



**Approved by the decision of the  
Board of JSC “Astana medical  
university”  
No. 19 dated “24” April, 2017**

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## **REGULATION**

### **INTEGRATED MANAGEMENT SYSTEM**

### **REGULATION ON STUDENT DORMITORIES**


**RG-AMU-43-17**

**Astana**

	<b>JSC “Astana medical university”</b> <i>Integrated management system</i>	RG-AMU-43-17 Ed. № 4
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## 1 GENERAL PROVISIONS

1.1 The Regulation on Student Dormitories (hereinafter - Regulation) of the Joint Stock Company “Astana Medical University” (hereinafter - University) regulates the order of settlement, rules of residence, rights and obligations of students living in student dormitories (hereinafter - Dormitories) of the University.

1.2. The chief of “The Campus” department (hereinafter - Department), deaneries, supervisors of the Dormitories, the Dormitory’s Student council, employees of the security organization are responsible for the residents’ compliance with the norms and requirements of the Regulation.

1.3 Student Dormitories of the University are designed for temporary residence of students from other cities (nonresidents) and their settlement for the period of study.

1.3.1 Students of the 1 st, 2 nd, 3 rd years of study can take part in the competition;

1.3.2 Preferential category of students for priority consideration of documents and settlement:

1. Children - orphans, left without parental care, from among graduates of orphanages;

2. Disabled children of groups I and II (close relatives: father, mother);

3. Children from single-parent families due to the loss of breadwinner;

4. Children whose parents are related to the Semipalatinsk test site, Baikonur, the Chernobyl explosion and to harmful production, which is harmful to human health;

5. Children from large families (4 and more children of preschool, school age);

6. Children whose parents were participants in military operations as part of a contingent of international troops;

7. Children oralmans (repatriated);

8. Students - foreigners from the far and near abroad;

9. Members of the Dormitories’ Student council by the decision of student’s self-government.

1.4 Subject to the full provision of rooms in the Dormitories of the categories listed above, the University has the right to decide on accommodation in the Dormitory:

1.4.1. Students under the programs of additional professional education for temporary residence during their full-time education.

1.5 The Dormitory is financed from the University’s assets and payment from residents living in the Dormitory.

1.6 Accommodation in the Dormitory by outsiders is not permitted, namely, those who study without concluding contracts for living.

1.7 Rooms for sanitary purposes are allocated and equipped in accordance with the sanitary norms and rules for establishing, equipping and maintaining the Dormitory.


1.8 Non-residential rooms, such as domestic (laundry), located in the Dormitory for servicing residents, are provided for use on a contractual basis. Decisions on the allocation of non-residential rooms for these purposes are taken by the authorized Commission for the distribution of non-residential rooms of the University.

1.9 The University governors are responsible for the overall management of the work in the Dormitory for strengthening and developing the material base, creating conditions for the safety of residents and the organization of domestic services for those living in the Dormitory.

1.10 The Dormitory opens at 06.00 o’clock, closes in summer at 24.00 o’clock and in winter at 23.00 o’clock.

1.11 Cultural-mass or other events in the Dormitory, organized by the Student Council, are held in accordance with the Department.

1.12 Teachers and staff of the University have the right to enter the Dormitory on identity cards and through electronic passes (turnstiles), according to the approved schedule of the duty of the chair to perform official duties (in agreement with the chief of “The Campus” department).

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1.13 The organization providing security services to the University, checks the state of order in the Dormitory in the presence of responsible persons (chairmen or members of the Student Council, employees of "The Campus" department). At a later time, visiting students' rooms by controllers are allowed in case of violation of silence or other illegal actions on the part of the residents.

1.14 In order to resolve disputes in the University Dormitory, a commission is set up under the chairmanship of the Vice-rector for pedagogic and social activities, including the dean of youth affairs, chief of "The Campus" department, the Chairmen of the Student Council, and employees of the legal department.

## 2 TNE MAIN PART

### 2.1 Provision of rooms in the Dormitory

2.1.1 The lists for settling in the Dormitory for the next academic year are formed by the Commission on the settlement of students (hereinafter - Commission).

2.1.2 The documents are accepted by the Department in June-July of the current year (for students of senior years) and in August (for the first year students).

2.1.3 Before settling in the new academic year, the Commission checks the readiness of the Dormitory (rooms, public places) for the settlement of students.

2.1.4 The placement of students is carried out in compliance with the established sanitary norms and rules in accordance with this Regulation.

2.1.5 In accordance with sanitary norms and regulations, a living room is provided at the rate of 6 sq. m. of a living space for one student-resident.


