

**AUTONOMOUS ORGANIZATION OF EDUCATION  
“NAZARBAYEV UNIVERSITY”**

**POLICY AND PROCEDURES ON THE FIFTH YEAR OF UNDERGRADUATE  
STUDY**

Approved by the resolution of the Academic Council of  
The autonomous organization of education “Nazarbayev University”  
Minute’s # 43 of 05.08 2015



Astana 2015

## **1. General provisions**

1. This document contains policy provisions on the implementation of a fifth year of study in undergraduate programs of the autonomous organization of education “Nazarbayev University” (hereinafter – the University).

2. This Policy has been prepared in accordance with the University Charter, University Academic Policies and Procedures and other internal regulations of the University.

3. The terms applied in this Policy shall have the same meaning as specified in the University Academic Policy and Procedures.

## **2. Students’ eligibility**

4. 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 with one additional year of study.

## **3. Identifying potential fifth year students**

5. During the Fall semester, each School undertakes a graduation audit of fourth year students. School academic advisors will use this audit to identify any potential fifth year students.

6. Potential fifth year students will be counseled within their School by their academic advisor. The advisor will develop an academic assessment report for each of their advisee students, including any potential academic risks, how to overcome those risks and a potential pathway to graduation. After discussing this report with the advisee student, the advisor will forward the report to the Office of the Registrar. The Office of the Registrar will send the report to the potential fifth year student.

7. Students might also be identified as potential fifth year students upon the receipt of their grades for the Spring semester in their fourth year of study.

8. Schools shall identify third year students as potential fifth year students based on their academic progression at the end of their third year of study. These students shall receive an “early warning” letter explaining their situation and further actions available to them. The academic assessment report will be prepared by their School and a letter will be sent to the student by the Office of the Registrar.

## **4. Procedures for enrollment into the fifth year**

9. The procedures for enrollment in the fifth year are as follows:

1) At the end of the Spring semester, as soon as is practicable after receipt of final grades, the Office of the Registrar will send each School a list of the fourth year students who will not satisfy the requirements for graduation.



2) The Vice Dean for Academic Affairs or equivalent official in each School, in consultation with academic advisors and Department chairs, will complete a form indicating the specific courses in which the student is to be enrolled during his or her fifth year. This form must be submitted to the Office of the Registrar no later than July 1st.

3) The Office of the Registrar shall send a letter to the student's parents informing them that the student is eligible for a fifth year of study at cost, identifying the list of courses in which the student will be required to enroll during a fifth year of study, and indicating the current cost per credit of fifth year study at the University. The letter will contain an acceptance form. The acceptance form must be sent no later than July 20th if that is a business day, otherwise on the first business day thereafter to return the acceptance form. Acceptance forms sent after July 20th or the first business day thereafter will not secure a student a space, but if spaces remain available in all required classes the student may be permitted to enroll late at the discretion of the Vice Dean for Academic Affairs or equivalent official in the student's home School.

4) Upon timely return of the acceptance form the student will be enrolled as a fifth year student in the specific courses indicated in the letter.

5) When the student is enrolled, the Office of the Registrar shall forward a copy of the letter and acceptance form to the Bursar's Office.

6) The Bursar's Office shall generate a billing statement and payment contract which will be sent to the students no later than August 10th if that is a business day, otherwise on the first business day thereafter. The Bursar's Office shall be responsible for the execution and registration of the contract.

7) When the contract has been executed, the Bursar's Office will send it to the Office of the Registrar for inclusion in the student's permanent file.

8) A student enrolled into a fifth year of study will receive an academic schedule for each semester of the fifth year based on the list of required courses identified in the letter from the Office of the Registrar. The fifth year student is not allowed to change this schedule, drop or add courses or withdraw from this set schedule.

9) The School will ensure that each fifth year student meets regularly with their academic advisor.

## **5. Payment for the fifth year**

10. The Managing Council of the University may establish discounts and tuition fee waivers.

11. The tuition fee will be on a credit point basis.

12. The rate for tuition is established by the decision of the Managing Council of the University. The rate for tuition fee may be revised annually. Changes in the rate of tuition will apply prospectively.



## **6. Housing**

13. During their fifth year of study, fifth year students may be provided with accommodation on campus, depending on availability.

