



SEDS Academic and Student Affairs Office

Leave of Absence (LoA)



leave of Absence

- Leave of Absence (LoA) is a period when a student temporarily leaves the University for a certain period of time.
- No application for LoA are accepted **after the last day of classes until the end of the final exam period** as indicated in the Academic Calendar. The exception is modular programs where the final examination period is different than in a regular semester.
- No application for LoA are accepted if a **student is under the dismissal process** at the time of the request and has received dismissal notification from the School.

There are 3 categories of LoA

Medical

Immediate Family Member

Other



Medical

- A student may request and be considered for LoA when **extraordinary circumstances** such as a serious illness or injury prevent the student from continuing classes, and agreement on an Incomplete grades or other
- Arrangements with the instructors are not feasible. The medical LoA **covers both physical and mental** health conditions, including pregnancy.

The required supporting document under this category:

- A **medical certificate** issued by the Qualified Medical Consulting Commission created in accordance with legislation of the Republic of Kazakhstan (Medical Authority)
- A **validation of the medical certificates** shall be checked during the application approval process by the responsible people from the Health and Safety Department



Medical

The duration of LoA under this category is from 6 to 12 months, except the following:

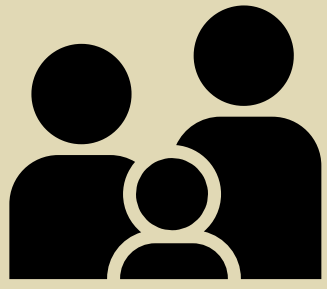
- 1) in the case of **tuberculosis**, a leave may be granted for a period of up to 24 months;
- 2) in the case of **pregnancy**, a leave may be granted until the 56th day after giving a birth; the maximum duration of LoA for pregnancy is up to 9 months. The **birth certificate** must be submitted to the Bursar's Office within a month after giving a birth.
- 3) in the case of **mental health conditions**, the student must remain on leave for the entire period of the original medical certificate unless the student provides the additional approval of the Dean of the School and the Vice Provost for Academic Affairs via EDMS for early return.



Medical

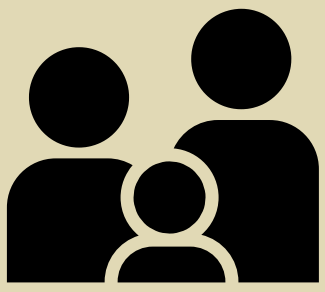
A leave may be granted for a longer period of time subject to additional approval of the Dean of the School and the VPAA via EDMS.

- A subsequent LoA on medical grounds but different diagnosis can be granted subject to additional approval of the Dean of the School and the VPAA via EDMS.



Immediate Family Member

- A student may request and be considered for LoA based on reasons related to immediate family member, which negatively affects student's ability to continue studies, such as **childcare (maternity/paternity), medical condition or death.**
- “Immediate Family Member” means **a parent, spouse, dependent child, sibling, official guardian or grandparent.**
- In case of **extraordinary social and/or economic issues** of an immediate family member, an exceptional LoA can be requested by the Dean from the VPAA via EDMS. In case of approval the memo shall be attached to the application.



Immediate Family Member

The duration of LoA under this category is from **6 to 12 months, except the following:**

1) in the case of childcare a leave may be granted for a period of up to 24 months, if no LoA for pregnancy was granted before.

The overall duration of LoA for childcare is **24 months, including pregnancy.**

The LoA for childcare can last until the child turns 3 years old.

- A subsequent LoA under this category shall not be granted.

