



APPROVED

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 Protocol № 4

**Internal regulations for students
 at the NJSC “S.D. Asfendiyarov Kazakh National Medical
 University”**

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1. General provisions

- 1.1 These rules of internal educational regulations for students (hereinafter referred to as the Rules) in the Non-Profit Joint Stock Company “S.D. Asfendiyarov Kazakh National Medical University ” (hereinafter referred to as the University) regulate the internal regulations and rules of behavior of students studying at the University, incentive measures for academic success and disciplinary measures.
- 1.2 The rules determine the status of University students, their rights, duties and responsibilities as participants in educational relations.
- 1.3 Compliance with the Rules contributes to improving the quality and increasing the efficiency of educational processes at the University, the successful implementation of the goals and objectives defined in the University Charter.
- 1.4 The rules are designed to promote the formation in students of such personal qualities as organization, responsibility, and respect for others.
- 1.5 The rules also help ensure the safety and health of students, maintain discipline and order in the University buildings and on its territory.
- 1.6 These Rules are posted on the official website of the University, the corresponding information stands, are brought to the attention of all students in accordance with the procedure established at the University and are binding on all students of the University.

2. Regulatory documents

- 2.1 The rules are developed on the basis of such external regulatory documents as:
 - 1) Constitution of the Republic of Kazakhstan;
 - 2) Law of the Republic of Kazakhstan “On Education”;
 - 3) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595 “On approval of the Model Rules for the activities of educational organizations of relevant types”;
 - 4) Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 №152 “On approval of the Rules for organizing the educational process in credit technology of education,” etc.;
 - 5) and other regulatory legal acts regulating the activities of medical higher educational institutions.
- 2.2 When developing this Regulation, the following internal regulatory documents (hereinafter referred to as IRD) were used:
 - 1) Charter of the University;
 - 2) Code of Academic Honesty for Students;
 - 3) Academic policy of the University for the academic year;
 - 4) and other IRD of the University.

3. Terms and Definitions

An internal regulatory document is a document developed within the University and intended to regulate its internal activities.

Academic discipline (schedule) is obligatory for all students to obey the rules of conduct



established at the University, both during all types of academic classes and while staying on the territory, in academic buildings and other rooms of the University, including in dormitories, and as well as the proper performance of their assigned duties.

A disciplinary sanction is a punishment imposed on a student in connection with his violation of the academic discipline established at the University.

A disciplinary offense is a violation of discipline by a student, expressed in a culpable unlawful failure to fulfill and/or improper performance of their duties provided for by the legislation of the Republic of Kazakhstan, the University Charter, an agreement for the provision of educational services, these Rules and/or other IRD of the University.

4. Notations and abbreviations

University – higher education institution;

DQP – documented quality procedure;

IEP – individual educational plan;

MS and HE of RK - Ministry of Science and Higher Education of the Republic of Kazakhstan;

MH of the RK - Ministry of Health of the Republic of Kazakhstan;

DSEW – Department of Social and Educational Work;

TS – teaching staff;

WC – working curriculum;

DAW – department of academic work;

SGU - the student government of the university.

5. Scope of the rules

5.1 The rules have the status of IRD of the University are mandatory for all students of the University, regardless of the types and forms of study.

5.2 Violation of the requirements established by these Rules is considered a gross violation of academic discipline and is the basis for applying disciplinary action to the student who committed the violation.

5.3 These Rules regulate relations related to the academic discipline of students both in school and in their free time:

- 1) during students' stay on the territory, in academic buildings and other study rooms of the University, including in the University dormitories;
- 2) during the stay of students on the territory, in educational buildings and other study rooms of medical, educational and other organizations that have partnerships with the University, including in the dormitories of these organizations;
- 3) during the stay of students at base enterprises / clinical bases, in other educational and medical institutions in the areas of activity of the University, as well as during internship in other medical institutions, undergoing on-site training in the regions of the Republic of Kazakhstan and training as part of academic mobility in distant countries and neighboring countries);
- 4) during students' stay at conferences, seminars and other events on behalf of the University, as well as events organized by the University.



6. Contingent of students

- 6.1 University students include all persons enrolled in the University in the prescribed manner, as undergraduate students, interns, residency students, master's students and doctoral students.
- 6.2 The relationship between the University and the student, their parents and other legal representatives is regulated by the current legislation of the Republic of Kazakhstan, the agreement for the provision of educational services concluded with each student upon enrollment in the University, and these Rules.
- 6.3 When enrolling in studies, each student is required to enter into an agreement with the University for the provision of educational services, familiarize themselves with the University Charter, academic policies, the code of academic integrity of students, as well as these Rules.

