

	Institution «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev»	Quality Management System	
		Regulations on the procedure for granting academic leave to university students	Changes № _____ Date _____ Ex. _____



QUALITY MANAGEMENT SYSTEM

REGULATIONS

REGULATION ON THE PROCEDURE FOR GRANTING ACADEMIC LEAVE TO UNIVERSITY STUDENTS

Ekibastuz

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
«Regulations on the procedure for granting academic leave to university students»	

Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED by the Quality Management Systems, Standardization and Norm Control Management Service

3 DEVELOPER:

T.V. Diba – Head of the Quality Management System, Standardization and Norm Control Management Service

4 APPROVED and PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute, №6 of January 29 2025

5 EXPERTS:

- 1) D.K. Imangazinova-Vice-rector for Academic Affairs;
- 2) Kulbidyuk L. V.- Head of the department "Educational part";
- 3) Asylova K. B.- Dean of the Faculty of Engineering and Economics.

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1 Scope of application

This Regulation defines the procedure for granting academic leave to students studying at the Institution «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev» (hereinafter referred to as the Institute) in the quality management system.

2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 №319-III «On Education»;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011. On approval of the Rules for organizing the educational process on credit technology of training in organizations of higher and (or) postgraduate education (hereinafter-Order №152 of the Ministry of Education and Science of the Republic of Kazakhstan);
- Order of the Minister of Education and Science of the Republic of Kazakhstan №595 dated October 30, 2018. On approval of Standard Rules for the activities of organizations of higher and postgraduate Education (hereinafter-Order №595 of the Ministry of Education and Science of the Republic of Kazakhstan);
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 № 2. On approval of the State mandatory standards of higher and postgraduate education (hereinafter referred to as SSE) (hereinafter referred to as SSE);
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan №544 dated October 24, 2023. Rules for recognition of learning outcomes obtained through non-formal education, as well as results of recognition of professional qualifications edit
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 Basic concepts and definitions

academic Calendar (academic calendar) – a calendar of educational and control events, professional practices during the academic year with indication of rest days (vacations and holidays).

academic credit – a unified unit of measurement of the amount of scientific and (or) academic work (load) of the student and (or) teacher (s) required to achieve the learning outcomes of the educational program;

academic leave is a period during which students temporarily interrupt their studies on certain occasions.

academic period (Term)– a period of theoretical training that is set independently by the Department of Internal Professional Education in one of two forms: semester and trimester.

point-rating letter system for evaluating academic achievements – a system for evaluating the level of academic achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing you to set the rating of students;

distance learning – training carried out with the interaction of the teacher and students at a distance, including with the use of information and communication technologies and telecommunications facilities;

Enrollment - the procedure for registering students for academic disciplines.

individual curriculum (IEP)– a curriculum formed for each academic year by students independently with the help of an adviser on the basis of the educational program and the catalog of elective subjects and (or) modules;

final certification of students (Qualification Examination) – a procedure carried out to determine the degree of mastering the scope of academic disciplines and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of higher and postgraduate education;

Registrar's office- is a structural division of the EITI named after Academician K. Satpayev, who is engaged in registration of students for academic disciplines, accounting of completed credits, organization of intermediate and final attestation, and maintaining the entire history of students' academic achievements;

Postrequisite – disciplines and / or modules and other types of academic work that require knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and / or modules;

prerequisites (prerequisites) – disciplines and / or modules and other types of academic work that contain knowledge, skills, abilities and competencies necessary for mastering the discipline being studied and / or modules;

student (student) – an individual who is studying a bachelor's degree program.

transcript (transcript) - a document containing a list of mastered disciplines and / or modules, and other types of academic work for the corresponding period of study, indicating credits and grades;

educational achievements of students – knowledge, skills, abilities and competences of students acquired by them in the course of training and reflecting the achieved level of personal development;

advisor - a teacher who performs the functions of an academic mentor studying under the relevant educational program, who provides assistance in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period;

elective subjects – academic subjects included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into

account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

3.1 Designations

BD– basic disciplines.

