



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

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Section 1. Purpose and Application

1.1. These Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University (hereinafter “the Policies and Procedures”) establish the academic policies and procedural instructions for undergraduate programs of the autonomous organization of education Nazarbayev University (hereinafter “the University”).

1.2. These Policies and Procedures apply to all students enrolled in any undergraduate program at the University.

Section 2. Terms / Definitions

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

1) **Academic calendar** – a calendar of important teaching, learning and assessment dates and deadlines along with holidays scheduled for an academic year.

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

3) **Academic Advising Office** (hereinafter “AAO”) – a structural division of the University responsible for providing academic advising to students, as well as organizing, coordinating and monitoring academic processes.

4) **Add deadline** – the period at the beginning of each semester when students can sign up/register for courses until the deadline for adding courses.

5) **Bursar's Department** – a structural division of the University responsible for monitoring and controlling financial operations associated with payment of stipends, receipt of student fees, tuition fee, and student trips.

6) **Cumulative Grade Point Average** (hereinafter “CGPA”) or **Grade Point Average** (hereinafter “GPA”) – a calculation of the average of all the grades a student has obtained that contribute to their 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.

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

8) **Drop deadline** - the period at the beginning of each semester when students can deregister/drop from courses they were previously registered until the deadline for dropping courses.

9) **European Credit Transfer and Accumulation System** (hereinafter “ECTS”) – a learner-centered system for credit accumulation and transfer, based on the principle of transparency of learning, teaching and assessment processes. ECTS credits express the volume of learning and the student workload required to attain program/course learning outcomes.

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

11) **The European Qualification Framework** (hereinafter “EQF”) – a common European reference framework that serves to make qualifications more Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University



readable and understandable across different countries and systems. The EQF aims to relate different countries' national qualification systems to a common European reference framework.

12) **Higher Education Institutions / Institution** (hereinafter “HEI” / “Institution”) refers to all educational entities granting academic degrees in Kazakhstan or outside the country.

13) **Leave of Absence** - a period during which a student temporarily leaves the University due to specific reasons such as medical conditions, family circumstances, or other approved grounds for a certain period of time.

14) **Learning Management System** (hereinafter “LMS”) – an electronic system used in the University for maintaining the student’s learning process.

15) **Nazarbayev University** (hereinafter “University”) – the autonomous organization of education that provides higher education programs and confers academic degrees and other qualifications.

16) **Nazarbayev University Foundation Year Program** (hereinafter “NUFYYP”) – a two-semester academic preparatory program designed to help students gain academic knowledge while acquiring study skills and developing the maturity required to commence successful undergraduate study at the University.

17) **Office of the Registrar** (hereinafter “OR”) – a structural division of the University responsible for maintaining the students database, organizing and monitoring educational processes.

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

19) **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.

20) **Student Information System** (hereinafter “SIS”) – an electronic system used in the University for maintaining the students database, registering students for courses, documenting grades and transcripts, forming course schedules and managing other educational processes.

21) **Support for Students with Disability and Special Learning Needs Policy and Procedures of the autonomous organization of education Nazarbayev University** (hereinafter “SDSL”) refers to the policy on special learning needs of students of the University.

22) **Vice Dean** – the term referring to the Vice Dean for Academic Affairs or the Vice Dean responsible for teaching and learning, or the equivalent School’s authorized official.

23) **Vice Provost for Academic Affairs** (hereinafter “VPAA”) – the leadership position assisting the Provost in carrying out his/her responsibilities on academic matters such as academic planning, learning and teaching, integrating research into teaching.



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 those described in these Policies and Procedures, and such requirements must 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's internal policies and regulations, and Handbooks.

3.2. The Academic Year and Academic calendar

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

3.2.2. Academic year functions within the academic calendar that is developed in accordance with the Academic Calendar Guidelines.

3.2.3. An orientation period takes place for new students at the beginning of the semester/term in order to allow them to adapt to the University environment, academic expectations and program requirements.

3.3. Registration Policy

3.3.1. Online Registration. The University uses an online course registration system. Students are notified via email of the dates for the course registration period prior to the event.

3.3.2. By registering for a course, students commit to complying with all course requirements, including the attendance policy and the examination procedures chosen and announced by the course instructor.

3.3.3. Priority Registration. The University conducts online course registration on a priority basis. Priority in registering for particular courses can be given according to a student's School, major, year of study, and/or special needs status. The registration schedule, including the specific dates when each priority group can begin registering, will be announced in the official registration notice each semester or term.

