examinations).

3.4.3. Students who do not attend classes from the first day may be penalized or dropped from the class based on the Handbooks responsible for that course.

3.4.4. At the start of each academic period, the course instructor is responsible for informing students in the course documentation of the attendance rules, its impact on their learning opportunities and on their potential grade. Faculty have the right to lower grades or initiate a drop/withdrawal from a course if there is a violation of the attendance policy.

3.4.5. Only the instructor may approve a student's request to be absent from class. In the event of a dispute, the matter may be reported to the Vice Dean of the School. The determination of the Vice Dean shall be final.

3.4.6. Full-time graduate students are required to be present in the city of Astana throughout the duration of their academic program, unless the School Dean has granted permission for off-site research or personal trips of up to 6 (six) months in total during their studies, or the student has an approved leave of absence, subject to the university regulations. Violation of this condition may result in dismissal of the student from the program.

3.5. Credits

3.5.1. The University uses the European Credit Transfer and Accumulation System (ECTS).

3.5.2. Credit is awarded for the achievement of specified learning outcomes at or above a minimum pass level when successfully completing the assessment and other specified requirements of a course.

3.6. Requirements for Program Completion

3.6.1. To complete any graduate degree at the University, students are required to earn a specific number of ECTS credits as approved by AC for each program.

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3.6.2. Specific credit requirements for each program for which they are enrolled, provided in the Handbook, typically require satisfactory completion of core and elective graduate courses as well as research milestones.

PhD students require successful completion of GTA assignments, specified in the Regulatory Framework for Graduate Programs and Courses of the University

3.7. Transfer of Credits from Outside University

3.7.1. A student who has earned credit at another institution prior to enrolling in University shall request that those credits be transferred at the time of his or her admission to University, subject to the approval of the relevant School

3.7.2. Transfer credit at the time of admission can only be granted for work done in the preceding five academic years.

3.7.3. Subject to program-specific guidelines, credit for courses taken at other accredited higher educational institutions in Kazakhstan or abroad may be transferred to a student's University record:

1) To transfer credit from another university, a School submits a completed "External Transfer of Credits Form" and an official transcript confirming the credits awarded and the grade received to OR.

2) Transfer credits may not be awarded for courses that have been applied to a previous degree.

3) Graduate credit cannot be awarded for undergraduate courses (EQF 6).

4) In cases where the status of a course completed at another institution is in doubt, the Vice Dean shall make a determination which will govern all future instances in which a student seeks to transfer credits from the same courses from the same institution.

5) Transfer credits for Master's programs are not awarded for courses in which the student earned a grade lower than B (i.e., 3.0/4.0 or equivalent on another scale). Transfer credits are not allowed for PhD programs, but instead, course waiver of specified taught elements might be allowed, according to the conditions indicated in the Regulatory Framework for Graduate Programs, Micro-Credentials and Courses.

3.7.4. Grades earned at other universities will be recorded as a "TC" on the student's transcript and are not included in computing the student's CGPA or GPA at University.

3.7.5. Courses taken at other institutions which are graded on a Pass/Fail system are not eligible for transfer for letter-graded University courses.

3.7.6. A maximum of 25% of total approved program course credit requirements may count toward any Master's degree as transfer credit.

3.7.7. Transfer credit shall be approved by the Vice Dean or equivalent of the School.

3.8. Readmission

3.8.1. If a student was previously enrolled as a Master student at the University and returns to pursue the same program, all courses taken at the University in the program in the preceding 5 (five) academic years (including any leave period) will be recorded in the transcript and included in computing the student's CGPA.



If a student was previously enrolled as PhD student at the University and returns to pursue the same program, all courses taken at the University in the PhD program in the preceding 5 (five) academic years (including any leave period) will be recorded in the transcript and included in computing the student's CGPA at the University.

3.8.2. If a student returns to pursue a Master degree in a different program, courses taken in the previous Master program may be transferred to the student's University record and be considered as transferred credits.

If a student returns to pursue a PhD degree in a different program, courses taken in the previous PhD program may be transferred to the student's University record and considered transferred credits.

In both Master and PhD readmission to a different Master or PhD program, respectively, upon readmission, the partial or total transfer of courses must be approved by the Vice Dean of Academic Affairs of the School (or equivalent position in the school); the transferred credits and their associated grades will be used in the computation of the student's Readmission CGPA.