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

15. The accommodation fees are established by the decision of the Managing Council of the University.

## **7. Requirements for completion of the fifth year**

16. Fifth year students are subject to the University Academic Policies and Procedures, the University Student Code of Conduct and Disciplinary Procedures and all other University policies and procedures throughout their fifth year of study. The exception is that no retakes will be permitted within the fifth year of study.

17. All academic requirements for graduation must be completed within the Fall and Spring semester of the fifth year. A sixth year will not be considered under any circumstances.




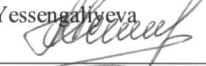


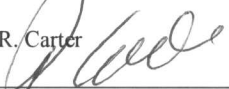
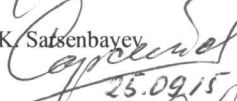
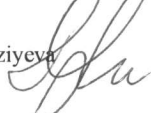
18. If a student has not completed their program of study by May of their fifth year, they will not graduate from the University or receive a diploma. They will receive a letter of attendance on approved letterhead, signed by the Office of the Registrar, accompanied by an official transcript.

## **8. Student benefits**

19. Students in their fifth year of study will receive all benefits available to University's students under terms and conditions established by the University.

## APPROVAL SHEET/ КЕЛІСУ ПАРАҒЫ/ЛИСТ СОГЛАСОВАНИЯ

**Policy and procedures on the fifth year of undergraduate study**  
**Бакалавриаттың бесінші курс бойынша саясаты мен рәсімдері**  
**Политика и процедуры пятого года обучения по программе бакалавриата**

Item/ Атауы/ Наименование	Structural subdivision/ Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения	Name and signature of a responsible person, date of approval/ Т.А.Ж., жауапты тұлғаның қолы, визаның қойылған күні Ф.И.О., подпись ответственного лица, дата визирования	Position, name and signature of a resp., date of approval / Лауазымы, Т.А.Ж., нақты орындаушының қолы, визаның қойылған күні/ Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования
DEVELOPMENT/ ӘЗІРЛЕУ/ РАЗРАБОТКА	Provost/ Провост/ Провост	A. Lonsdale 	
	Vice-Provost for Academic Affairs/ Академиялық істер жөніндегі Вице-провост/ Вице-провост по Академическим делам	L. O'Donnell 	30/9/15
Review/ Келісу/ Согласование	Vice-President for Student Affairs and International Cooperation/ Студенттік істер және халықаралық қатынастар жөніндегі вице-президент/ Вице-президент по студенческим делам и международному сотрудничеству	K. Dairova 	
	Chief Financial Officer / Қаржы директоры/ Финансовый директор/	A. Yessenalyeva 	27.09.15
	Department of Finance/ Қаржы департаменті/ Департамент финансов	A. Bakayeva 	29.09.15
	Bursar's Office	Y. Bayadilov 	28.09.2015
	Office of the Registrar/ Тіркеуші кеңсесі/ Офис регистратора	R. Carter 	
	Legal department/ General Counsel Заң департаменті/ Бас заң кеңесшісі Юридический департамент/Главный юридический советник	K. Sarsenbayev 	25.09.15
	Department of Documentational Support/ Құжаттармен қамтамасыз ету Департаменті/ Департамент документационного обеспечения	L. Nurgaziyeva 	исполнено после ВД полное оформление

Appendix  
to the **Policy and Procedures on the  
Fifth Year of Undergraduate Study**

I, THE UNDERSIGNED STUDENT, AGREE TO ENROLL IN A FIFTH YEAR OF STUDY AT NAZARBAYEV UNIVERSITY AND I AGREE TO ALL THE TERMS AND CONDITIONS, BOTH ACADEMIC AND FINANCIAL, WHICH THE UNIVERSITY WILL IMPOSE ON THIS FIFTH YEAR OF STUDY. I UNDERSTAND THAT ENROLLING IN THE FIFTH YEAR OF STUDY IS NOT A GUARANTEE OF GRADUATION.

SIGNED..... (STUDENT NAME AND ID NUMBER)

DATE.....

STUDENT'S SCHOOL AND MAJOR .....

RETURN THIS SIGNED AND DATED FORM TO THE BURSAR'S OFFICE BY THE FOLLOWING DATE

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