3.3.4. Registration Accommodations. Students eligible under SDSL policy can be allowed to register for a reduced load of courses and be considered full-time students. This load will be a minimum of 18 ECTS credits (usually three courses) per semester/term, such students may register for more courses if they wish. It is the student's responsibility to request early registration from the OR a minimum of 3 (three) days prior to the beginning of registration.

3.3.5. Minimum Registration Load. Registration in a minimum of 24 ECTS credits of coursework that count toward graduation is required in any given semester (except in a summer term) to maintain status as a full-time student. Under exceptional circumstances, a student may submit a “Course Underload Form” located in SIS to be permitted to register for fewer than 24 ECTS credits. The form must be approved by



the Dean or the authorized official of the student's School and final approved by the VPAA.

3.3.6. Students on probation are limited to a maximum of 30 ECTS credits for the entire duration of their probation. The student's advisor and/or School administration may limit the student to 24 ECTS credits if the student does not exit probation and continues their studies. This also applies to students who, after exiting probation, fall back into the probation status at a later date.

3.3.7. Maximum Registration Load. 36 ECTS credits of coursework is the maximum registration for any given semester. Under exceptional circumstances, a student may submit a "Course Overload Form" located in SIS to be permitted to register for more than 36 ECTS credits. The form must be approved by the Dean or the authorized official of the student's School and final approved by the VPAA.

3.3.8. Full or partial block (batch) registration may be implemented by the AAO for first-year, first-semester students to ensure the registration of required core curriculum courses.

Schools, AAO, and the Bursar's Department have the authority to place holds on students' registrations under specific circumstances, including but not limited to academic performance, financial obligations, and administrative requirements.

3.3.9. Time of Registration. Students must be registered by the end of the Add period, or they will be subject to dismissal according to the procedures and standards specified in the internal regulations of the University, unless certain unforeseen circumstances happen or any justifiable reasons have been provided.

3.3.10. Course instructor's access to class roster. The OR, the Dean's Office of the School, and course instructors will have access to online registration lists throughout the registration process and during the semester. The class roster in the SIS is the definitive source of class registration and takes precedence over any other source, including LMS.

3.3.11. Adding and Dropping Courses. Students are permitted to add and drop courses during the Add and Drop periods, respectively. Dates for Add and Drop deadlines are published in the Academic Calendar. When a student drops a course during the Drop period, no record of the original course remains in the student's transcript.

3.3.12. Withdrawing from a course. A student may withdraw from a course prior to the Withdrawal deadline as scheduled in the Academic Calendar. Unlike dropping, a grade of "W" appears by the course title on the student's transcript when that course is withdrawn. The "W" grade does not affect the GPA or CGPA.

3.3.13. Waitlist. A student is waitlisted when the course they have attempted to register for is full. The waitlist places the student in a queue. When a place in the course becomes available, the top student on the waitlist is then registered in the course and notified by email. Once the waitlist period ends, the student will have time to register for alternate courses before the end of the Add deadline.



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 the beginning of the semester or term and to remain until the semester or term 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, in accordance with relevant Handbooks. An exception may be made for justifiable reasons.

3.4.4. Students who exceed the maximum number of absences in the current and previous semester or term, as defined in the Handbook, will not be eligible for University-sponsored study abroad programs or other University-sponsored events.

3.4.5. 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 initiate a drop/withdrawal from a course if there is a violation of the attendance rules.

3.4.6. 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 or the authorized official of the School. The determination of the Vice Dean or the authorized official of the School shall be final.

3.4.7. Full-time undergraduate students are required to be present in Kazakhstan 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's regulations. Violation of this condition may result in dismissal of the student from the University, with the exception for those approved for joint/dual degree programs, academic mobility, and approved internships.

3.5. Formal Declaration of Primary Major

3.5.1. Time for declaration of a primary major. A student must make their formal declaration of a primary major by the end of their first year of study in accordance with procedures specified in the Handbook. All students must be accepted into the primary major no later than the end of their second year of study at the University. Organization and coordination of the primary major declaration process fall under the duties of AAO.

3.5.2. If a student fails to be approved for the primary major at the end of their second year of study, the student is subject to dismissal from the University. Students will receive support to facilitate the declaration of their primary major. Failure to declare the primary major may result in dismissal from the University.

3.5.3. The declaration of the primary major is processed through the "Primary Major Declaration Form" located in SIS. The form is submitted by a student with further requirement of final approval by the Dean or the School's authorized official.