3.9. Grading System

3.9.1. The Common Grading Scale of Table 1 is applied to letter-graded courses in all University graduate programs:

Table 1 Graduate Letter Grading		
Letter Grade	Grade (quality) points	Explanation
A	4.00	Excellent; exceeds the highest standards in the assignment or course
A-	3.67	Excellent; meets the highest standards for the assignment or course
B+	3.33	Very good; meets high standards for the assignment or course
B	3.00	Good; meets most of the standards for the assignment or course
B-	2.67	More than adequate; shows some reasonable command of the material
C+	2.33	Acceptable; meets basic standards for the assignment or course
C	2.00	Acceptable; meets some of the basic standards for the assignment or course
C-	1.67	Acceptable; while falling short of meeting basic standards in several ways
F	0	Failing; very poor performance

3.9.2. A grade of "P" (Pass) or "F" (Fail) will be reported for students enrolled in program elements approved for such grading.



A “Pass” will not be used in calculating the student’s GPA or CGPA; a “Fail” grade is assigned 0 grade points for purposes of calculating the GPA and CGPA. The grade of “Pass” is equivalent to a C or above.

3.10. Administrative Grades

3.10.1. Special administrative grades and notations are used on transcripts which apply to all University programs. The administrative notations in Table 2 do not affect the calculation of either the GPA or the CGPA but may impact normal student progression:

Table 2 Administrative Grades			
Grade	Comment	Grade (quality) Points	Included in earned credits
AU	Audit	N/A	No
AW	Administrative Withdrawal	N/A	No
I	Incomplete	N/A	No
IP	In Progress	N/A	No
IPS	In Progress Satisfactory	N/A	No
IPU	In Progress Unsatisfactory	N/A	No
TC	Transfer Credit	N/A	No
W	Withdrawal	N/A	No

3.10.2. Audit (AU). The course Audit option provides students the opportunity to register for a course for enrichment and/or exploration. Audited courses are designated “AU” on the student’s transcript; no grade is recorded and no academic credit is earned. As an auditor, the student is considered a passive learner and may not recite in class or take examinations unless the student and the course’s instructor mutually agree on allowing the student to recite in class or take examinations. Regular class attendance is expected. The credit value of audited courses is included in the program load for purposes of determining fees and maximum credits carried. A student may register for a course on an audit basis provided:

- 1) the course is approved for audit (courses with laboratory or performance skills may not be audited);
- 2) there is space in the course;
- 3) the student has appropriate academic preparation;
- 4) the student has a valid reason for taking the course; and
- 5) the permission of the instructor is obtained.

3.10.3. Administrative Withdrawal (AW). This grade indicates that a student has been required to withdraw from a course based on:

- 1) disciplinary grounds, following the procedures and standards specified in the internal regulations of the University;
- 2) non-attendance of classes; or
- 3) non-payment of tuition where appropriate following the procedures and standards specified in the internal regulations of the University.



3.10.4. Incomplete (I). When a student has completed a substantial portion of the requirements for a course but, due to extenuating circumstances, is unable to complete all requirements, the course instructor may assign a temporary grade of “I”:

1) The grade of “I” can be given only on the basis of a written prior agreement, which describes the work that is expected and the terms under which it is to be completed, between the student and the instructor and approved by the Dean of the relevant School. The date for completion of work is to be determined by the course instructor.

2) All work must be completed no later than the end of the last week of the subsequent semester. When the work or examination that is required under the agreement of a grade of “I” is completed, the course instructor shall request a change of the grade of “I” to the appropriate grade for the course, at which time the grade of “I” will be removed from the student’s transcript.

3) A grade of “I” may also be applied to a student who cannot take part in a final examination in a course because of personal health problems or that of the immediate family. A new deadline will be set for completion of the final examination.

4) A grade of “I” that is not completed by the end of the last week of the subsequent semester automatically reverts to the grade indicated in the agreement between the course instructor and the students. 5) In no case shall a student be granted a degree while there are unresolved grades of “I” on their record.

6) In case of outstanding grade of “I” at the time of granting leave of absence, students shall follow the leave of absence procedures established by the internal documents of the University.

3.10.5. In-Progress (IP, IPS, and IPU). In-progress grades are assigned as interim grades for students registered in courses which are approved to extend over several academic periods, commonly research projects or theses.

1) The final letter or P/F grade as appropriate is recorded and ECTS credit is awarded in the academic period of completion of the course requirements.

2) In-progress grades may not be used for courses approved for standard delivery.

3) Grades of “IPS’/IPU” indicate satisfactory/unsatisfactory assessment of work in progress and may be used to determine student academic standing.

4) A grade of “I” may not be used for courses eligible for in-progress grading.

