

RULES FOR ACADEMIC LEAVE OF STUDENTS IN EDUCATIONAL INSTITUTIONS

*Approved by
the Minister of Education and Science of
the Republic of Kazakhstan
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1. General Provisions

1. These Rules for academic leave of students in educational institutions (further - Rules) are developed in accordance with the Law of the Republic of Kazakhstan “On Education” dated 27 July 2007.
2. Academic leave is a period when the trainees in educational institutions (students, masters, adjuncts, cadets, doctoral students, interns and residents) temporarily interrupt their studies for medical reasons.
3. To obtain academic leave a student submits an application to the head of the educational organization and submits the documents provided for in paragraph 6 of this Regulation.
4. Academic leave is available to students on the basis of:
 - 1) the conclusion of the medical advisory committee (hereinafter - MAC) at outpatient organizations lasting for a period of 6 to 12 months due to illness;
 - 2) Decision by Centralized medical-advisory committee (hereinafter - DCMAC) TB organization in case of tuberculosis disease lasting not less than 36 months;
 - 2) The agenda of the call to military service;
 - 3) Birth, child adoption under the age of three years.
5. The head of the educational organization within three working days on the basis of the documents submitted issues an order of presenting an academic leave to the student, indicating its start and end dates.
6. The head of the educational organization within three working days sends the copy of order granting academic leave to a student who is on the government study grant to the Ministry of Education and Science of the Republic of Kazakhstan or the corresponding profile ministry. And if the study grant comes from the local budget the order is sent to the local executive educational organs for introducing corrections into the amount and timing of funding of the program.
7. After returning from the academic leave the student submits an application to the head of the educational organization and presents a certificate of MAC (CMAC) on the health state from the Health Organization, which observed a patient, with the conclusion about the possibility of continuing education in this specialty.
8. The head of the educational organization within three working days issues an order on withdrawal of the student from the academic leave, indicating a specialty, course and group on the basis of the documents submitted.

9. When a student studying on the state educational grant returns from study leave, the educational organization financed from the state budget sends a copy of the order within three working days to the Ministry of Education and Science of the Republic of Kazakhstan or the relevant line ministry and financed from the local budget sends to the local executive organs in the field of education, to adjust the appropriate amount and timing of funding for the program.
10. The head of the educational organization on the basis of the submitted documents determines the difference of disciplines in working curricula, training course and approves the individual curriculum of a student in consultation with the Registrar's office (Academic Service, engaged in registration of all educational achievement history of students and providing the organization of all types of knowledge control and academic rating calculation).

When returning from study leave a student continues his/her training with a course (and academic period), with whom he designed the vacation.

11. In case the dates of returning from the study leave or taking it do not coincide with the beginning or the end of the academic period, a student does all educational tasks on an individual schedule and earns points needed for admission rankings or takes the disciplines in the summer semester, where the difference appeared.
12. In order to eliminate differences a student, along with ongoing training sessions during the academic period attends all kinds of studies, passes all kinds of current and midterm control, provided by a working curriculum according to subjects, receives approval and passes final during the students current grading according to the academic calendar.