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**INTERNAL LABOUR REGULATIONS OF  
“KARAGANDA MEDICAL UNIVERSITY” NCJSC**

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## 1. General regulations

1. These Rules of the labour (internal) regulations of “Karaganda medical university” NCJSC, (further- “KMU” NCJSC), are developed in accordance with the Constitution of the Republic of Kazakhstan, the Labour Code of the Republic of Kazakhstan (hereinafter Labour Code), the Code of the Republic of Kazakhstan “On the Health of the People and the Health Care System”, the Law of the Republic of Kazakhstan “On Education”, and the Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated December 25, 2015 No. 1020 “On the Approval of the Model Regulation on the Occupational Safety and Labour Protection Service in the Organization” and the Charter of the Company.

2. The procedure for the regulation of relations on the organization of work and the educational process is provided in these Rules.

3. The rules set the time for the beginning and the end of the work of the education organization, breaks between them, duration of the training sessions for students, working hours and rest periods for employees, conditions for ensuring labour and educational discipline, as well as other rules and norms of stay in the organization of education.

4. In order to ensure internal regulations, the administration of the education organization ensures that employees and students comply with the duties assigned to them by the legislation of the Republic of Kazakhstan, the Charter of the organization and these Rules.

5. The labour and academic discipline at the «KMU» NCJSC is based on the conscious and conscientious fulfilment of labour and study duties by employees and students, and is a necessary condition for high labour productivity and high quality of education.

6. The labour and educational discipline is provided by the administration by creating the necessary organizational and economic conditions for the conscious attitude of employees and participants of the educational process to work and education, methods of persuasion, encouragement, as well as using disciplinary penalties for offenses.

7. All issues related to the application of internal labour regulations are decided by the administration of the «KMU» NCJSC within its competence, and in cases stipulated by law, jointly or in agreement with the trade union committee. These issues are also addressed by the labour collective in accordance with its authority.

8. The resolution of corporate conflicts and conflicts of interests of the activities of the bodies of the Company is carried out on the basis of the Regulation on the settlement of corporate conflicts and conflicts of interests in the non-commercial joint-stock company “Medical University of Karaganda” and in its affiliated organizations; conflicts of interest between employees and



the employer are to be solved on the basis of the Labour Code of the Republic of Kazakhstan and the Collective Agreement of "KMU" NCJSC by the Conciliation Committee of the university; conflicts between the faculty and teaching on assessment of knowledge are to be solved on the basis of the Regulations on the rating system of learning assessment of students, other conflicts of interests and relationship between the various categories of employees and students are to be solved by the Public committee, or in the manner prescribed by the legislation of the Republic of Kazakhstan.

9. The rules of the labour (internal) regulations are mandatory for the employer, employees, students and other persons arriving on the territory of the organization of education.

## **2. Main responsibilities of the University Administration**

10. The administration of the “MUK” NCJSC, guided by the norms of civil, labour legislation, legislation on education and these Rules, is obliged:

- 1) to organize the work of the faculty and other employees of the educational institution so that everyone worked in their specialty and qualification, had a workplace assigned to him;
- 2) timely give work assignments to employees, supply them with all necessary materials, equipment, provide healthy and safe working conditions;
- 3) create conditions for improving the quality of training specialists in accordance with the requirements of modern production, science, technology, culture and the prospects for their development and scientific organization of labour;
- 4) organize the study and implementation of advanced teaching methods;
- 5) mechanize heavy and labour-intensive work in the training and production workshops (farms) of the “MUK” NCJSC ;
- 6) timely review and implement the proposals of the staff aimed at improving the work and training at the “MUK” NCJSC , implementing the decisions of the production meetings, supporting and encouraging the best employees of the educational institution;
- 7) strengthen the labour and educational discipline in every way;
- 8) improve labour conditions, adhere to labour legislation, ensure proper technical equipment for all workplaces and create working conditions that comply with safety and health regulations (safety rules, sanitary norms and regulations, etc.);
- 9) the university administration takes measures to ensure safe working conditions in the absence of requirements in the Rules, compliance with which in the production of works is necessary to ensure safe working conditions;





10) ensure the maintenance of rooms, heating, lighting, ventilation, equipment, create normal conditions for storing the outer clothing of employees, students and visitors of the education organization;