3.6. Declaration of Minors and Secondary Majors

3.6.1. Minors must be declared, the latest, by the end of the first semester of the student's last year, upon approval by the Dean or School's authorized official. Minors do not provide priorities for course registration. The "Minor Declaration Form" is located in SIS and submitted by a student with further requirement of final approval by the Dean or the School's authorized official.

3.6.2. Secondary major. The program of study for a secondary major consists of courses required to meet the degree requirements for each of the two majors, together with the other courses needed to meet the general education.

If there is a difference in the overall number of credits required for the completion of the degree between the two major programs, the larger credit requirement will apply. Each School shall adopt rules governing the declaration of secondary majors, which shall be specified in the Handbook.

3.6.3. Time for declaration of secondary major. A student should initially select only one primary major but may add an additional major at any time after in accordance with procedures specified in the Handbook.

3.6.4. Rules and the form for declaration of secondary major. A student applies for a declaration of the secondary major by submitting a "Secondary Major Declaration Form" located in the SIS with attachments for approval by the Dean or the School's authorized official. Supporting documentation and course planning worksheets showing how the coursework and credit hour requirements for each program shall accompany the required form.

Secondary majors do not provide priorities for course registration. Only the primary major's School, program, and degree will be indicated in the student's transcript.

3.6.5. The School shall verify that the agreed graduation requirements of the secondary major have been satisfied.

3.7. Internal Transfers between Schools and Majors

3.7.1. Transfers between the majors within the same School. After entering the University, students may discover that their first choice of major does not correspond to their interests or intellectual abilities.

Those students may seek to change their major. The University supports these decisions by allowing internal transfers between undergraduate majors.

In order to transfer to another department, the student has to meet the transfer requirements of the department they are willing to transfer to. The transfer between majors within the same School is processed through the "Transfer between Majors Form" located in SIS. The form is submitted by a student with further requirement of final approval by the Dean or the School's authorized official.

3.7.2. Newly admitted Undergraduate students and re-admitted students must remain in their School of admission until the end of their first academic year of study. At that time, they will be eligible to transfer to another School if they are in a good academic standing and satisfy any additional requirements.

3.7.3. Transfers between the Schools. Students who choose to transfer between Schools should consult with the AAO. If the student is no longer willing to study Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University



their initially chosen major in their original School, the student could be reassigned to an advisor in the AAO. This advisor will consult with that student until the new School has formally accepted her/him as a transfer student.

3.7.4. The transfer between the Schools is processed through the “Transfer between Schools Form” located in SIS. The form is submitted by a student with further requirement of final approval by the Dean or the authorized official of the Receiving School.

3.8. Transfer of Credits from Outside University

3.8.1. Coursework completed in NUFYP cannot be transferred into any undergraduate program.

3.8.2. All transfers of courses for first-year students must be completed by the end of their first semester of studies after admission to the University.

3.8.3. No more than 24 ECTS can be transferred into the student’s records of the University. Exceptions will be joint/dual degree programs, academic mobility, and exchange programs.

3.8.4. Subject to program-specific guidelines, credit for courses taken at other accredited HEI may be transferred to a student’s University record.

3.8.5. Only courses with English language instruction can be transferred unless it is a language course.

3.8.6. All transcripts must be submitted when applying to the University as a transfer student, and approved by the appropriate receiving School.

To transfer credits from another HEI, a School submits a completed “External Transfer of Credits Form” along with an official transcript confirming the credits awarded and the grade received to the OR.

In cases where the status of a course completed at another HEI is in doubt, the Dean or School’s authorized official shall decide which will govern all future instances in which a student seeks to transfer credits from the same courses from the same institution.

Transfer credit is not awarded for courses in which the student earned a grade lower than C (or equivalent).

All transfer credits will be annotated as such on the student’s University transcript.

3.8.7. Grades earned at other HEI will be recorded as a “TC” on the student’s transcript and are not included in computing the student’s CGPA or GPA at the University.

3.8.8. Courses taken at other HEI, which are graded on a Pass/Fail system, are not eligible for transfer for letter-graded courses of the University.

In case of transfer of credit based upon approved Academic Mobility programs, up to 36 ECTS credits may be transferred. Discretion may be made with the approval of the Dean or the School’s authorized official for a student who was on an approved Academic Mobility program. An exception can be made for more than 36 ECTS for joint/dual degree programs.