7. Rights, duties and responsibilities of University students

- 7.1 All categories of students at the University use equal rights and bear equal responsibilities, unless otherwise provided by the current legislation of the Republic of Kazakhstan, the Charter, the IRD of the University and agreements for the provision of educational services concluded with students.
- 7.2 Every University student, regardless of the type and form of study, **has the right to:**
 - 1) familiarization with these Rules and other IRD of the University regulating the activities of the University;
 - 2) participation in the management of the University in accordance with the forms established by the IRD of the University, and not contradicting the current legislation of the Republic of Kazakhstan;
 - 3) free use of sports, assembly, reading rooms and the University library;
 - 4) respect for his human dignity, protection from all forms of physical and mental violence, personal insult, protection of life and health;
 - 5) encouragement for success in studies, scientific and creative activities;
 - 6) freedom of conscience, information, free expression of his own views and beliefs;
 - 7) development of his creative abilities and interests, including participation in competitions, Olympiads, exhibitions, sporting events, including official sports competitions, and other public events;
 - 8) objective assessment of the results of their educational, scientific and creative activities;
 - 9) obtaining complete and reliable information about the assessment of his knowledge, skills and abilities, as well as about assessment criteria;
 - 10) contacting the management of the University with complaints, statements and proposals on issues related to the organization of studies at the University, and any other issues affecting the interests of students, but the student must notify the dean of the relevant school/faculty/department of master's and doctoral studies before contacting the management University.
- 7.3 Every University student, regardless of the type and form of study, **is obliged to:**



- 1) conscientiously master the educational program, fulfill the IEP, including attending classes provided for by the WC or IEP, and also not be late for classes and independently prepare for classes, complete tasks given by the teaching staff within the framework of the educational program;
- 2) conscientiously fulfill the terms of the contract for the provision of educational services concluded with the University, as well as other contracts and agreements;
- 3) make timely payment of tuition fees in accordance with the agreement for the provision of educational services (*for students on a paid basis*) and provide, according to the deadline established in the agreement, a copy of the payment document to the dean's office of schools / faculties / department of master's and doctoral studies;
- 4) regularly review announcements and news posted on information stands at the University, on the official website of the University, and on pages on social networks;
- 5) know, study and comply with the laws and other regulatory legal acts in force in the Republic of Kazakhstan that regulate the rules and procedure for studying at universities of the Republic of Kazakhstan;
- 6) properly execute orders, instructions, directions and instructions of the University;
- 7) within a certain period of time, undergo all types of progress monitoring and certification established at the University to verify the educational achievements of students;
- 8) maintain academic integrity;
- 9) take care of maintaining and strengthening his health, strive for moral, spiritual and physical development and self-improvement;
- 10) treat the student's personal documents (ID card, etc.) with care and, if they are lost, immediately notify the dean of the faculty/school/head of the department of master's and doctoral studies and contact the digitalization department to restore the ID card;
- 11) respect the honor and dignity of teaching staff, employees and students of the University;
- 12) comply with the access regime established at the University, including not transferring your document granting the right of admission to the territory and divisions of the University to other persons and not using a document issued to another person;
- 13) comply with safety regulations, fire safety, industrial sanitation and personal hygiene;
- 14) be disciplined, maintain cleanliness and order on the territory and in academic buildings, dormitories and public premises of the University;
- 15) have a health certificate and undergo a mandatory medical examination annually in accordance with the terms and procedure established by the order (instruction) of the Chairman of the Board - Rector or other authorized official of the University;
- 16) take care of the property and material assets of the University provided for use for educational and other purposes, and prevent their loss, damage or deterioration;
- 17) immediately inform the dean's office of the faculty/school/department of master's and doctoral studies in the event of a change in the address, telephone number and other data provided upon admission to the University;
- 18) immediately come when called by the dean of the faculty/school/head of the



department of master's and doctoral studies;

19) on the territory, in dormitories and on the premises of the University, not to create and manage a dubious financial organization (financial pyramid) and/or its structural division, not to organize activities to derive income (property benefit) from attracting money or other property, and also not involve other persons/students in joining such dubious financial organizations;

20) register and update personal data on a regular basis in the training platform (AIS Sirius, Hero Study);

21) register in the personal account of the training time accounting systems and in other systems.