11) introduce modern means of safety and labour protection, prevent occupational injuries, and provide sanitary and hygienic conditions that prevent the emergence of occupational and other diseases of employees and students;

12) constantly monitor the compliance of workers and students with the norms, rules of sanitation and hygiene, fire and internal security;

13) ensure timely provision of leaves to all employees of “MUK” NCJSC ;

14) timely issue of salaries and scholarships;

15) create conditions for all-round increase of labour productivity, for improving the quality of work: to increase the role of moral incentives for work, and to resolve issues concerning the encouragement of workers and students;

16) ensure a systematic increase in the business (production) qualification of the teaching staff and other employees of the “MUK” NCJSC ;

17) promote the creation of a business and creative environment in a team, to support and develop the initiative and activity of employees, making full use of production meetings and other forms of social activity, to timely review the criticisms of the staff of the University and take the necessary measures;

18) the administration of the university ensures the accessibility and familiarization of the university staff, students, as well as their parents or other legal representatives with the Rules of the internal regulations of the organization of education.

### **3. Main duties of the university employees**

11. University's employees are obliged:

1) To work honestly and conscientiously.

2) To conduct educational, scientific and methodological work for the teaching staff at a high level;

3) To perform timely the assigned scope of work;

4) To conduct scientific research and participate in the implementation of the results of these studies in practical health care;

5) To carry out educational work among students, introduce innovative technologies into the educational process;

6) To provide assistance to students in the organization of self-study, supervise research work;

7) To improve systematically their pedagogical and professional level: improve theoretical knowledge, practical experience, methods of scientific work, pedagogical skills, train scientific and pedagogical personnel, as well as systematically improve their business (production) qualifications;



8) To observe labor and technological discipline, strictly follow the regulations of working hours and its use, established in the entity;

9) To comply with the requirements of norms, rules and instructions on labor safety and protection;

10) To inform immediately the employer or the organizer of the work about each industrial injury and other damage to the health of employees, signs of an occupational disease (poisoning), as well as about a situation that poses a threat to the life and health of people;

11) To apply and use in strictly manner as intended means of individual and collective protection provided by the employer;

12) To keep workplace in order and cleanliness;

13) To protect and strengthen state property, ensure the correct operation and safety of the MUK property, efficiently and safely use equipment, apparatus, tools, book fund, inventory, etc.

14) To observe cleanliness in the premises and on the territory of the educational organization.

15) To behave with dignity, observe public order, prevent actions that interfere with the performance of their duties by other employees;

16) To adhere to the Code of Honor of a teacher of a higher educational institution (developed by the community of students and teachers of higher educational institutions of the Republic of Kazakhstan and approved by the Ministry of Education and Science in 2010), the Code of Honor of Medical and Pharmaceutical Workers of the Republic of Kazakhstan (the draft code was submitted for discussion until 04.09.) ("Code on people's health and health care system of the Republic of Kazakhstan" dated September 18, 2009 No. 193-IV).

12. The range of labor duties that each employee performs in his specialty, qualifications or position is determined by job descriptions and regulations approved in the prescribed manner.

#### **4. Working hours and its use**

13. Working hours and rest time for university staff is established by the administration of the organization of education, taking into account the mode of activity of the organization of education.

14. For the academic teaching staff:

1) the duration of daily work is 7 hours 12 minutes (7.20 hours) for a five-day working week (36 hours per week);

2) a five-day working week covers educational, methodological, educational and research work;

3) military department - the duration of daily work is 6 hours with a six-day working week (36 hours a week).



15. The main document defining the work of the faculty is an individual plan and class schedule.

16. An individual plan is drawn up for the academic year and approved by the head of the department, for heads of the department - the dean of the school. In the individual plan, it is stipulated what specific educational, research, educational, methodological and educational and other work the teacher will perform in the school year.

17. The order of the academic work is determined by the schedule approved by the pro-rector for educational and methodological work.

18. Control over the observance of the schedule of the educational institution, implementation of individual plans is carried out by the head of the department, school and the department of academic work.

19. For the educational support staff:

1) duration of daily work is 8 hours with a five-day working week (40 hours per a week).

2) duration of daily work is 7 hours, on Saturday 5 hours with a six-day working week (40 hours per week).

