

PREPARATORY PROGRAMME POLICY

Reference Number: RGR – 003

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	Preparatory Programme Students, Instructors, Office of the Registrar, SAS Management
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: This Policy is needed to outline the structure, requirements, and procedures of the Preparatory Programme at the University of Central Asia (UCA). It aims to establish clear expectations for students and staff, ensure the smooth operation of the programme, and support students in successfully transitioning to undergraduate programme.

Table of Contents

1. POLICY STATEMENT	3
2. PURPOSE	3
3. SCOPE	3
4. DEFINITIONS	3
5. POLICY	4
5.1. Curriculum	4
5.2. Programme Structure	4
5.3. Academic Requirements	4
5.4. Major Declaration and Changes	4
5.5. Dismissal and Reinstatement.....	4
5.6. Appeals	5
6. ROLES AND RESPONSIBILITIES	5
7. ADDITIONAL INFORMATION.....	5
8. CONTACT INFORMATION	5
9. REVIEW HISTORY	5
Annex 1	6

1. POLICY STATEMENT

- 1.1. The Preparatory Programme at UCA is designed to prepare students for success in their undergraduate studies. This policy establishes the standards and expectations for student performance, course completion, and progression within the programme. The Policy ensures that students are aware of the academic requirements and the consequences of not meeting these standards. This policy also ensures that students understand the academic requirements and the potential consequences of failing to meet these standards.

2. PURPOSE

- 2.1. The purpose of this Policy is to define the framework within which the Preparatory Programme operates. It seeks to:
 - 2.1.1. Set clear academic standards and progression criteria for students.
 - 2.1.2. Outline the procedures for course completion.
 - 2.1.3. Ensure consistent application and understanding of the programme requirements across all stakeholders.
- 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 the Preparatory Programme at UCA and the instructors responsible for delivering the curriculum. It also applies to academic advisors and administrative staff involved in supporting the programme's implementation.

4. DEFINITIONS

- 4.1. **Preparatory Programme.** A preparatory academic programme designed to equip students with essential skills and knowledge for successful progression to undergraduate studies. Typically spanning one academic year, the programme focuses on foundational subjects such as English, Mathematics, and Science. It aims to develop students' competencies to meet the academic and language requirements necessary for admission to undergraduate degree programmes. Upon successful completion, students receive a certification acknowledging their readiness for higher education.
- 4.2. **“At Risk” Student.** A student identified as being at the risk of failing courses, dropping out, or facing academic suspension or dismissal due to academic and non-academic factors. Such factors may include poor academic performance, misconduct, language barriers, or health and mental well-being issues.
- 4.3. **Conditional Pass.** A provisional status allowing a student to proceed to the next stage with specific conditions.
- 4.4. **Major Change.** The process by which a student changes their declared major field of study. This process involves approval by the relevant academic authority and adherence to prescribed guidelines.

5. POLICY

5.1. Curriculum

5.1.1. The Preparatory Programme consists of the following disciplines:

- 5.1.1.1. English
- 5.1.1.2. Mathematics
- 5.1.1.3. Science

5.2. Programme Structure

5.2.1. The Preparatory Programme and Undergraduate Programme are separate entities. Credits earned in the Preparatory Programme do not transfer to the Undergraduate Programme.

5.3. Academic Requirements

- 5.3.1. Admission of attendees to the preparatory programme is carried out based on a duly executed agreement.
- 5.3.2. An agreement with a minor citizen is concluded with the written consent of their legal representatives. Depending on their major, students must achieve a minimum score in Math, Science, and English, as stipulated in **Appendix 1** hereto by the end of the Spring Semester to qualify for undergraduate studies.
- 5.3.3. “At Risk” Students. A Dean’s Memo will be issued for students at risk according to the Academic Standing Policy.
- 5.3.4. Students’ attendance is regulated by the SAS Attendance and Absences Policy.

5.4. Major Declaration and Changes

- 5.4.1. Students are required to declare a major upon application to UCA.
- 5.4.2. Requests for a change of major must be submitted to the Registrar’s Office after the Spring mid-term break but no later than one week after completing the Preparatory Programme.
- 5.4.3. Students applying for a change of major can only be accepted by the approval of the receiving department based on the enrolment ceiling, grade assessments, etc.
- 5.4.4. Students dismissed for grade issues may be recommended by APC to apply for a change of major to another programme. However, this is subject to (a) submission of a change of major application to the programme the student is eligible for, and (b) approval of the programme. If no submission is made or approval is not granted the dismissal holds.
- 5.4.5. If a student decides to change a major after the preparatory programme such a student is not eligible to change a major during the undergraduate programme.
- 5.4.6. Students who were offered to change their major due to grade deficiencies or failure to meet the minimum grade requirements, as stipulated in Annex 1, will not be permitted to revert to their original major during their undergraduate studies. This is to ensure that the students are sufficiently prepared and meet the academic requirements.

5.5. Dismissal and Reinstatement

- 5.5.1. If a student fails any of the courses with a grade that makes it mathematically impossible to meet the conditional entry minimum grades the student shall be

dismissed after the Fall semester.

- 5.5.2. Students dismissed from the Preparatory Programme are not eligible to apply for reinstatement.
- 5.5.3. Once dismissed from the Preparatory Programme the students must reapply for UCA through the standard admissions process.
- 5.5.4. The decision to dismiss a student shall be made by the SAS Dean based on recommendations of the Academic Progression Committee. The decisions on dismissal are subject to the Rector's approval.

5.6. Appeals

- 5.6.1. Students have the right to appeal the dismissal decision. Appeals shall be governed by the procedures outlined in the Board of Academic Appeals Policy.
- 5.6.2. The campus Assistant Registrar shall ensure that the appeal process is clearly explained to students, including the steps and deadlines required for submitting an appeal.

6. ROLES AND RESPONSIBILITIES

- 6.1. Registrar's Office. Responsible for overseeing the implementation and compliance with this Policy across all campuses.
- 6.2. Instructors. Responsible for adhering to the academic standards outlined in this policy and supporting students in meeting these requirements.
- 6.3. Students. Responsible for fulfilling the academic, attendance, and behavioural requirements outlined in this Policy.
- 6.4. Academic Progression Committee. Responsible for evaluating students' academic performance and making recommendations on academic progression to the SAS Dean.
- 6.5. SAS Dean. Responsible for making the final decisions on students' academic progression and eligibility for entry into the undergraduate programme.

7. ADDITIONAL INFORMATION

- 7.1. This policy is aligned with other Academic Policies and procedures.

8. CONTACT INFORMATION

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

9. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
2				

Annex 1

MINIMUM GRADES FOR ACADEMIC PROGRESSION BY PROGRAMME

Computer Science		
Course	Passing Grade	Conditional Entry
English	70	60-70
Mathematics	70	65-70
Science	70	65-70

Communications and Media		
Course	Passing Grade	Conditional Entry
English	70	65-70
Mathematics	60	50-60
Science	70	60-70

Earth and Environmental Sciences		
Course	Passing Grade	Conditional Entry
English	70	65-70
Mathematics	65	60-65
Science	70	65-70

Global Economics		
Course	Passing Grade	Conditional Entry
English	70	65-70
Mathematics	70	65-70
Science	70	60-70