Academic leave/break

Process purpose and use cases

This process allows students to take an academic leave or break for a certain period.

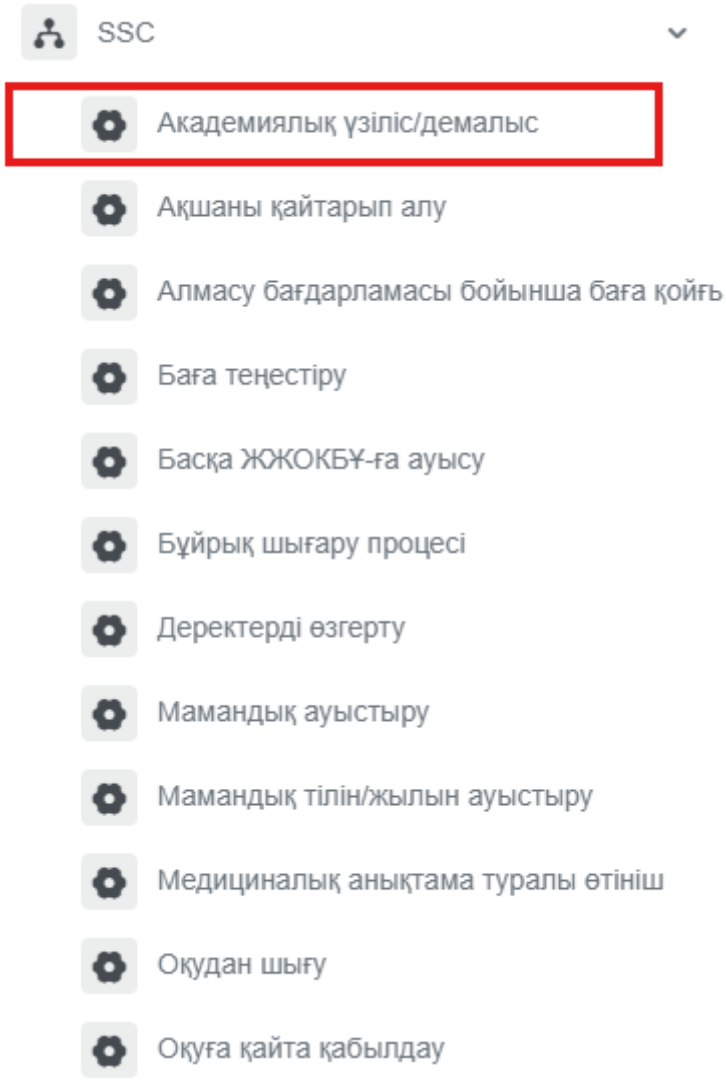
Use cases:

- Taking an academic break due to health reasons
- Requesting leave for personal reasons
- Being called for military service
- Temporarily withdrawing from studies due to family or other significant reasons

How can I initiate the Academic leave/break process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **SSC** → **Академиялық үзіліс/демалыс / Academic leave/break** process**.**

Note: SSC processes can only be initiated by SSC employees.



2. 1) When you click the button in the **Student ID/Студент ID** column, enter the **student's ID** number or **name** in the opened window. After selecting the required student, the remaining fields will be filled in automatically.
2) Fill in the **application type / өтініш түрі, duration / мерзімі**, and **reason / себебі** according to the student's request.
3) When you click the "**Add / Қосу**" button, you can attach the necessary file in the opened window according to the categories on the left.

%D1%82%D1%83%D1%82%D1%83.10.02.25.09.PNG
3. Once the required information is provided, click the "***Submit / Жіберу***" *button.*

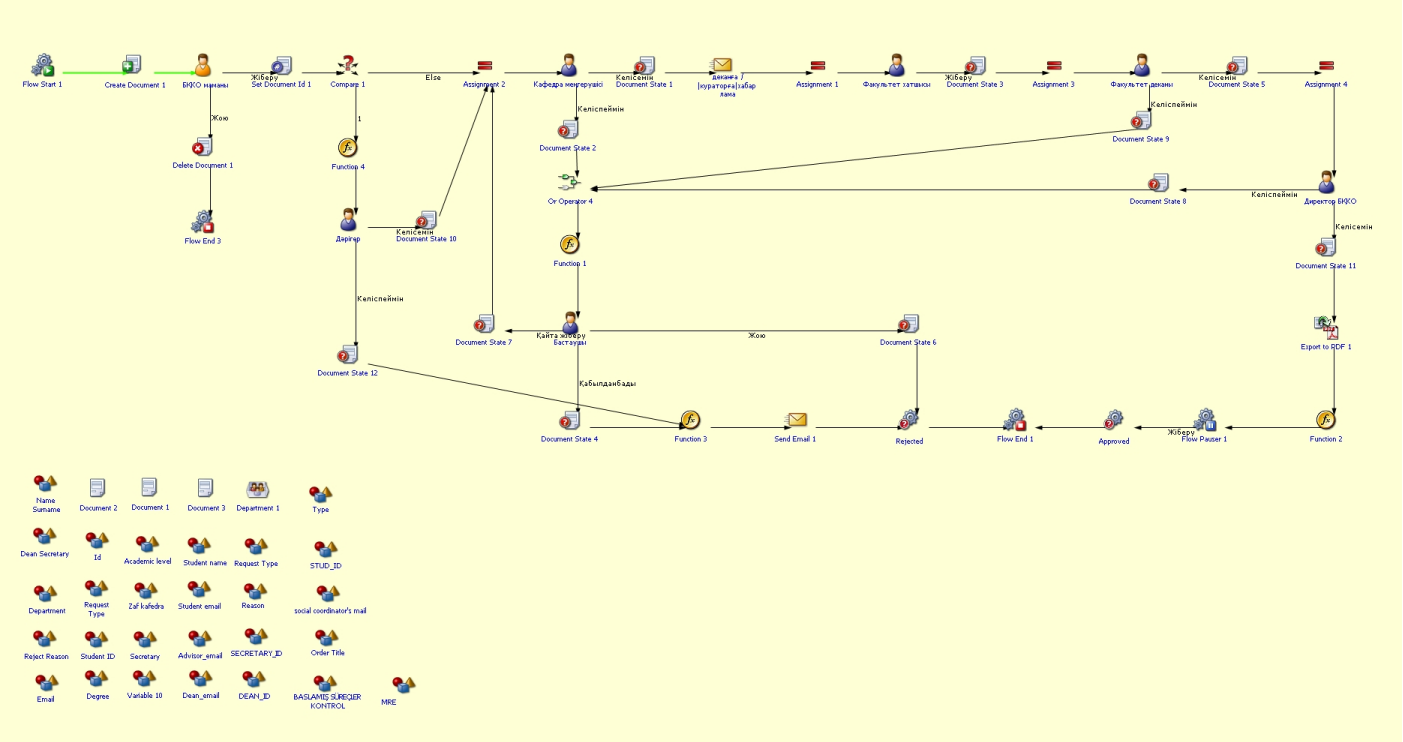
Send Delete

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Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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