20. For administrative, support staff, junior, secondary, health and medical personnel.

21. With a five-day working week (40 hours per week) - the duration of daily work is 8 hours (Administration, Department of Economics and Finance, Institute of Public Health and Professional Health, Internal Audit Service, Public Relations Service, schools, Human Resources Department, Strategic Development and Quality Management, International Faculty of Medicine, Department of International Cooperation, DAW, Department of Informatization and Infrastructure Development (hereinafter - DIID), Research Center, Research Sanitary and Hygienic Laboratory, Center for Simulation and Educational Technologies, Library and Publishing Center, Department of Public Procurement, Department of Material Supply, Department of Youth Affairs, Legal Department, other positions (museum, headquarters of civil defense), SSHC (Karkaralinsk, Topar village), public catering plant, Dental clinic (chief physician, deputy chief physician, statistician, head of patient support and internal quality service, epidemiologist), Clinic of the Medical University (chief physician, deputy chief physician) - the duration of daily work is 8 hours with a five-day working week (40 hours per week).

22. With a six-day working week (40 hours a week) - the duration of daily work is 7 hours, on Saturday 5 hours (Center for Simulation and Educational Technologies, DIID, hostel No. 1, No. 2, No. 3, No. 6, No. 4, No. 7, Library - publishing center (department of scientific and educational literature service), educational buildings, military department, Dental clinic, Clinic of the Medical University), Institute of Public Health and Professional Health.





23. During a five-day working week (36 hours per a week) - the duration of daily work is 7 hours 12 minutes (7,20 of an hours) (collective laboratory, vivarium (head, specialist), institute of public health and professional health (paramedic laboratory assistant, laboratory nurse ).

24. During a six-day working week (36 hours per a week) - the duration of daily work is 6 hours (Vivarium, Institute of Public Health and Professional Health (nurse of the physiotherapy room), dental clinic (dental technician).

25. According to Appendix 1 of the Collective Agreement "List of works, shops, professions and positions, the list of heavy work, work with harmful (especially harmful) and (or) dangerous working conditions, the work in which entitles to reduced working hours" for employees of the Dental Clinic of the "MUK" NCJSC : the X-ray laboratory assistant has a six-day work week for 5 hours with a 30-hour work week, the pharmacist has a six-day workweek for 6 hours at 36 hours of work.

26. According to Appendix 1 of the Collective Agreement "List of structural divisions, professions and positions, a list of heavy work, work with harmful (especially harmful) and (or) dangerous working conditions, work in which gives the right to a reduced working time" for employees of a medical clinic University, Dental Clinic, Institute of Public Health and Occupational Health: X-ray laboratory assistant, radiologist, ultrasound doctor, functional diagnostics doctor, radiological nurse a five-day working week (30 hours per week) was set for the office - the duration of daily work is 6 hours, a five-day working week is set for the pharmacist (36 hours per a week) - the duration of daily work is 7.2 hours.

27. In accordance with article 69 of the Labour Code of the Republic of Kazakhstan (*as amended on 01.01.2019*), shorter working time is to be set to disabled workers of the first and second groups- no more than 36 hours a week. The duration of the daily work (shift) of disabled workers of the first and second groups may not exceed seven hours.

28. Sunday is a non-working day for all structural units of the "MUK" NCJSC, with the exception of continuous production and works on life support of "MUK" NCJSC. Attraction of an employee to work on weekends is allowed with his consent, with the exception of cases provided for in Article 86 of the Labour Code of the Republic of Kazakhstan (*as amended on 01.01.2019*).

29. beginning start and end time of the work is approved in accordance with the work schedules.

30. The time of the beginning and the end of the work (shift) is to be informed to all employees and the trade union.

31. Night-time is from 10pm to 6 am. Attraction of employees to work at night is carried out in compliance with the restrictions established by the Labour Code of the Republic of Kazakhstan (*as amended on 01.01.2019*).



32. Overtime work is considered a work in excess of the length of working time established by Article 77 of the Labour Code of the Republic of Kazakhstan (*as amended on 01.01.2019*). Overtime work should not exceed two hours for each employee during the day, and one hour for heavy work, work with harmful (especially harmful) working conditions. The total duration of overtime work shall not exceed twelve hours per month and one hundred and twenty hours per year.

33. Overtime work is not allowed to:

- 1) pregnant women;
- 2) employees under the age of eighteen;
- 3) 3) disabled people.