3.10.6. Withdrawal (W). A grade of “W” denotes a student who has withdrawn from the course and who has not completed the course requirements.

The grade of “W” is automatic; in a context in which a grade of “W” is appropriate, the instructor may not assign any other grade.

3.11. Grade Submission

3.11.1. Final grades are awarded to each student, in each registered course, at the end of the designated grading period.

3.11.2. Instructors must submit all final grades no later than the midnight on the date posted in the Academic Calendar. Faculty should enter grades directly in the SIS system.



3.11.3. Any delay and extension in grades submission resulted from extenuating circumstances shall be informed to OR. The School Dean requests extension of the grade submission period from the Provost via EDMS with consecutive execution tasked to OR and for information to the Bursars Department.

3.11.4. Any delay and extension in grades submission may affect the timely provision of stipend payments and academic reports.

3.11.5. OR will make all final grades available for students on the date stated in the Academic Calendar, unless there has been any delay and extension in grade submission.

3.12. Calculation of GPA and CGPA

3.12.1. Total grade (quality) points are calculated by multiplying the number of credits by the grade (quality) points of the grade awarded for each course.

3.12.2. The GPA for one academic period is computed by dividing the sum of the earned grade points by the total graded credits attempted in this period.

The CGPA is computed by dividing the sum of the earned grade points by the total graded credits attempted in the whole period of study.

The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA and CGPA.

3.13. Academic Standing

3.13.1. Academic Progress. To continue in any graduate program at University, a student must be in Good Academic Standing at the conclusion of each grading period as determined by:

- 1) a minimum CGPA for letter-graded courses; and
- 2) timely completion of program-specific research and other academic milestones.

3.13.2. The minimum CGPA for Good academic standing is defined as follows:

- 1) the Graduate School of Business: $\text{CGPA} \geq 2.67$;
- 2) the Graduate School of Education: $\text{CGPA} \geq 2.67$;
- 3) the Graduate School of Public Policy: $\text{CGPA} \geq 2.67$;
- 4) the School of Engineering and Digital Sciences: $\text{CGPA} \geq 2.67$;
- 5) the School of Sciences and Humanities:
M.Sc. in Life Sciences, Applied Mathematics, Chemistry and Physics, and PhD in Life Sciences, Mathematics, Chemistry and Physics: $\text{CGPA} \geq 2.67$;
Other programs: $\text{CGPA} \geq 3.00$;
- 6) The School of Medicine: $\text{CGPA} \geq 2.67$;
- 7) The School of Mining and Geosciences: $\text{CGPA} \geq 2.67$.

3.13.3. A student who fails to satisfy the program-specific conditions for Good Academic Standing at the conclusion of each academic period will be automatically placed on academic probation.

3.13.4. A student on academic probation who fails to satisfy the program-specific conditions for Good Academic Standing at the conclusion of the next academic period is subject to dismissal.



3.13.5. Normally, a student who fails to return to Good Academic Standing after the first probation is subject to dismissal. However, upon the student's appeal and with the approval of the Vice Dean for Academic Affairs (VPAA), a second probation may be granted. This allows the student an additional semester to meet the program-specific conditions for Good Academic Standing. The Dean of the relevant School must submit a recommendation to the VPAA, outlining the reasons for supporting the student's appeal. The final decision on granting a second probation rests with the VPAA.

3.13.6. A student in Good Academic Standing who receives a grade of “IPU” will be placed on academic probation and will receive an academic intervention/plan initiated by the supervisory committee and approved by the Program Director; a student on academic probation who receives a grade of “IPU” is subject to dismissal.

3.14. Change of Final Course Grade

3.14.1. The final letter or Pass/Fail grade assigned to a student by the course instructor or designated faculty member at the end of term is the student's final grade for that course.

1) No grades can be changed after the first day of the next semester or after the final decision on appeal.

2) No grades can be changed after a degree has been granted.

3.14.2. Resit of a final course examination is not permitted with the exception for comprehensive examinations as provided in the Handbook.

3.14.3. Procedures for final course grade change:

1) If a student's grade has been assigned incorrectly due to a technical or procedural error, or miscalculation of grade, the course instructor should complete a “Change of Grade” electronic form from OR.

2) The “Change of Grade” form must be approved/signed by the course instructor and Vice Dean of the relevant School.

3) The Vice Dean will review the requested change to ensure that University policies have been followed.

4) The approved form is submitted by the School to OR electronically for review and approval and entry to the student's record.