3.8.9. Transfer credit must be approved by the Dean or the School’s authorized official.



3.8.10. Credits earned by students at other HEI during their active enrollment and study period spent at the University shall be processed in accordance with appropriate internal regulations of the University.

3.9. Readmission

3.9.1. If a student was previously enrolled as an undergraduate student at the University and returns to pursue an undergraduate degree, all courses taken at the University at an undergraduate level in the preceding 5 (five) academic years will be recorded in the transcript and included in computing the student's CGPA in accordance with Regulations on Readmission of the Undergraduate students of the autonomous organization of education Nazarbayev University.

3.10. Grading System

3.10.1. The following Common Grading Scale in Table 1 is applied to letter-graded courses in all University undergraduate programs:

Table 1. UG Letter Grading			
Letter Grade	%	Grade (quality) points	Explanation
A	95-100	4.00	The student has exceeded expectations for all LOs (Learning Outcomes), with evidence of highly comprehensive and in-depth knowledge, understanding, and skills.
A-	90-94.9	3.67	
B+	85-89.9	3.33	The student has achieved all the LOs of the assessment, exceeding expectations for some LOs with evidence of thorough knowledge, understanding, and skills.
B	80-84.9	3.00	
B-	75-79.9	2.67	
C+	70-74.9	2.33	The student has achieved all the LOs of the assessment with evidence of satisfactory knowledge, understanding, and skills.
C	65-69.9	2.00	
C- Threshold	60-64.9	1.67	
D+	55-59.9	1.33	The student has partially achieved the LOs of the assessment with evidence of only limited knowledge, understanding, and skills.
D	50-54.9	1.00	
F	0-49.9	0	The student has failed to achieve the LOs of the assessment with very little or no evidence of knowledge, understanding, and skills.



3.10.2. 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.

3.11. Administrative Grades

3.11.1. 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
TC	Transfer Credit	N/A	No
W	Withdrawal	N/A	No

3.11.2. 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. Regular class attendance is expected. The credit value of audited courses is included in the semester 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;
- 5) the permission of the instructor is obtained;
- 6) AU courses cannot be switched to credit-bearing courses;
- 7) AU grade cannot be changed to letter grade;
- 8) AU course cannot be re-taken as a credit-bearing course in the following semesters; and
- 9) AU option cannot be allowed for core and program-specific courses.

3.11.3. 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.

3.11.4. 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”.

The grade of “I” can be given only on the basis of a prior written 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 the work is to be determined by the course instructor.

All work must be completed no later than the Add/Drop deadline of the subsequent semester (by the end of the second week of the Fall/Spring semester and by the end of the first week of the Summer term). 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.

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 those of the immediate family. A new deadline will be set for the completion of the final examination.

The “I” grade is assigned 0 (zero) credits, has no grade points, and is not included in the calculation of the GPA.

A grade of “I” that is not completed by the end of the Add/Drop deadline of the subsequent semester (by end of the second week of Fall/Spring semester and by end of the first week of Summer term) automatically reverts to the grade indicated in the agreement between the course instructor and the students. If no grade is indicated in the agreement and the instructor does not submit the change of grade request, the “I” grade will revert to an “F”.

In no case shall a student be granted a degree while there are unresolved grades of “I” on their record.

In case of the 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.



3.11.5. In-Progress (IP)

An In-Progress grade is assigned as an interim semester grade for students registered in courses that are approved to extend over several semesters or terms, commonly research projects or theses.

In-Progress grades do not contribute to the semester GPA or CGPA calculation.

The final letter or P/F grade, as appropriate, is recorded, and ECTS credit is awarded in the semester of the course requirements' completion.

In-Progress grades may not be used for courses approved for standard delivery in a semester or term.

An Incomplete “I” grade may not be used for courses eligible for In- Progress grading.

3.11.6. Withdrawal (W)

A grade of “W” denotes a student who has withdrawn from the course and who has not completed the course requirements. Unlike dropping, the grade of “W” appears by the course title in the student’s transcript when that course is withdrawn.

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.

The “W” grade is not included in the calculation of the student’s semester GPA and CGPA and does not count toward the completion of the requirements for graduation.

3.12. Dean’s List

3.12.1. Students who achieve a 3.75 GPA or above are eligible to be placed on the Dean’s list. The School provides recognition of this award at the end of the semester.

3.13. Mid-Semester Status Reports and Provisional Grades

3.13.1. Mid-semester status reports are required from course instructors in undergraduate courses to help the University to identify and assist students who may need additional academic guidance.