34. break in work for rest and eating is to workers during daily work. The break for rest and food is not included to working time. During the break, an employee may leave the workplace.

35. At work where the provision of a break is impossible under the conditions of production, the employer must provide the employee with the opportunity to rest and eat during working hours, in a specially equipped place. Such employees include: cloakroom attendant.

36. The duration of rest period between shifts should be at least 12 hours.

37. Work on weekends and holidays on the initiative of the employer is allowed with the written consent of the employee, with the exception of cases provided for in article 86 of the Labour Code of the Republic of Kazakhstan (*as amended on 01.01.2019*).

38. Work on weekends and holidays is allowed on the initiative of the employee based on the employer's act.

39. When working on weekends and holidays, at the request of the employee, another day of rest is provided or payment is made in the amount specified in Article 109 of the Labour Code of the Republic of Kazakhstan (*as amended on 01.01.2019*).

40. Shift work is established for employees of the Public Catering, the Medical Centre of the “KMU” NCJSC (according to the submitted staff note). Shift work is a continuous process in which the duration of the production process or the mode of production of the employer exceeds the norm of the duration of daily work.

41. The duration of the work shift for employees of the catering complex, clinic of the medical university, the institute of public health and professional health and the transition from one shift to another is established by shift schedules approved in the established manner.

42. The shift schedule is compiled by the heads of the structural units, coordinated by the vice-rector in the relevant direction and is to be approved by the rector of the “KMU” NCJSC.





43. Summarized work time records are used for employees of the catering complex, clinic of the medical university, the institute of public health and professional health in continuously operating industries, workshops, sections and in certain types of work, where the conditions established for production (work) cannot be met this category of workers daily or weekly hours of work. The procedure for summing up the accounting of working hours, the category of employees for whom a summary record of working hours is established is determined by a labour or collective agreement or an employer's act, taking into account the opinion of the representatives of employees.

44. The work procedure for the summarized accounting of working hours, the categories of workers for which the summed accounting of working hours is established, are determined by the labour or collective agreement or an act of the employer taking into account the views of representatives of employees

45. An employee may be employed on a or part-time basis, in accordance with an employment contract.

46. The employee performs part-time work on the terms of the employment contract, in his spare time from the main work.

47. The work schedule is concurrently negotiated in an employment contract. In this case, part-time work should not exceed the established norm of the duration of daily work more than 4 hours.

48. To conclude an employment contract on part-time work, an additional inquiry is requested about the nature and conditions of work at the main place of work (place of work, position, working conditions). from an employee.

49. Pedagogical work on the basis of hourly fees, conducted at the university, is to be performed in excess of the working time for the main post. The total duration of daily work at the place of primary work and part-time work is established in accordance with Articles 68 and 71 of the Labour Code of the Republic of Kazakhstan (*as amended on 01.01.2019*).

50. Based on article 74 of the Labor Code of the Republic of Kazakhstan, flexible working hours may be established for workers in order to combine social and other personal needs of workers with the interests of production.

When flexible working hours are to be set:

- 1) fixed working time;
- 2) flexible (variable) working hours, during which the employee has the right to perform labor duties at his discretion;
- 3) accounting period;

51. The accounting period for flexible working hours is the period within which the average working hours for this category of workers must be observed.

52. The accounting period for flexible working hours may not exceed six months.



53. The duration of daily work (work shift) and (or) weekly work in flexible working hours may be more or less than the norm of daily and (or) weekly working hours.

54. The duration of fixed working hours, flexible (variable) working hours, accounting period in flexible working hours are established by the act of the employer, labor or collective agreements.

## 5. Penalties for violation of labour discipline

55. Violation of labour discipline, safety and labour protection requirements, i.e failure to perform or improper performance due to the fault of the employee of the labour duties assigned to him, entails the imposition of a disciplinary sanction for the commission of disciplinary offenses by the employee.

56. Commitment by an employee of a disciplinary offense, the administration has the right to apply the following types of disciplinary sanctions:

1) dismissal from work on the grounds provided for in subparagraphs 1), 2), 3), 4), 5) and 6) of paragraph 2 of Article 48 of the Labour Code of the Republic of Kazakhstan;

2) remark;

3) reprimand;

4) severe reprimand;

5) termination of the employment contract at the initiative of the employer on the grounds provided for in subparagraphs 5), 8), 9), 10), 11), 12), 13), 14), 15), 16), 17) and 18) of paragraph 1 Article 52 of the Labour Code of the Republic of Kazakhstan.