UC – university component.

University – a higher educational institution.

AC– attestation commission.

SSE – The State mandatory standard of education.

EB – examination board.

CC - a component of your choice.

RC – required component.

GED – general education subjects.

EP – educational program.

RO - the Registrar's office.

PD – profile disciplines.

4 General provisions

4.1 In accordance with paragraph 32 of Order №595 of the Ministry of Education and Science of the Republic of Kazakhstan, academic leave is granted to students on the basis of the conclusion of the medical advisory commission at an outpatient clinic organization for a period of 6 to 12 months due to illness, a summons for conscription, birth, adoption (adoption) of a child before reaching the age of three years.

4.2 To apply for academic leave, a student submits an application addressed to the Rector of the Institute and submits the documents provided for in Appendices A and B of these Regulations.

Acceptance of documents and delivery of service results are carried out through the Dean's office.

5 Procedure for granting academic leave to students

5.1 Granting academic sick leave for a period of 6 to 12 months:

1) application of the student (or his legal representative) for academic leave addressed to the head of the educational organization in accordance with Annex A of these Regulations;

2) conclusions of the medical advisory commission (hereinafter referred to as the VCC) attached to an outpatient clinic organization.

For consideration of the application, the package of documents is sent to the Dean's Office of the Engineering and Economic Faculty of the Institute.

5.2 Granting academic leave until the child reaches the age of three:

1) application of the student (or his legal representative) for academic leave addressed to the head of the educational organization in accordance with Annex A of these Regulations;

2) documents (certificate) of the child's birth, adoption or adoption (copy).

5.3 Granting academic leave to conscript students:

1) application of the student (or his legal representative) for academic leave addressed to the head of the educational organization in accordance with Annex A of these Regulations;

2) a summons for conscription or a certificate from the PSC.

6 Procedure for leaving academic leave for students

6.1 After coming out of academic leave, the student submits an application to the Rector of the Institute and provides the relevant documents: a certificate of the HCC (CVCC) on the state of health from the health organization that observed the patient, with a conclusion on the possibility of continuing training in this specialty; a copy of the military ID card.

6.2 On the basis of the submitted documents, the Dean's office issues an order to withdraw the student from academic leave.

6.3 The Dean's Office, based on the submitted documents, with the participation of the heads of the relevant departments, determines the academic difference in the disciplines of the working curricula, taking into account the list of subjects studied and their volumes in academic hours or credits, and approves the Individual Curriculum.

6.4 Upon leaving the academic leave, the student continues his / her studies from the course (and academic period) from which he / she took this leave.

If the date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the academic period, then the student fulfills the academic tasks according to the Curriculum and scores the points necessary for the admission rating, or is enrolled in the summer semester in the disciplines for which the difference was formed, while leaving the academic period leave of absence is a mitigating circumstance, on the basis of which the terms/periods of the academic calendar can be changed individually by order of the dean.

To eliminate the difference, the student, in parallel with the current training sessions, during the academic period attends all types of training sessions, performs training tasks, passes all types of current and educational control provided for in the Curriculum for these disciplines (modules), receives admission and passes the final control during the intermediate certification of students according to the academic calendar.

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To the Rector
of EETI named after academician K. Satpayev

(Full name)

from _____
(Full name of the student, group code)

(date of birth)

(residential address)

(phone number)

Appendix A

Application form for academic leave

STATEMENT

Please grant me an academic leave (please indicate the reason).

(signature, date)

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
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Appendix B

Application form for leaving academic leave

To the Rector
of EETI named after academician K. Satpayev

(Full name)

from _____

(Full name of the student, group code)

(date of birth)

(residential address)

(phone number)

STATEMENT

I ask you to consider me released from academic leave (indicating the reason/grounds).

(signature, date)