Mid-semester status reports and other provisional grades are not permanent, and changes will not be accepted.

3.13.2. Mid-semester grading will be based on the following system:

1) Satisfactory (S) – a student who is at a minimum C or above with excellent attendance;

2) Non-Satisfactory (NS) – a student who is at a C- or below with attendance problems and other issues that may keep them from successfully completing the courses.



3.14. Grade Submission

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

3.14.2. Instructors must submit all final grades no later than midnight on the date posted in the Academic Calendar. The faculty should enter grades directly into the SIS system.

3.14.3. Any delay and extension in grade submissions resulting from extenuating circumstances shall be informed to the OR. The School Dean requests an extension of the grade submission period from the Provost via EDMS, with consecutive execution assigned to the OR and for information to the Bursars' Department.

3.14.4. Any delay and extension in grade submissions may affect the timely provision of stipend payments and academic reports.

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

3.15. Calculation of GPA and CGPA

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

3.15.2. 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.

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

3.16. Good Academic Standing, Academic Warning, and Academic Probation

3.16.1. To continue and complete the degree in any undergraduate program at the University, a student must be in Good Academic Standing at the conclusion of the Fall and Spring semesters, excluding the Summer term.

3.16.2. A student with both CGPA and GPA of 2.00 or above is considered to be in Good Academic Standing.

3.16.3. A student with 3 (three) or more NS grades is placed on Academic Warning after the Mid-term (mid-semester) status reports are released. This status warns students that they are at risk of being placed on academic probation at the end of the semester.

Notification of Academic Warning will be sent by the OR to the student, the School administration (Dean, Vice Dean, and academic affairs admins) and the student's advisor. The student will be advised to limit their social activities following the period of the receipt of Academic Warning notification, and may not be considered for University-sponsored travel.



3.16.4. A student who fails to satisfy conditions for Good Academic Standing at the end of the Fall and Spring semesters will be placed on Academic Probation.

At the end of one semester of Academic Probation, students are subject to dismissal from the University if they have not achieved the necessary conditions as stated above to return to Good Academic Standing.

In exceptional cases, the Dean of the relevant School may recommend extending an Academic Probation for a second semester based on the evidence of improvement, overall academic progress, and the student's potential to return to Good Academic Standing and eventually to graduate on time.

This recommendation must be submitted to the VPAA, indicating the grounds for the recommendation. The final decision on an extension of the Academic Probation for another semester is made by the VPAA.

In case a student fails to return to Good Academic Standing after the extended or 2nd probation, he/she is subject to dismissal unless the Dean of the relevant School allows a student to be granted an additional semester of study. This recommendation must be submitted to the VPAA, indicating the grounds for the recommendation. The final decision on the additional semester of study for another semester is made by the VPAA.

3.16.5. Limit to Consecutive Semesters on Academic Probation. Under no circumstances may a student be on Academic Probation for more than 2 (two) consecutive semesters or for more than 3 (three) semesters in total. In an exceptional case, refer to clause 3.16.4. Grades received at the end of the Summer term will not affect a student's academic standing unless it is their final term of study.

3.16.6. End of Term Report. The Dean of the relevant School and AAO will receive an End of Term (probation) report at the end of each semester from the OR. Students will receive notification from the OR informing them of any change in their Academic Standing.

3.16.7. Students who were placed on Academic Probation anytime during their studies but have successfully exited it and are currently not subject to Academic Probation for their latest semester will not receive any notification from the OR regarding a change in their academic status.

3.17. Change of Grade

3.17.1. The grade assigned to a student by the course instructor at the end of the semester/term is the student's final grade for that course. Final grades, except "I" and "IP," are final and permanent.

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

No grades can be changed after a degree has been awarded.

3.17.2. 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 Form" located in SIS.

2) The "Change of Grade Form" must be initiated by the course instructor and approved by the Dean or the authorized official of the relevant School.



3) The Dean or the School's authorized official will review the requested change to ensure that the University policies have been followed.

4) The request is subsequently reviewed by the Associate Registrar. If any questions or concerns occur, they will be directed to the course instructor or Dean, or the authorized official of the relevant School, or VPAA, if needed.

5) Once the grade change is approved, the new grade is entered into the student's transcript, and the student's GPA is automatically updated.

3.18. Appeal of Grades

3.18.1. Grade appeals. All 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 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.

3.18.2. Appeal process for exam grade.

A student must first consult with the course instructor within 3 (three) working days of the receipt of the contested grade. If the course instructor does not respond to the student's appeal within 3 (three) working days, the student must contact the Vice Dean or the School's authorized official of the relevant course.