57. Termination of the employment contract at the initiative of the employer is carried out in accordance with article 52 of the Labor Code of the Republic of Kazakhstan (*as amended on 01.01.2019*).

58. Disciplinary penalties are imposed by the employer, by an act creation. The disciplinary sanction is announced to the disciplined employee against signature, within three working days from the date of its publication. In case of refusal of the employee to confirm familiarization with the act of the employer with his signature, a corresponding entry is to be made in the act of imposing a disciplinary sanction. In the event that it is not possible to acquaint the employee personally with the act on imposition of disciplinary penalty, the administration is obliged to send this report to the employee with a letter with a notification. Disciplinary penalty may be appealed by an employee in accordance with the law established by the Legislation of the Republic of Kazakhstan.



59. The University Administration is obliged to request a written explanation from the employee prior to applying the disciplinary penalty. If the employee refuses to give the indicated explanation, an appropriate act is to be drawn up.

60. A disciplinary sanction is to be imposed on an employee immediately after the discovery of a disciplinary offense, but no later than one month from the date of its discovery, with the exception of cases provided for in paragraph 4 of Article 65 of the Labor Code of the Republic of Kazakhstan (as amended on 01.01.2019) and other RK Laws.

61. A disciplinary sanction may not be applied later than six months from the day the disciplinary offense was committed, and in cases established by the laws of the Republic of Kazakhstan, or a disciplinary offense based on the results of the audit or audit of the financial and economic activities of the company, later than one year from the day the employee committed the disciplinary offense. The specified time does not include the time of the criminal proceedings.

62. The term of imposing a disciplinary penalty is suspended for the period of absence of the employee at work in connection with temporary incapacity for work, release from work for the performance of state or public duties, being on leave, business trip or inter-shift rest.

63. The period of disciplinary action cannot exceed six months from the date of its application, except for the termination of the employment contract on the grounds provided by this Code.

64. The employer who imposed a disciplinary penalty on the employee has the right to remove it ahead of schedule by issuing the employer's certificate.

## 6. Education regulations

65. The school year begins in accordance with the approved academic calendar. Students who do not start classes in accordance with the approved deadlines are to be expelled from the university.

66. University studies are held according to a schedule in accordance with the curriculum and programs approved in the prescribed manner.

67. The curriculum is compiled for the academic period and is placed not only on the web site, but also in the university's information system.

68. For all types of classroom studies in the TP GPgE, one academic hour is set equal to 50 minutes. For all types of classroom studies in the educational programs of SPTP, one academic hour is set equal to 45 minutes with a break of 10 minutes after 2 academic hours.

69. Prior to the start of each training session (and between classes) in classrooms, laboratories, training workshops and classrooms, laboratory assistants and assistants prepare the necessary teaching manual and equipment.





70. By the decree of the school, each course is divided into cohorts for practical classes, laboratory work in classrooms, laboratories, clinics (training workshops); the discipline officer divides the cohort into groups.

71. A group leader is appointed in each cohort by order of the dean of the school.

72. The duties of the group leader include:

1) informing the dean of the faculty about the failure of students to attend classes indicating the reasons for missing;

2) ensuring academic discipline and informing the dean about violations of academic discipline.

3) notification of students about changes made to the schedule; bringing orders, instructions, information of the dean to the attention of all students.

4) orders of the group leader within the above functions are mandatory for all students of the group.

73. The leader of cohort has the right:

1) contact the dean of the school / responsible for discipline with suggestions for improving the educational process.

2) in the absence of a teacher, to inform the dean of the school \ responsible for discipline:

3) collect information from students necessary for the school;

4) inform the dean of the school about violations of the principles of academic honesty by students and teachers.

74. The teaching staff has to have a grade record book of the established form.

75. University students are obliged to:

1) Systematically and deeply master theoretical / practical skills in accordance with educational programs.

2) To comply with the academic discipline, comply with the Labor (internal) regulations, the requirements of norms, rules and instructions on labor safety and protection, fire safety, Regulations on activities in the hostel, other local acts and orders of the University's administration.

