

Academic Leave Policy for Students at Ilia State University

1. This policy determines the procedure for requesting and granting academic leave to students at Ilia State University.
2. Students have the right to take academic leave in accordance with this policy.
3. Students can be granted academic leave for the following reasons:
 - a) serious health conditions that require surgery or long-term treatment;
 - b) pregnancy, childbirth, and child care;
 - c) when students have been invited to study or continue their studies at a foreign educational institution for a professional higher education, bachelor's, master's, or doctoral program.
4. The University shall be entitled to consider granting academic leave when there are other objective circumstances that prevent students from continuing their studies. These circumstances must be substantiated with documents and arguments. In such cases, the decision regarding the appropriateness of granting academic leave is made by the University Rector on the recommendation of the relevant faculty Dean.
5. The duration of the academic leave is a minimum of one semester.
6. Students may take academic leave for a maximum period of five years. After five years, individuals who do not apply to continue their studies will lose their student status, except in cases provided by law.
7. Students seeking academic leave must submit a request to the University that includes the following information:
 - a) first name, last name, address, and telephone number;
 - b) faculty, specialization, and year of study;
 - c) the semester from which they are requesting academic leave;
 - d) the reason for academic leave, supported by relevant documents;
 - e) date of application submission.
8. Students must apply for academic leave to the University no later than one week after the start of the relevant semester unless prevented by objective reasons.
9. When students take academic leave, their academic and financial obligations are suspended for the duration of the leave, and financial obligations (if any) for the current semester are canceled. If students on academic

leave have outstanding financial debts, they are allowed to request the termination and resumption of academic leave only after fully repaying the debt to the University.

10. The student's application for academic leave is forwarded to the relevant faculty for consideration. After reviewing the application and attached documents, if the reasons stated in the application align with those outlined in Article 3 of this policy, the faculty has three days to provide the Rector with the student's data, including the year of enrolment, year of study, date of birth, ID number, name of the academic program, and other necessary information along with their recommendation regarding the approval of the academic leave. If the reasons specified by the student in the application go beyond those outlined in Article 3 of this policy, the faculty has five days to submit to the Rector a reasoned decision either granting or denying the student's request for academic leave.
11. Academic leave is terminated at the student's request. The student must submit a request to terminate the academic leave to the University at least one week before the beginning of the semester.
12. Within three days of receiving the student's application to terminate academic leave, the faculty will provide the Rector with the necessary information to end the student's academic leave and reinstate their status.
13. An individual Act of the Rector formalizes academic leave and its termination. Students shall receive written notifications if their request for academic leave is refused.
14. Students returning from academic leave pay the fees established according to the agreement signed between them and the University, following the payment schedule set out in the agreement and specified in the Argus financial section.
15. If students' courses or specializations are limited-term, one-time or there are other similar circumstances that prevent the returning students from continuing their studies under the original conditions, the University will offer them the adjacent available course or specialization. These are the conditions in which they were enrolled and then studied at the University before taking academic leave. In the absence of such, students can use internal or external mobility options according to the established rules.