The course instructor has 3 (three) working days in which to address the concern and file a "Change of Grade Form" if needed, or to deny the request.

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

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

3.19. Appeal of final course grade

3.19.1. The student must first consult with the course instructor 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 that grades are released to students, as published in the Academic Calendar.

3.19.2. The course instructor must respond to the student within the next 3 (three) working days. The time may be extended by the Vice Dean or School's authorized official if the course instructor is shown to have been unavailable during the period following the student's receipt of their final grade.

3.19.3. If the student still believes the grade is incorrect or the course instructor has not replied within 3 (three) working days, he or she may appeal to the Dean or Vice Dean or the authorized official of the relevant School within 3 (three) calendar days after.

3.19.4. The Dean or Vice Dean, or the School's authorized official shall consult with the course instructor before making any decision. If the Dean or Vice



Dean, or the School's authorized official decides to grant an appeal, they will communicate the new grade to the OR directly using the "Change of Grade Form".

3.19.5. The decision of the Dean or Vice Dean, or the School's authorized official shall be final.

3.20. Retaking courses

3.20.1. Any student who receives a grade that would prevent academic progress in their program of study may retake that course. Retakes, initiated for the purpose of increasing GPA/CGPA, are not allowed.

3.20.2. All attempts will remain in the student record and on the transcript and will be counted toward 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

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

3.21. Academic Progress

3.21.1. Satisfactory Progress towards degree. The University expects students to complete their degree requirements within the defined program period. Students shall have a minimum of 240 ECTS or as designated in the Handbook toward degree completion.

3.21.2. The following progression must be met by all students to achieve satisfactory progress. Failure to meet any of the criteria below may result in dismissal from the University.

First-year students shall have successfully completed a minimum of 40 ECTS.

Second-year students shall have successfully completed a minimum of 90 ECTS.

Third-year students shall have successfully completed a minimum of 150 ECTS.

Fourth-year students shall have successfully completed a minimum of 180 ECTS.

3.21.3. OR shall submit a list of students who do not meet the above requirements to the Dean of each School.

3.22. Additional Year of Study

3.22.1. Students may be considered for the fifth year of study if they are unable to meet graduation requirements by the end of the last semester of their final year and are expected to be able to complete their degree within one to two additional years of studies.

3.22.2. Schools shall identify potential fifth-year students.

The Dean or the School's authorized official in each School will recommend the final list of fifth-year students by submitting it, through the Provost's approval, to the AAO and OR via EDMS. This should include an individual study plan indicating



the specific course(s) for which the student is to be registered during the fifth year and the potential semester of graduation. Any changes to the list of students or their study plans must be sent additionally via EDMS following the original approval route.

The AAO collects an electronic acceptance form from each fifth-year student.

Upon the signing of the acceptance form, the student will be enrolled as a fifth-year student. The student must register for the courses according to their study plan provided by the School. A fifth-year student is not allowed to withdraw from the registered course(s).

When the student is registered for the courses, the AAO shall send the list of students with registered courses to the Bursar's Department via EDMS.

The Bursar's Department shall generate an invoice and payment contract, which will be sent to the students. The Bursar's Department shall be responsible for the execution and registration of the contract.

When the contract has been executed, the Bursar's Department will send a copy of the contract to the OR and School of the student.

The School will ensure each fifth-year student meets regularly with their academic advisor.

3.22.3. Housing may be provided with accommodation on campus during a student's fifth year of study, depending on availability.

3.22.4. Fifth-year students will be charged an accommodation fee if they choose to live on campus.

3.22.5. Students who receive discounts or waivers on tuition fees for the fifth year will have limited access to student benefits, including medical insurance, medical, and counseling services.

3.22.6. All academic requirements for graduation must be completed within the Fall and Spring semesters of the fifth year.

3.22.7. Under certain circumstances, a sixth year will be considered upon the consent of the Dean, Provost, and President, and provided that the tuition fee and all other study-related expenses during the sixth year shall be borne by the student. The Dean or the School's authorized official in each School will recommend the final list of sixth-year students by submitting it, through the Provost and President's approval, to the AAO and OR via EDMS. This should include an individual study plan indicating the specific course(s) for which the student is to be registered during the sixth year and the potential semester of graduation. Any changes to the list of students or their study plans must be sent additionally via EDMS following the original approval route.