3) To attend training sessions and complete all types of assignments provided by the curriculum and programs in a timely manner.

4) To observe the uniform established at the university during the training process.

5) To turn off mobile (cell) phones during training sessions, final control and other educational events within the walls of the university;

6) abide by and exhibit intolerance for violating academic integrity.

7) adhere to the Code of Academic Honor of Students of the MUK (developed by the community of students and teachers of higher educational



institutions of the Republic of Kazakhstan and approved by the Ministry of Education and Science in 2010), the Code of Ethics of the MUK.

76. In case of failure to attend classes for good reason, the student is obliged to notify the dean of the school no later than the next day and is obliged to submit documents about the absence of classes to the SSC within 5 working days. Gaps are worked out in accordance with the regulation on the rating system for assessing student performance.

77. The final control is carried out in specially designated and technically prepared classrooms, according to the schedule of exams, in the presence of the examiner. During the exam, students are prohibited from:

- 1) independently change the place of passing the exam;
- 2) turn off or turn on the computer, open other computer programs except the testing program;
- 3) use textbooks, reference books, “cheat sheets”, a cell phone, a smart watch and other electronic means;
- 4) connect any electronic devices to the computer, including flash cards, hard drives and other storage devices;
- 5) change computer settings;
- 6) use the Internet, use any local or global network resources, connect to a remote desktop;
- 7) exchange messages, paper notes;
- 8) talk on a mobile phone;
- 9) distract others from the exam, talk loudly, behave rudely, violate ethical standards;
- 10) and other cases specified in the Code of Academic Honesty.

78. Students are required:

- 1) come to the exam according to the approved schedule;
- 2) have document of an established form proving your identity (student card, record book, identity card);
- 3) follow the instructions of the examiner or specialist of the DAW.

79. Students are required to carefully and accurately treat the property of the university and clinical facilities (entrusted equipment, teaching manual, books, devices, electronic access cards, etc.) After completing the study of the discipline, students are required to submit textbooks and teaching manual to the library. Students are forbidden to remove objects and various equipment from laboratories, educational and other premises without the permission of the university administration.

80. Students are required to be disciplined, correct in behavior not only in the educational institution, but also in clinical bases and public places.

81. Teachers are required to maintain proper cleanliness and order in all educational and training production facilities.



82. Disciplinary punishment shall be imposed to students who have missed without good reason in accordance with table No. 1

Table №1

<b>Disciplinary punishment</b>	<b>Graduate degree and postgraduate education</b>	<b>Sample and professional training program</b>
	<b>In attestation month</b>	<b>From the beginning of the semester</b>
warning	9 hours	15 hours
admonish	18 hours	27 hours
reprimand	27 hours	45 hours
expulsion	36 hours and more	54 hours and more

83. University graduates are subject to mandatory distribution and employment in accordance with applicable laws and academic policies of the university.

84. Academic leave for medical reasons is granted to the student based on the conclusion of the medical advisory commission at the outpatient organization (hereinafter - the MAC) lasting from 6 to 12 months due to illness.

85. Academic leave may be granted to the student also based on:

- 1) military service
- 2) certificates of birth or adoption of a child until the age of 3 years.

86. The procedure for providing of academic leave for students is determined by the academic policy of the university and the state standard.

87. In case of failure to attend the final control, the student must write an explanatory note to the dean of the school, for good reason, the dean writes out an examination sheet. The student's failure to appear or be late to the final control, for unreasonable excuse, is equal to academic debt.

88. A student who is transferred to the next course of study, in the presence of academic debt, will re-study the relevant disciplines on a paid basis 1 time during the academic period.

89. The following incentive measures are established for high student performance and active participation in public, scientific activities for students:

- 1) letters of thanks;
- 2) certificates of honor.

90. Violation of academic discipline, failure to comply with the terms of the contract, Labor (internal) regulations, Regulations on activities in the hostel, the Charter of "MUK" NJSC and orders of the university administration, disciplinary sanctions may be applied to students upon the presentation of the dean or the disciplinary commission:

- 1) warning;
- 2) admonish;
- 3) reprimand;





4) exclusion.

