

APPROVED ABSENCES POLICY

Reference Number: RGR - 013

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All UCA students, faculty, and academic staff
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: This Policy outlines the conditions under which students may be granted approved absences from classes. It ensures consistent handling of class absences for medical, personal, or university-sanctioned reasons, maintaining academic integrity while supporting student welfare.

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1. POLICY STATEMENT

- 1.1. Students at UCA may be granted approved absences for legitimate reasons such as medical conditions, bereavement, participation in university-approved activities, or visa-related travel. All such absences must be documented and pre-approved to maintain academic standing.

2. PURPOSE

- 2.1. To define the conditions under which class absences may be approved, ensuring that students can manage legitimate absences without compromising their academic progress.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This policy applies to all students enrolled in UCA programs and to the faculty and staff responsible for managing student attendance.

4. DEFINITIONS

- 4.1. Approved Class Absence. An absence from class that is justified with proper documentation and approved by relevant university authorities.
- 4.2. Medical Absence. An absence from class due to a student's health condition.
- 4.3. Bereavement Leave. Authorized time off from academic responsibilities due to the death of a close family member.
- 4.4. Close Family Member. Parents, siblings, children, spouse.
- 4.5. University-Approved Activities. Activities officially sanctioned by the SAS Dean or the Rector that may require students to miss classes.
- 4.6. Visa and Immigration Documentation Absence. Absence due to travel or appointments necessary for obtaining or renewing visas or immigration documents required to maintain student enrolment status.
- 4.7. Manager of Student Affairs (MSA). The University official responsible for overseeing and coordinating student welfare matters.
- 4.8. Disciplinary Committee. A university body responsible for reviewing cases where students are suspected of misrepresenting the reasons for their absences.

5. POLICY

5.1. Medical Absences

- 5.1.1. Undergraduate students must submit documentation from a physician or campus doctor to the Instructor, Programme Director, and MSA within 24 hours of absence.
- 5.1.2. If medical absences exceed five calendar days, the MSA will assess the student's condition and determine further actions in consultation with the Instructor and Programme Director.

- 5.1.3. Graduate students must submit documentation from a licensed physician or certified medical professional directly to the Programme Director within 24 hours of their absence
- 5.1.4. In cases of prolonged or recurring medical absences, graduate students may be required to submit additional documentation and develop a plan for completing missed coursework and/or research in consultation with Programme Director and supervisor.

5.2. Bereavement Leave

- 5.2.1. Approved for up to 14 calendar days for the loss of close family members.
- 5.2.2. Students must notify the Programme Director and MSA, who will coordinate with the Dean and instructors.

5.3. University-Approved Activities

- 5.3.1. Excused absences may be granted for participation in academic or athletic events sanctioned by the School Dean.
- 5.3.2. For graduate students, university-approved activities include conferences, thesis-related research trips or field trips, and internships approved by the Programme Director.
- 5.3.3. Students must contact instructors at least 24 hours before the event to arrange make-up work. Graduate students must contact supervisors for thesis/research work.
- 5.3.4. Students who miss an exam or graded assignment due to valid reasons must request a rescheduling in writing to the course instructor with a copy to the Dean of the respective school.

5.4. Visa and Immigration Documentation

- 5.4.1. Students may receive excused absences for travel related to obtaining necessary visa or immigration documentation.

5.5. Exceptions

- 5.5.1. Exceptions to the above conditions require written approval from the Dean of the School and/or Rector.
- 5.5.2. Misrepresentation of absence facts will result in referral to the Disciplinary Committee.

6. ROLES AND RESPONSIBILITIES

- 6.1. Students. Responsible for notifying the appropriate university offices and submitting required documentation promptly.
- 6.2. Instructors. Must provide opportunities for students to make up missed work due to approved absences.
- 6.3. Manager of Student Affairs (MSA). Coordinates documentation, communication, and support for students with approved absences.
- 6.4. Dean of the School. Approves or denies requests for university-sanctioned activity absences in their respective School.

7. PROCEDURES

- 7.1. Submission of Documentation. Students must provide documentation for medical absences to the appropriate authorities within 24 hours.
- 7.2. Notification of Bereavement. The MSA coordinates with the Dean and instructors upon notification of a bereavement.
- 7.3. Arranging Make-Up Work. Students are responsible for contacting instructors to arrange completion of missed work.

8. CONTACT INFORMATION

- 8.1. Office of the Registrar (registrar@ucentralasia.org).

9. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
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