

**«ТҰРАН»  
УНИВЕРСИТЕТІ»  
МЕКЕМЕСІ**




**INSTITUTION  
"TURAN  
UNIVERSITY"**

**APPROVED**  
By the order of the rector of  
“Turan University” institution  
No.162 of 01.11.2022

## **REGULATIONS**

### **ON THE ORDER OF GRANTING ACADEMIC LEAVES TO THE STUDENTS OF “TURAN” UNIVERSITY**

Copy	Code	Edition	Developed by	Agreed upon by	
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## **1 GENERAL REGULATIONS**

- 1.1 This internal normative act (hereinafter - the Regulations) is part of the structure of organisational documents of the institution "Turan University" (hereinafter - the University) and is developed in accordance with the Law of the Republic of Kazakhstan "On Education" dated 27 July 2007 № 319-III LRK, the order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Standard Rules for the activity of educational organisations of relevant types" 30 October 2018 № 595 (as amended and supplemented).
- 1.2 The present Regulation is developed for the purpose of setting uniform requirements for the organisation of academic leaves of absence of students at "Turan" University.
- 1.3 Academic leave is a period for which the students of "Turan" University (students, masters and doctoral students) temporarily interrupt their studies for medical reasons and in other exceptional cases.
- 1.4 When granting an academic leave to a person studying on the basis of the state educational order, the right to further education on the basis of the state educational order is retained by him, and the financing of his education is interrupted (except for the financing of expenses provided for the payment of scholarships in the prescribed manner to grant holders who are on leave of absence on the basis of the conclusion of the medical advisory commission in accordance with paragraph 24 of Resolution No. 116 of the Government of the Republic of Kazakhstan of 7 February 2008) for the period of the leave of absence granted, which shall be resumed after its termination.
- 1.5 When granting academic leave to a student on a paid basis payment for education is suspended for the period of academic leave.

## **2 PROCEDURE AND TERMS FOR GRANTING ACADEMIC LEAVES OF ABSENCE**

- 2.1 For registration of academic leave the student submits an application to the Rector of the University "Turan" and presents documents confirming the validity of the temporary interruption of training.
- 2.2 Academic leave for medical reasons is granted to the student on the basis of:
  - 2.2.1 conclusion of the medical advisory commission at the outpatient polyclinic organisation (hereinafter - MAC) for a period of 6 to 12 months due to illness;
  - 2.2.2 conclusion of the Central Medical Advisory Commission of the TB medical organisation in case of TB disease with a duration of not more than 36 months.
- 2.3 Academic leave may be granted to a student also on the basis of:
  - 2.3.1 summons to enlist in the Armed Forces of the Republic of Kazakhstan for the period of call-up for military service, in cases established by law;
  - 2.3.2 birth, adoption or adoption of a child until the child reaches the age of three.
- 2.4 On the basis of the submitted documents, the Rector within three working days issues an order on granting the student a leave of absence with the indication of its start and end dates.
- 2.5 The rector of the university a copy of the order on granting academic leave to a student on an educational grant financed from the republican budget sends to the authorised body in the field of education within three working days, to adjust the appropriate amount and terms of financing of this program.


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### 3 PROCEDURE AND TIMING FOR LEAVING ACADEMIC LEAVE OF ABSENCE


- 3.1 Upon completion of the academic leave of absence, the student no later than five working days shall submit an application to the Rector and submit a certificate of the MAC about the state of health from the medical organisation that observed the patient, with a conclusion on the possibility of continuing education in the educational program - when the student is on leave of absence due to illness.
- 3.2 At the end of the academic leave, the student no later than five working days after the end of the service submits an application to the rector and provides a military card with a note of military service - when the student is on leave of absence for conscription into the ranks of the Armed Forces of the Republic of Kazakhstan.
- 3.3 Upon completion of the academic leave of absence, the student who is on leave of absence for child care until the child reaches the age of three years, not later than five working days before the specified event shall submit an application to the Rector and provide a copy of the birth certificate. At the same time annually until reaching the age of three years extends the academic leave in the prescribed manner.
- 3.4 The Dean of the Faculty on the basis of the submitted documents determines the difference of disciplines in the curriculum, the course of study and approves the individual study plan of the student in coordination with the Office of the Registrar. The course of study is determined taking into account the prerequisites according to the same rules as in the case of transfer or reinstatement of students.
- 3.5 On the basis of the submitted documents, the Rector within three working days issues an order on the withdrawal of the student from the academic leave with the indication of the educational program, course.
- 3.6 When leaving the academic leave of the student on the state educational grant, a copy of this order within three working days, the university, funded from the republican budget, sends to the authorised body in the field of education, to adjust the appropriate amount and terms of financing of this program.
- 3.7 In case the date of leaving the academic leave or going on academic leave does not coincide with the beginning or end of the academic period, the student on an individual schedule performs all academic tasks and gain the points necessary for the admission rating, is recorded in the summer term for the disciplines on which the difference was formed.
- 3.8 To eliminate the difference, the student, in parallel with the current study sessions, during the academic period attends all types of training sessions, passes all types of current and boundary control, provided by the working curriculum for these disciplines, gets admission and passes the final control during the period of interim certification of students according to the academic calendar. Students who returned from academic leave for tuberculosis, the difference in the curriculum studied during the semester and passes free of charge regardless of the form of payment.

### 4 CONCLUSIONS

- 4.1 Updating of the regulation shall be carried out by the Director of DAA and the Deans of the University.
- 4.2 The Regulations shall be approved by the order of the Rector of the University.

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- 4.3 These Regulations shall come into force upon approval and shall remain in force until replaced by a new one, but not more than 5 years.
- 4.4 If necessary, the Regulations may be amended and supplemented.
- 4.5 These Regulations shall be superseded and re-approved in cases:
- changing the name of the University
  - as a result of more than 3 amendments, additions to the document;
  - after 5 years from the date of approval.

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### Registration sheet for the changes made

Amendme nt Number	Sheet number			Date of Amendme nt Entry	Date of Amendme nt Implement ation	Total Number of Pages in the Document	Full Name of the Person Responsible for Amendments
	modified	new	seized				