91. A student may be expelled from the university in the following cases:

1) for academic failure:

- for non-fulfillment of the curriculum (as not having eliminated the academic debt during one academic period or in the summer semester);
- due to unsatisfactory assessment at the intermediate and final certification;

2) for violation of the principles of academic honesty, including:

- if the student submits false documents or knowingly false information related to his admission and / or training at the university;
- in the case of student actions that have caused damage to the business reputation and prestige of the University;

3) for violation of the internal regulations and the Charter of the university, including:

- as not having started classes in accordance with the approved deadlines;
- absenteeism from academic leave;
- for a single gross non-fulfillment of the student's obligations stipulated by the University Charter, the Rules of the labor (internal) regulations and the Rules of residence in a dormitory;
- for a systematic violation of the obligations stipulated by the Charter of the University, the Rules of labor (internal) regulations and the Rules of residence in a dormitory, provided that the offender has previously been subjected to disciplinary measures.

4) for violation of the terms of the contract for the provision of educational services, including non-payment of tuition fees;

5) under the free will, including in connection with a transfer to another organization;

6) on other grounds provided for by the current legislation of the Republic of Kazakhstan, including:

- in connection with death, as well as in the case of recognition by a court decision as missing or dead;
- in case of entry into legal force of a court sentence according to which the student is deprived of his liberty or sentenced to another punishment, which excludes the possibility of continuing education.

92. Prior to disciplinary action application, a written explanation must be requested from the student. The student's refusal to submit the specified explanation is documented in an act. Failure is not an obstacle to disciplinary action.



## 7. Order in the premises of the University

93. Ensuring the proper order and sanitary and hygienic condition of educational buildings, dormitories, and other departments of the "MUK" NJSC is carried out by the Administration and departments of DIID.

94. The heads of departments and divisions are responsible for the maintenance of property and equipment in departments and divisions.

95. It is prohibited in all premises belonging to the university:

- 1) walking in outerwear, hats;
- 2) loud conversations, noise, disturbance of silence, unreasonable walking along the corridors during classes;
- 3) smoking, the use of substances that cause a state of alcoholic, drug intoxication or intoxication of another type are prohibited in the adjacent territories, educational buildings, in students' dormitories and clinical bases of the university.

96. A person, regardless of his position, which gives rise to doubts about his sober state should be offered immediately (on the same day) to undergo an examination in a narcological dispensary. In case of refusal, an act of refusal to pass the examination is drawn up, as well as a report addressed to the Chairman of the Board - Rector of the University, for taking appropriate measures.

97. Chairman of the Board - Rector, vice-rectors, deans of schools and their deputies set the hours of reception of teachers and students depending on the opening hours of schools.

98. The administration of the university ensures the security of the educational institution, the safety of equipment, inventory and other property, as well as maintaining the necessary order in all premises belonging to the university.

99. The keys to the premises, classrooms, classrooms of the university are kept by the commandant (manager) and on duty, the issuance and return of keys is recorded in the journal of the established form.

100. All material assets of the university are transferred for storage to the materially responsible persons with whom an agreement on property liability is concluded, or an entry is made in the corresponding journal. When financially responsible persons are dismissed, the heads of the structural divisions of the university are responsible for the timeliness and correctness of the transfer of material assets.

101. During working hours for the teaching staff of the university, a uniform form is provided, including medical gowns and badges.

102. During school hours, university's students to be dressed a uniform: a medical gown, no higher than the knee, with long sleeves, a white medical cap and badge, removable shoes with stable soles for training in clinical departments,



the length of casual clothes should not exceed the length of the gown. Students and staff of the University must adhere to a business style of clothing, excluding elements of defiant, subcultural, national or religious orientation, flashy makeup, a strong smell of perfume, visible piercings and tattoos; have a neat hairstyle, long hair should be tied.

103. The student's appearance must comply with the generally accepted norms of business and classical style in society and exclude defiant details:

- 1) all kinds of shorts and leggings;
- 2) short skirts and dresses;
- 3) beachwear and shoes:
  - short tops;
  - slates.
- 4) wardrobe items that open the back and do not cover the body in the abdomen;
- 5) transparent and translucent underwear clothing;
- 6) ripped jeans that expose body parts;
- 7) piercings and tattoos on exposed parts of the body;
- 8) sport wear (except for sportswear during physical education).

104. In order to strengthen labor and academic discipline, ensure the health and safety of citizens during their stay in the educational organization, accommodation facilities (dormitories) and the territory of the university, there is a unified automated access control and management system (hereinafter - ACS). The rules for using the ACS are mandatory for all students, employees, and visitors of the university's structural divisions.

