# PROVISION OF ACADEMIC LEAVE TO STUDENTS IN ORGANIZATIONS OF TECHNICAL AND VOCATIONAL, POST-SECONDARY EDUCATION

|  |
| --- |
| **State service "Provision of academic leave to students in organizations of technical and vocational, post-secondary education"** |
| 1 | Name of the service provider | Organization of technical and vocational, post-secondary education |
| 2 | Ways of providing public services | The acceptance of documents and the issuance of the results of the provision of public services are carried out through:1) the office of the service provider;2) non–profit joint stock Company "State Corporation "Government for Citizens" (hereinafter - the State Corporation) |
| 3 | The term of the provision of public services | From the date of delivery of the package of documents to the service provider to the State Corporation at the location of the service provider – 2 (two) business days |
| 4 | The form of public service provision | Paper |
| 5 | The result of the provision of public services | A duly certified copy of the order of the head of the service provider on granting academic leave to the student, indicating the dates of its beginning and end, or a reasoned response on refusal to provide public services on the grounds established by paragraph 3 of the Rules.The form of providing the result of the provision of public services: paper |
| 6 | The amount of payment charged to the service recipient for the provision of public services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan | The public service is provided to individuals free of charge |
| 7 | Work schedule | The service provider – from Monday to Friday from 9:00 to 18:00, lunch break from 13:00 to 14:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan |
| 8 | the list of documents and information required from the service recipient for the provision of public services | The list of documents required for the provision of public services when contacting the service recipient (or a representative under a notarized power of attorney):1. Through the service provider: to provide academic sick leave lasting from 6 to 12 months:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Annex 1 to the Rules;3) conclusion of the VCC at an outpatient polyclinic organization for the provision of academic leave in case of tuberculosis for a period of no more than 36 months:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Annex 1 to the Rules;3) the decision of the Central Committee of the Tuberculosis Organization to provide academic leave to conscript students:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Annex 1 to the Rules;3) a summons for military service to provide academic leave until the child reaches the age of three years:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Annex 1 to the Rules;3) the birth certificate of the child (children) or an electronic document from the digital document service (required for identification).2. Through a State Corporation: to provide academic sick leave lasting from 6 to 12 months:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Annex 1 to the Rules;3) conclusion of the VCC at an outpatient polyclinic organization for the provision of academic leave in case of tuberculosis for a period of no more than 36 months:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Annex 1 to the Rules;3) the decision of the Central Committee of the Tuberculosis Organization to provide academic leave to conscript students:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Annex 1 to the Rules;3) a summons for military service to provide academic leave until the child reaches the age of three years:1) an identity document or an electronic document from the digital documents service (required for identification);2) application for academic leave in accordance with Appendix 1 to the Rules.An employee of a State Corporation receives information about the identity documents of the service recipient, the birth certificate of a child (children) from the relevant state information systems through the gateway of the "electronic government" and prints it on paper for transfer to the service provider.An employee of a State Corporation receives the consent of the service recipient to use information constituting a legally protected secret contained in information systems in the provision of public services, unless otherwise provided by the laws of the Republic of Kazakhstan.In cases where the service recipient submits an incomplete set of documents according to the list specified in paragraph 3 of the Rules and (or) expired documents, an employee of a State Corporation issues a receipt for refusal to accept documents in accordance with Appendix 4 to the Rules |
| 9 | Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan | 1) Identification of the unreliability of documents submitted by the service recipient for receiving a public service, and (or) the data (information) contained therein;2) non-compliance of the service recipient and (or) the submitted materials, data and information necessary for the provision of public services with the requirements established by the Rules;3) the absence of the consent of the service recipient, provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and their protection", for access to personal data of limited access, which are required for the provision of public services |