7.4 University students also have other rights and bear other obligations provided for by the current legislation of the Republic of Kazakhstan, the University Charter, the agreement for the provision of educational services, these Rules and other IRD of the University.

7.5 **Financial responsibility of students:**

1) in case of damage to the property of the University, as well as to the property of third parties, for which the University is responsible by virtue of the legislative acts of the Republic of Kazakhstan and (or) the concluded agreement, the student bears full financial responsibility and compensates for losses caused to the University in the manner established by the current legislation of the Republic Kazakhstan, voluntarily or based on a court decision;

2) termination of the contract for the provision of educational services between the University and the student after damage (harm) has been caused does not entail the release of the student from liability for compensation for the damage (harm) caused to the University;

3) the student's financial liability occurs for damage (harm) caused as a result of culpable unlawful behavior (action or inaction) and a causal relationship between culpable unlawful behavior and the damage (harm) caused, unless otherwise provided by the legislation of the Republic of Kazakhstan;

4) the student's liability for damage caused to the University is excluded if the damage occurred as a result of force majeure (flood, hurricane, etc.) or extreme necessity;

5) Students' ignorance of the norms of the current legislation of the Republic of Kazakhstan, concluded contracts and agreements, these Rules and other IRD of the University does not relieve them of responsibility and obligations to compensate for damage (harm) caused by students to the University.

8. Measures of encouragement for academic success

8.1 For excellent and good academic performance, success in creative activity, active participation in research work, in sports, cultural, mass, social life of the University, the following incentive measures are provided for students:

1) declaration of gratitude;

2) awarding with diplomas;

3) placing a student's photo on the honor board;

4) other types of incentives provided by the University's IRD.

8.2 The procedure for applying incentive measures to students is determined by the current legislation of the Republic of Kazakhstan and the IRD of the University.

8.3 The promotion is announced by the supervising vice-rector, on the recommendation of the Dean of the faculty / school / head of the Department of Master's and Doctoral Studies, DSEW and is brought to the attention of students at a general meeting.

9. Responsibility of students for violation of the internal regulations of the University

9.1 Disciplinary responsibility arises for the commission of a disciplinary offense by a student.

9.2 The right to apply and choose a disciplinary sanction is exercised by the permanent commission for the consideration of disciplinary offenses of students (hereinafter referred to as the Commission) established by order of the Chairman of the Board - Rector, or an authorized person.

9.3 The Commission consists of the chairman (supervising Vice- chairman), the deputy chairman (head of the DSEW), the secretary (employee of the DSEW) and its members.

The Commission is headed by the Chairman, and during the absence of the chairman, his functions are performed by a deputy.

9.4 The commission includes employees of the DSEW, schools / faculties, DAW, RMIC, the legal department, a chairman of the SGU, employees of the University's structural divisions may also be invited to join the commission.

9.5 The Secretary of the Commission is an employee of the DSEW.

9.6 The composition of the Commission consists of an odd number of members (at least nine people).

9.7 The Secretary is responsible for the late preparation of the minutes of the meeting of the commission.

10. The procedure for the application and appeal of disciplinary penalties

10.1 Disciplinary punishment in the form of "remark", "reprimand", "severe reprimand" is imposed by the decision of the Chairman of the Board – Rector, or by an authorized person with entry in the student's personal file.

10.2 Disciplinary punishment in the form of "expulsion from the University" is imposed on the recommendation of the dean of the relevant faculty / school / head of the Department of Graduate and Doctoral Studies, taking into account the decision of the commission by order of the Chairman of the Board – Rector, or an authorized person.

10.3 For each disciplinary offense, only one disciplinary penalty may be applied to the student.

10.4 An employee of the University who has revealed the fact of a student committing a disciplinary offense is obliged to inform in writing the dean of the faculty / school / head of the Department of Master's and Doctoral Studies and (or) DSEW, indicating the full name of the student, the course of study, faculty / school / department of Master's and doctoral studies, the essence of the violation committed by the student.



10.5 If available, the memo must be accompanied by documents and materials confirming the fact that the student committed a disciplinary offense.

10.6 Documents may include materials containing computer information, photo and film recordings, sound and video recordings.