## **8. Rules for the use of control and monitoring system**

105. No increase the level of general security within the educational institution, improve the efficiency of the work and the educational process, and ensure the safety of state property, the University has introduced the Access Control System (hereinafter - ACS).

106. ACS is an electronic reader and turnstiles for control and management of access on one side, and electronic user cards, on the other hand.

107. The use of electronic access cards is subject to the conditions of back delivery, in the following order:

- 1) the personal electronic access cards are issued to the persons who are enrolled in the university, to the staff of the university, the person responsible for the access control system (Room No.262 TB 4, 40/6 Gogol st.) at the time of registration for work or study, upon presentation of identification documents and photographs 3x4 cm. Return of personal access cards is carried out on the day of





dismissal, graduation, or deduction to the person responsible for the access control system with a mandatory mark in the bypass sheet.

2) visitors to the university receive a guest electronic access card at the guard post, upon prior request of a university employee, upon presenting an identity document and a signature in the guest card issue log. When leaving, the visitor is obliged to lower the guest card issued to him in the turnstile card-reader, or return it to the guard post.

108. Electronic access cards, like other elements of ACS, are the property of the university and are provided for free use. For damage, loss, or non-return, the guilty persons bear financial responsibility and compensate for damage in kind or in cash equivalent at the residual value of the property.

109. Turnstiles are designed to control access to the territory of the organization of education through electronic cards, strictly for one person. Opening the turnstile with the control panel button is allowed only to the security officer and only in the list of cases specified in clause 103. of these Rules.

110. To pass through the turnstile, it is necessary to bring the electronic card to the reader located on the user's side.

111. After reading the card, if the access is confirmed, a green arrow lights up on the turnstile indicator; If the access is denied, the STOP indicator lights up in the turnstile indicator.

112. If the turnstile indicator does not respond to the turnstile indicator or does not change the signal to green, you should contact the security officer to gain access to the territory of the “KMU” NCJSC , and then immediately notify the person responsible for the access control system (Room No.262 of the TB No. 4 of 40/6 Gogol street) on the inoperability of your electronic card, until the receiving further instructions. The security officer must make a record of the opening of the turnstile with the indication of the name and an identity document.

113. After reading the electronic card, the data on the admission to the university territory (Name and Date / Time) are to be sent to the “KMU” NCJSC server, where they are stored and provided to persons authorized by the university administration in a password-protected access.

114. Security guards have the right to open the turnstiles by pressing the control panel located in the security room in the following cases:

- 1) direct management of the university;
- 2) international conferences, seminars, excursions and other organized events related to the mass stay of people in the buildings of the “KMU” NCJSC;
- 3) emergency, force majeure circumstances (fire, terrorist acts and other factors of emergency situations that require urgent evacuation of people from the building, training of civil defence and emergency situations).

115. Employees and students of “KMU” NCJSC are prohibited:

- 1) pass together by one electronic card at a time;



- 2) lose, transfer electronic access cards to other persons and go through someone else's electronic card;
- 3) use the electronic access card for other purposes;
- 4) climb through the turnstile and jump over it from above;
- 5) to pass colleagues, guests, visitors and unauthorized persons into the buildings of the “KMU” NCJSC by own electronic access card. Transfer the card to another person and pass through someone else's card;
- 6) climb over the fences;
- 7) break the turnstile, try to counteract the movement of the blocking slats;
- 8) to keep the turnstiles in the open position, use force to turn the turnstile and try to open it when the electronic card fails;
- 9) carry oversized items, boxes, things, etc through the turnstile;
- 10) apply bags to the turnstile reader in which electronic cards are located in order to prevent damage to the device.

116. If violations referred to in paragraph 104 are identified:

- 1) security officers have the right to prohibit access to the University building until the circumstances are clarified and the violators are removed from using the personal electronic access card;
- 2) Persons guilty in violations have to provide an explanatory letter addressed to the Board Chairman-Rector through their structural unit and receive an electronic access card through the person responsible for the access control system (room No.262 of the TB No. 4 of 40/6 Gogol street);
- 3) the University administration has the right to apply disciplinary penalties provided for in these Rules to persons guilty of violating the Rules for the Use of ACS.