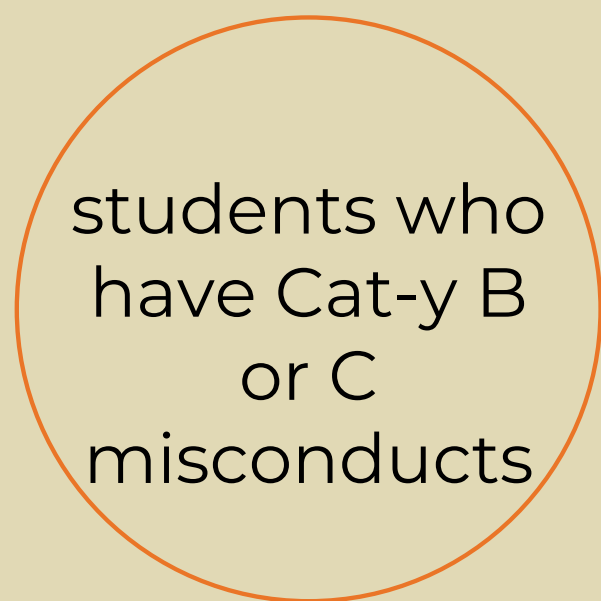
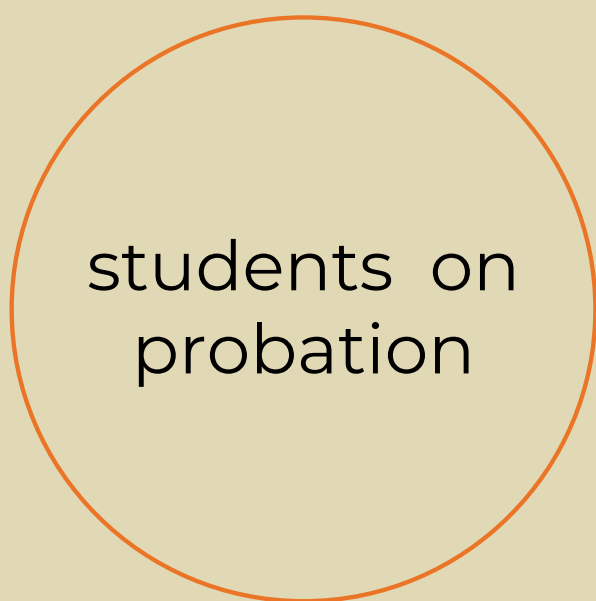


- A student may request and be considered for LoA for reasons not included in the other categories, i.e. internship, employment and etc.
- Graduate students must be in a **Good Academic Standing** to be eligible under this category, if applicable.
- The duration of LoA under this category is from **6 to 12 months**.
- A subsequent LoA under this category shall not be granted.



Other

The following groups of students **are not eligible for LoA** under this category:

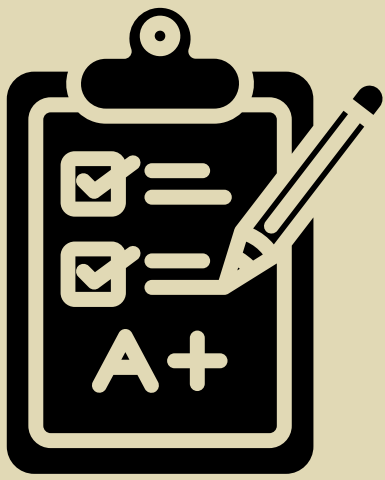


Exceptions to any of the above are at the discretion of the Dean and VPAA. Dean is to send a recommendation to VPAA via EDMS for approval.



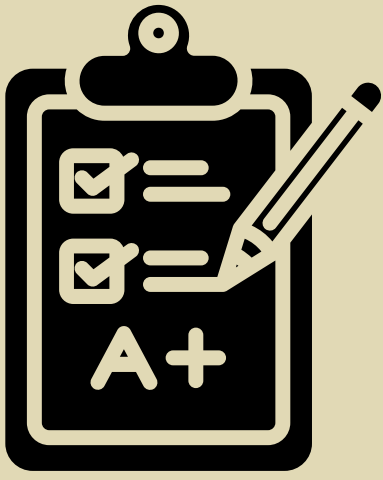
Prolongation of Leave of Absence

- Prolongation of LoA under Medical category is **allowed only for the same diagnosis.**
- In this case, the student **must provide an updated medical document and application form** for Prolongation
- Prolongation under any category is allowed if the School confirms that the student cannot continue the study due to lack of required courses at the School must provide a request for Prolongation of LoA via EDMS approved by the VPPA indicating the new return date with explanation.
- Prolongation under any category is allowed only during the actual LoA.



Effect on grades

- If the student was registered for courses **prior to the submission** of the application for LoA and submits the application for current semester after the end of Final exam period as designated in the Academic Calendar, no grades will be changed.
- If the student was registered for courses prior to the submission of the application for LoA and submits application **for current semester** before the beginning of Final exam period as designated in the Academic Calendar, no grades will be awarded for the current semester and all courses will be marked with a **“W” (“Withdrawal”)**. *The exception is modular courses that have deadlines different from the corresponding Academic Calendar, which already had exams and were graded by the time of the application submission.*



Effect on grades

- If the LoA was granted **prior to the end of the Drop period** as designated in the Academic Calendar, all courses will be dropped.
- If student has an outstanding **“Incomplete” grade at the time of granting LoA**, the period for completion of that “Incomplete” grade may be extended for the period of the LoA. In this case, the School is required to submit a new Request for Grade of Incomplete with a new deadline.