3.22.8. All provisions related to fifth-year students shall be applied to sixth/seventh-year students.



3.23. Examinations

3.23.1. In-semester Examination Policy. Examinations given outside of class time on a Friday after 4:30 pm (16:30) or at any time Saturday or Sunday should be approved by the Dean of the relevant School.

The course instructor administering an examination that falls outside class time must:

- 1) Announce the date and time at least two weeks prior to the examination date, and
- 2) make reasonable accommodations to provide an alternative time to students who have academic conflicts with the proposed time slot.

3.24. Final Examination Conflict

3.24.1. No student shall be required to take more than 2 (two) scheduled final examinations within a single calendar day. Students who find conflicts in their final examination schedules should seek to resolve them with the course instructors involved at the time the final examination schedule is posted.

Course instructors are encouraged to be accommodating whenever possible. If a course instructor refuses to accommodate a conflict in a situation where a student is scheduled for more than two final examinations on the same calendar day, the student may appeal to the Dean of the course instructor's School.

3.25. Final Examination Schedules

3.25.1. All scheduled final examinations, or equivalent final graded exercises, are held at the end of the semester during the University's official final examination period as indicated in the respective academic calendar.

3.25.2. Final papers or other assignments that are assigned in lieu of a final examination will be due during the University's final examination period. Additional rules determining the schedule of final examination or equivalent graded exercises, or the schedule for the submission of final papers or equivalent graded work, will be determined by each School.

3.25.3. Students are expected to arrive at the examination room on time.

Rules governing the admission of students who arrive late to an examination or leave an examination early shall be specified in each Handbook.

3.25.4. All rules concerning the administration of examinations must be explained to the students before the administration of the examination.

3.26. Review of examination

3.26.1. Any student shall be permitted to review their corrected, graded final examination in the presence of a faculty or staff member.

The Individual Handbook will explain School-specific rules governing access to examinations and appointments for review of examination papers.

3.26.2. A final examination that is not returned to a student will be stored in a secure location for a minimum period of twelve months for review purposes.



3.27. Language of examination.

3.27.1. All oral examinations shall be conducted in English unless it is a foreign language examination.

3.28. Unauthorized absence from examinations

3.28.1. Students absent from an examination without permission may be awarded a mark of zero for the examination.

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

3.28.3. If a medical or other emergency causes a student to miss an examination or other form of assessment, it is the student's responsibility to contact the course instructor as soon as possible prior to the assignment of final grades.

3.29. Student Examination Conduct

3.29.1. Students may be required to present the University's current student identity card when entering an examination hall and to display this card on their desks during the examination.

3.29.2. Students are required to observe all instructions given by examiners, supervisors, proctors, or other officers responsible for the conduct of examinations.

3.29.3. The following rules apply to all examinations:

1) Talking or otherwise communicating by any means with anyone other than the proctor in the examination room is not permitted.

2) students may not have and 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;

4) continuing to work on the examination after the allowed time is considered academic misconduct.

3.29.4. Communicating answers to other students is as serious as receiving answers. Students who assist others are subject to disciplinary actions and penalties. See the Student Code of Conduct and Disciplinary Procedures of the University.

3.29.5. Rules governing materials permitted in examinations will be developed and implemented by each School and by individual course instructors.

3.30. End-of-Semester and Final Examination Period Policy Statement

3.30.1. Rules governing the conduct of classes during the End-of-Semester period. The End-of-Semester period is a time of reduced social and extracurricular activity, starting with the last week of classes and continuing through the final examination period. In this period, students concentrate on academic work and prepare for final examinations.



3.30.2. The following rules govern the conduct of classes during the End-of-Semester Period.

During this time, course instructors should neither make extraordinary assignments nor announce additional course meetings to “catch up” in course presentations that have fallen behind. Course instructors may choose to conduct optional review sessions and to suggest other activities that might seem appropriate for students preparing for final examinations.

No graded homework assignments, mandatory quizzes, or examinations should be given during the last week of classes, except:

in classes where graded homework assignments or quizzes are routine parts of the instruction process, or

in classes with laboratories, the final examination will not test the laboratory component. In such a case, the laboratory sessions during the week preceding the examination period may be used to examine students on that aspect of the course.

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

During the End-of-Semester period, no events may be conducted that involve compulsory student participation (e.g., extracurricular musical, social, athletic events, committee meetings).

3.30.3. Conduct of courses during the final examination period. No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course’s final examination.

Regardless of whether there is a final examination in the course, no classes other than review sessions shall be held during the final examination period.