10.7 The Dean of the faculty / school / head of the Department of Graduate Studies, an employee of the DSEW is obliged to prepare and send documents to the secretary of the commission for comprehensive consideration by the commission. Before applying disciplinary punishment to a student, the dean of the faculty / school / head of the Department of Magistracy, DSEW is obliged to require a written explanation from the student on the merits of the violation committed by him. The student's refusal to give a written explanation, as well as his failure to provide a written explanation due to his violation, cannot serve as an obstacle to the application of disciplinary punishment.

10.8 If the facts of the commission of disciplinary offenses by students are discovered, the Chairman of the commission has the right to send a memo to the supervising member of the Management Board to instruct him to conduct an audit of the RMIC.

10.9 When revealing the facts of committing disciplinary misconduct by students, for which the current legislation of the Republic of Kazakhstan provides for criminal liability (theft, robbery, harm to human health, bribery, forgery of documents, etc.), the dean of the faculty / school / head of the Department of Master's and doctoral studies, DSEW is obliged to immediately notify the vice-rector in charge of social and academic blocks, for making a decision on contacting law enforcement agencies.

10.10 Upon identification of facts of committing disciplinary misconduct by students, for which the current legislation of the Republic of Kazakhstan provides for criminal liability (theft, robbery, harm to human health, bribery, forgery of documents, etc.), the dean of the faculty / school / head of the Department of Magistracy and doctoral studies, DSEW is obliged to immediately notify the vice-rector in charge of social and academic blocks, to make a decision on contacting law enforcement agencies.

10.11 Disciplinary punishment may be applied during the training period, regardless of the timing of the disciplinary offense.

10.12 The decision to impose a disciplinary penalty is announced to the student who has been subjected to disciplinary punishment, under signature within ten working days from the date of its issuance. In case of refusal, the student confirms with his signature familiarization with the decision of the commission (a corresponding entry is made in the protocol decision of the commission on the imposition of disciplinary punishment).

10.13 If it is impossible to familiarize the student personally with the decision to impose a disciplinary penalty, the secretary of the commission is obliged to send a copy of the decision to the student in writing (on paper or in the form of an electronic document certified by an electronic digital signature), submitted on purpose or by courier mail, postal communication, fax, e-mail and other information-communication technologies.

10.14 A copy of the decision or an extract from the decision of the commission on the imposition of disciplinary punishment is stored in the student's personal file (personal card).



10.15 The application of disciplinary punishment is not an obstacle to imposing on the student the obligation to compensate for the damage caused to the University, as well as to apply other measures of material or moral influence not prohibited by the current legislation of the Republic of Kazakhstan.

11. Application of disciplinary penalties for certain types of violations:

11.1 Skipping classes without valid reasons (it is necessary to inform the employee of the relevant dean's office, the Department of Master's and doctoral studies and (or) the curator). If students miss classes without valid reasons during one academic year, the following types of disciplinary penalties are applied at the University:

- 1) remark, over 9 academic hours (aud. hours);
- 2) reprimand, over 30 academic hours (aud. hours);
- 3) severe reprimand, over 45 academic hours (aud. hours).

11.2 Violation of academic integrity.

In case of violation of academic integrity by students, types of disciplinary penalties are applied in accordance with the Code of Academic integrity.

12. Grounds and procedure for expulsion of a student for violations of internal regulations:

12.1 Expulsion from the University, as a disciplinary measure, is applied to a student for a single gross or systematic violation of internal regulations.

12.2 The University has the right to expel a student from the University, regardless of the circumstances, before completing his studies, due to gross violations of internal regulations on the following grounds:

- 1) violation of the University's Charter;
- 2) theft;
- 3) being in the classroom, in dormitories and premises of the University in a state of alcoholic, narcotic, psychotropic, toxic intoxication (their analogues), as well as the use of these substances and / or their storage and distribution;
- 4) systematic (three times) smoking of cigarettes (their analogues: electronic, disposable/reusable cigarettes, heaters) in the classroom, in rooms, dormitories and University grounds;
- 5) committing antisocial acts that entail administrative or criminal punishment;
- 6) dissemination of information discrediting the honor and dignity of teaching staff, employees or students of the University, as well as the reputation of the University;
- 7) obscene language, insult, humiliation of the honor and dignity of teaching staff, employees and students of the University;
- 8) propaganda of racial, ethnic, religious, social intransigence and exclusivity, dissemination of militaristic and other ideas contrary to generally recognized principles;
- 9) organizing and/or participating in unauthorized rallies and other similar events;
- 10) the use of methods of physical, moral and mental violence against teaching staff, employees and students of the University;



- 11) a fight, disruption of classes on the stream or in a group;
- 12) forgery of documents and signatures in documents, as well as taking direct part in the forgery of documents and signatures in documents;
- 13) passing exams or other forms of academic performance control for another student;
- 14) providing students with forged documents or deliberately false information related to the organization and implementation of the educational process;
- 15) participation in dubious financial organizations (financial pyramids), as well as the involvement of teaching staff, employees and students of the University.