3.15. Grade Appeal

3.15.1. Grade appeals. All Graduate students have the right to appeal any grade that they believe is in error. The error must be based on one of the following criteria:

1) error in calculation;

2) error in the application of the class grade policy as presented in the Course Syllabus;

3) incorrect entry of the grade into the database;

4) incomplete marking of an assessment.

3.15.2. Appeal process for an assessment grade.

1) A student must first consult with the course instructor within 3 (three) working days of the receipt of the contested grade.



2) The course instructor has 3 (three) working days in which he/she is to address the concern and file a “Change of Grade” online form, if needed, or deny the request.

3) If a student is still dissatisfied, they may appeal to the Dean or Vice Dean of the relevant School within 3 (three) working days upon the receipt of the denial from the course instructor.

4) The Dean or Vice Dean shall consult with the instructor before making any decision; the decision of the Dean or Vice Dean shall be final.

3.15.3. Appeal of final course grade.

1) The student must first consult with the course instructor or program director as outlined in the Handbook within 3 (three) working days of the date the grades are posted on the SIS system. The date to be used for calculating the time for an appeal of a final course grade is the date those grades are released to students, as published in the Academic Calendar.

2) The course instructor/program director must respond to the student with the next 3 (three) working days. That time may be extended by the Vice Dean if the course instructor/program director is shown to have been unavailable during the period following the student’s receipt of their final grade.

3) If the student still believes that the grade is incorrect or the course instructor/program director has not replied within 3 (three) working days, they may appeal to the Dean or Vice Dean of the relevant School, or within 3 (three) calendar days after.

4) The Dean or Vice Dean shall consult with the course instructor before making any decision. If the Dean or Vice Dean decides to grant an appeal, he or she will communicate the new grade to OR directly using online forms supplied by OR.

5) The decision of the Dean or Vice Dean shall be final.

3.16. Course Retake

3.16.1. Graduate students who receive a course grade that would prevent academic progress in their program of study may, with the permission of the Vice Dean of the School, be allowed to retake that course; the School is under no obligation to provide a special offering of the course.

3.16.2. There is no limit to the number of times a student may retake a course or the number of eligible courses for which retakes are permitted. All attempts will remain in the student record and on the transcript, and will be counted to the semester GPA, semester earned credits, semester attempted credits and total attempted credits. Only the last retake will be counted in the final CGPA and total earned credits.

3.16.3. A fee-based retake of the course. Any retake registered in any semester will be charged. The cost of the re-taken course will be approved by the Managing Council of the University.

3.17. Extension of Study

3.17.1. Extension of study provides for graduate program extension beyond the period defined within the approved Program Proposal from the initial program



commencement date. Extension of study may be charged according to the internal regulations.

3.17.2. Extensions for students' study are considered without exceeding the limited time periods that are defined in the Framework.

3.17.3. Students who are approved for an extension are considered active students and continue to receive benefits available to University's students under terms and conditions established by the University within the agreement on provision of educational services on additional period of study.

3.17.4. Students may be considered for extension of study for an additional academic period without exceeding the limited time periods defined by the Framework if they are unable to meet graduation requirements by the end of the last academic period of their final program year; such extensions of study:

- 1) are subject to submission of an electronic Degree Deferral Form;
- 2) require approval of the Dean;
- 3) are limited to one academic period.

3.17.5. Students who fail to complete their program at the end of an extension period may apply for a further extension without exceeding the limited time periods defined by the Framework.

3.17.6. Students on Leave of Absence must officially return from a leave to be eligible for a program extension.

3.17.7. Students are subject to dismissal if a program extension is not approved.

3.17.8. The School shall identify potential students who need additional period of study.

3.17.9. The School shall contact students who need additional period of study. Such students on consultation with their supervisor or advisor, develop a Program Completion Plan including any taught elements or research milestones which must be approved by the Dean.

3.17.10. The deadline to submit approved electronic Degree deferral form is the Add deadline of the semester they apply for extension of studies.

3.17.11. The student shall submit the electronic Degree Deferral Form with the following documents to OR via SIS:

- 1) Signed Program Completion Plan;
- 2) copy of the valid state ID;

3.17.12. Any questions regarding the tuition fee shall be addressed to the Bursars Department.

3.17.13. The Bursars Department prepares an agreement and collects the signature from all involved parties. The copy of the agreement shall be submitted to OR for inclusion in the student's personal file.

3.17.14. A student enrolled in an extended semester must follow the approved Program Completion Plan and may not change this schedule, drop or add courses or withdraw from this set schedule.

3.17.15. During an approved extension semester, students shall be considered for accommodation on campus, depending on availability.