3.31. Eligibility towards Completion of Degree

3.31.1. Students will be allowed to graduate upon completion of all requirements listed below. All students shall complete a minimum of 3.5 years.

Students shall maintain satisfactory academic progress.

Students shall be in good academic standing. If a student’s final term of study is the summer term, and they earn a GPA of 1.67 (C-) or receive a “P” in a Pass/Fail course resulting in a term GPA of 0.00 or no GPA, but their cumulative GPA (CGPA) is 2.00 or higher, they will be allowed to complete their degree.

Students shall successfully complete all University and program requirements.

University requirements include but are not limited to:

University’s Undergraduate Core Curriculum Framework, including 12 ECTS/2 subjects of Kazakh language courses and the History of Kazakhstan course (exception is 2-year undergraduate programs, Bachelor of Applied Nursing and Bachelor of Nursing);

Exemptions to the Core Curriculum requirements may be allowed for joint/dual degrees on a case by case basis;

Other seminars may be added when approved.

3.31.2. Students cannot have any outstanding “I” or “IP” grades on their transcripts.



3.31.3. Students shall normally complete all degree requirements within 7 (seven) years, including any leave periods, of the initial program registration date.

3.32. Withdrawal of Degree

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

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

3.33. Double, Joint/Dual, and Consecutive Degrees

3.33.1. This section outlines the policies and procedures governing Double, Joint/Dual, and Consecutive Degree programs of the University. These programs are designed to enhance academic collaboration and provide students with diverse educational opportunities.

The specific terms, requirements, and academic provisions for each program may be determined and formalized in separate agreements between the University and the respective partner institutions and/or appropriate decisions of the authorized official/body.

3.33.2. Double Degrees.

A Double Degree program allows students to earn two distinct degrees from either University or in collaboration with another institution. This may involve completing two separate theses or a single thesis that meets the requirements of both institutions.

Students must fulfill the specific requirements set by each institution involved.

A formal agreement must be established between the institutions outlining shared learning outcomes, assessment methods, and credit allocation.

Clear policies regarding credit transfer must be developed to prevent double counting of ECTS credits.

A comprehensive curriculum map must be created to outline which courses will be taken at each institution (or department) and specify learning outcomes for each course.

Any shared courses must be clearly defined in terms of their contribution to each degree's learning outcomes.

3.33.3. Joint/Dual Degrees.

A Joint/Dual Degree program requires students to complete a unified curriculum that integrates courses from both institutions (or departments within the University) and receive one joint/dual diploma.

A formal agreement is necessary to ensure that all learning outcomes are met and assessments are standardized across institutions.

The curriculum must be designed collaboratively, ensuring that all courses contribute to the learning outcomes of both degrees without overlap.

Agreements must comply with national educational regulations and outline responsibilities regarding intellectual property rights related to joint/dual research projects or theses.

3.33.4. Consecutive Degrees.

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A Consecutive Degree program allows students to transition from an undergraduate degree to a master's program within the University or between the University and another institution.

The transition should ensure a coherent progression that meets the learning outcomes of both degrees.

Students must meet specific admission criteria for the master's program following their undergraduate studies.

Clear guidelines should be established regarding credit transfer from undergraduate to master's program ensuring that students do not exceed maximum allowable credits.

3.33.5. Duration Flexibility for Double, Joint/Dual and Consecutive Degrees. For programs offered in Double Degree, Joint/Dual Degree, or Consecutive Degree modalities, the minimum duration requirements outlined in the Regulatory Framework for Undergraduate Programs and Courses may be adjusted to accommodate the specific agreements between partnering institutions or departments within the University. Such adjustments must be documented in the respective program agreements and approved by the relevant academic authorities to ensure compliance with the academic standards and integrity of the degrees conferred.

Section 4. Waiver

4.1. Not applicable.

Section 5. Temporary Provision

5.1. Not applicable.

Section 6. Revision

6.1. These Policies and Procedures shall be revised every three years or as needed.

Section 7. Related Documents

7.1. Student Code of Conduct and Disciplinary Procedures of the autonomous organization of education Nazarbayev University.

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

7.3. Student Handbooks of the Schools.

7.4. Policy and Procedures on Student Mobility of the autonomous organization of education Nazarbayev University.

7.5. Academic Calendars Guidelines.

7.6. Regulations on Readmission of the Undergraduate students of the autonomous organization of education Nazarbayev University.

7.7. Bylaws of the Career and Advising Center.