12.3 Systematic violation of academic discipline by students includes repeated (two or more cases) commission of disciplinary offenses during one academic year.

12.4 The student is expelled by issuing an appropriate order from the Chairman of the Board, the Rector, or an authorized person.

12.5 From the date of the student's expulsion specified in the expulsion order, the educational services agreement concluded between the student and the University is considered terminated, without additional confirmation from both the student and the University.

12.6 Upon expulsion from the University, the student is issued, upon his request, an academic certificate / transcript of the established sample, a certificate confirming his studies at the University, the original of the document on education and other documents in the student's personal file.

12.7 If the student has a financial debt to the University, the University reserves the right to delay the issuance of the student's documents contained in the student's personal file until the financial debt is fully repaid.

12.8 Responsibility for late preparation and provision of relevant documents (acts, reports, reports, memos, etc. documents) are assigned to the dean's office of the relevant school/faculty.

12.9 Responsibility for the untimely issuance of an order to impose a disciplinary penalty is assigned to the registrar's office.

13. Rules of conduct in the premises and on the territory of the University

13.1 It is prohibited in the premises and on the territory of the University:

- 1) bring, store and drink alcoholic, alcohol-containing beverages (beer, wine, vodka and other products), be in a state of alcoholic, narcotic or toxic intoxication, perform other actions for which the current legislation of the Republic of Kazakhstan provides for administrative responsibility;
- 2) bring explosives, flammable and toxic substances, pyrotechnics, firearms, gas and cold steel;
- 3) playing cards, other gambling;
- 4) to play sports games outside specially designated places (sports grounds), except for conducting mass sports and entertainment events in accordance with the established procedure;
- 5) smoking in the premises and on the territory of the University;

- 6) use obscene language and engage in other antisocial behavior;
- 7) violate sanitary and hygienic rules and regulations;
- 8) apply any inscriptions and drawings on walls, classroom tables and other places, paste up and post ads without the permission of the University administration;
- 9) to spoil the property of the University or to use it for other purposes, to commit acts that violate cleanliness and order;
- 10) shouting, making noise, as well as playing musical instruments in rooms, dormitories and University grounds at night (from 22.00 to 06.00 in the morning), and performing other actions that violate silence and interfere with the implementation of the educational process;
- 11) the use of sound-amplifying and sound-reproducing equipment (except for agreed cases of events);
- 12) block the aisles, interfere with the movement of people and vehicles;
- 13) use mobile communication facilities during classes, exams;
- 14) move furniture, equipment and other material values from room to room without the permission of the management or financially responsible persons of the University;
- 15) to remove University property from classrooms, reading rooms, canteens and other premises without the permission of the management;
- 16) to move around the premises of the University on bicycles, roller skates, boards and other similar means of transport and sports;
- 17) to carry out the movement and parking of motor vehicles on the territory of the University outside the places specially designated for these purposes;
- 18) students must fulfill obligations towards all participants in the educational process (teaching staff, administrative staff, doctors, patients and their relatives, in accordance with these Rules).

14. Access mode

14.1 At the University, with the exception of dormitories, the following operating mode is established:

- 1) students are allowed to stay at the University:
on working days from 7:30 to 21:00; on Saturdays from 7:30 to 19:00;

14.2 Admission to the University grounds is terminated:

- 1) on working days at 21:00;
- 2) on Saturday at 19:00.

14.3 On holidays and weekends, as well as in emergency situations, a special mode of operation and use of property may be established in the premises of the University, including residential and household buildings, and responsible employees may be on duty on the basis of an order from the Chairman of the Board – the Rector, or the supervising Vice-Rector.

15. Final provisions

15.1 Amendments and additions to these Rules are made by the decision of the University Board.

15.2 The Rules come into force from the moment of their approval by the decision of the University Board and are valid until the adoption of new Rules.