3.18. Course Assessment and Evaluation



3.18.1. Formal and summative assessment of student learning in any course is determined by the instructor and must be clearly stated in the course syllabus distributed to students in the first week of classes.

3.18.2. By registering for a particular course students commit themselves to the completion of all course requirements, including the assessment and evaluation procedures chosen and announced by the course instructor.

3.18.3. Students who are absent from an assessment without permission of the course instructor or who do not submit coursework for assessment may be awarded a mark of zero for that assessment unless the course instructor/program director determines that there were extenuating circumstances.

3.18.4. If a medical or other emergency causes a student to miss an examination or another form of assessment, it is the student's responsibility to contact the course instructor as soon as possible, normally within 48 hours to request a deferred examination.

3.18.5. Administration of a deferred assessment shall be agreed to by the instructor but under no circumstances may the deferred assessment take place later than the end of the second week of the following semester.

3.18.6. The student will be assigned a grade of "I" for the period between the granting of a deferred assessment and the submission of a final grade.

3.18.7. In the event the student fails to appear for the deferred assessment exercise, the grade of "I" will automatically convert to a different grade in accordance with the procedures described for grades of "I" above.

3.19. End-of-Semester Period Policy Statement

3.19.1. Take-home or other forms of final examinations, given in place of the officially scheduled in-class final examinations, may be distributed in the week preceding the examination period.

3.19.2. The language of all final examinations shall be English, except in the specific case of courses designed to teach another language, or in courses specifically designed to provide instruction in another language with or without translation.

3.20. Final Examination Procedures

3.20.1. All rules concerning the administration of examinations must be explained to students by the course instructor before the examination date.

3.20.2. Any student shall be permitted to review his or her corrected, graded final examination in the presence of the faculty course instructor.

3.20.3. No student should have more than two final examinations on a calendar day.

1) Students anticipating conflicts in final examination schedules should seek to resolve such conflicts with the course instructors involved at the beginning of the academic period in order to be able to meet the requirements of all final examinations.



2) If such examinations are scheduled and cannot be resolved at the instructor level, the student may appeal to the Office of the Dean of the School prior to the Examination Period.

3) This refers only to officially scheduled final examinations.

3.20.4. Students will be informed of the date when their examination results will be published as per internal program procedures.

3.21. Student Examination Conduct

3.21.1. Students may be required to carry a valid University identity card when entering an examination hall and to display this card on their desks during the examination.

3.21.2. Students are required to observe all instructions given by examiners, supervisors, proctors, or other officers responsible for the conduct of examinations. Specifically, but not inclusively the Student Code of Conduct and Disciplinary Procedures specifies that:

1) talking or otherwise communicating by any means to anyone other than the proctor in the examination room is not permitted;

2) students may not use cell/smart phones, pagers, or any other electronic devices unless authorized to do so;

3) students must stop working at the end of the time allowed for the examination; continuing to work on the examination after the allowed time is considered academic misconduct;

4) any materials permitted in examination rooms must be approved by the School and by individual instructors;

5) plagiarism in any form is not permitted.

3.22. External Examiners

3.22.1. Each graduate program may employ external examiners as an element of the quality assurance process. The manner in which external examiners are employed shall be determined by the School as authorized by the President and subject to the University policies and regulations. Schools will secure the services of such external examiners as required to serve their needs.

3.23. Graduate Research Milestones

3.23.1. All graduate programs require successful and timely completion of specific research milestones such as a research project, research proposal, thesis and defense to demonstrate the student's ability to conduct research.

1) Research milestones completed as a credited course are subject to assessment as such using standard letter grades.

2) Research milestones not taken as a specific course are normally assessed by Pass/Fail grading.

3) Unless specified in the Handbook, the grade for thesis is awarded on successful completion of the defense.



3.24. Withdrawal of Degree

3.24.1. University reserves the right to withdraw an awarded degree should there be discovery of academic misconduct.

3.24.2. At the time a degree is withdrawn from a former student, public notification is made.

Section 4. Waiver

4.1. Not applicable.

Section 5. Temporary Provision

5.1. Not applicable.

Section 6. Revision

6.1. These Policy and procedures shall be revised every three years or if needed.

Section 7. Related Documents

7.1. Student Code of Conduct and Disciplinary Procedures of the University.

7.2. Policy and Procedures on Leave of Absence, Dismissal and Voluntary Withdrawal for students of the University.

7.3. Student handbooks of the Schools.

7.4. Academic Calendars.

7.5. Regulatory Framework for Graduate Programs, Micro-Credentials and Courses.