2.1.6 The documents to be submitted for participating in the competition:

**2.1.6.1 for children-orphans left without parental care:**

- application of the established sample;
- photos 3 \* 4 – 2 pc.;
- fluoro;
- inoculation card (copy of the form - 063-U) (for students of the first year);
- form - 086-U;
- a copy of the identity card;
- a copy of the certificate of the state educational grant (for the first year student);
- certificate from the orphanage (**original**), a copy of the death certificate of parents (**notarized**) or certificate of guardianship (**a copy notarized**);
- clear pocket (file folder) - 1 pc.

**2.1.6.2 for students by generic competition:**

- application of the established sample;
- photos 3 \* 4 – 2 pc.;
- fluoro;
- inoculation card (copy of the form - 063-U) (for students of the first year);
- form - 086-U;
- a copy of the identity card;
- a copy of the certificate of the state educational grant (for the first year student);
- disablement certificate of the students (copy) (**notarized**) or a copy of ID for challenged persons (**notarized**);
- if father (mother) is a disabled, submit a copy of the disablement certificate (**notarized**) or a copy of ID for challenged persons (**notarized**);

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- if the students has no father or mother, he submits a copy of the death certificate (**notarized**);
- if the father or mother is a pensioner, then provide a copy of the pension book (**notarized**);
- students from large families submit a family composition certificate (**original**) or address certificate for all family members, copies of parents’ ID (**notarized**), birth certificates of minor family members (under 18 y. o.) and marriage certificate of parents (**a copy notarized**);
- if parents are related to the Semipalatinsk test site, Baikonur, the Chernobyl explosion and to production, which is harmful to human health, then provide the necessary certificates (**notarized copies**);
- if the parents were participants in combat operations as part of the contingent of international troops, provide the necessary certificates (**a copy notarized**);
- if the student and parents are oralmans (repatriated), they must submit a document confirming the status of oralman (**a copy notarized**);
- family composition certificate (**original**) or address certificate for all family members;
- certificate from the place of work of parents (**original**);
- file folder - 1 pc.

#### 2.1.6.2 Foreign citizens submit:

- application of the established sample;
- a copy of the passport of the student and the parents of the foreign state (**notarized**);
- a copy of the certificate of the state educational grant (for the first year student);
- a copy of the migration card (**notarized**);
- photos 3x4 - 2 pc;
- file folder - 1 pc.

2.1.7 The documents submitted to the commission not in full, later than the indicated deadline, and also not meeting the requirements may be rejected by the Commission for the participation in the competition.

2.1.8 The documents submitted for the competition are considered by the Commission **from August 22 to August 25** (the terms can be changed upon agreement with the Chairman of the commission).

2.1.9 Based on the results of the meeting, the Commission takes a decision on the settlement of students who passed the competition; the information is posted on the site **[www.amu.kz](http://www.amu.kz)**.

2.1.10 For students, who do not pass the competition, a list of priorities for settling in the Dormitory for vacated places is made.

2.1.11 In case of impossibility to live in the Dormitory as a result of an accident, repairs, resettlement of residents living from one Dormitory to another, as well as from one room to another, is carried out by the decision of the Department.

## 2.2 Dormitory check-in


2.2.1. The distribution of rooms and the settlement of students in the Dormitory are carried out on the basis of the list for settlement approved at the meeting of the Commission.

2.2.2 The settlement of students in the Dormitory are carried out:

**From 26 to 31 August** – for the first year students;

**From 20 August to 25 August** – for the students of senior years according to the order on settlement.

2.2.3 When settling students in the Dormitory, a residential lease agreement is concluded, a pass is issued, students are provided with bedding, furniture and inventory, for which subsequently they are responsible.

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2.2.4 When settling students in the Dormitory, they should be acquainted with the present Regulation, the Rules of Internal Regulations for the students of JSC “AMU” (RG-AMU-03) and receive appropriate safety instruction in the use of household electrical appliances and household video-radio equipment. Instruction is conducted by a safety engineer.

### **2.3 Accommodation charge**

2.3.1 The fee for living in the Dormitory is made according to the current price list approved by the decision of the University’s Board. Accommodation charge is made through the bank to the current account of the University specified in the residential lease contract.

2.3.2 The fee for living in the Dormitory is charged to the students for the full academic year, upon the departure of students in the holiday period, the fee for any additional services is not charged.

2.3.3 In exceptional cases, monthly payment for accommodation in the Dormitory is allowed until the tenth day of the month following the past month with the permission of the University governors, with the subsequent conclusion of an additional agreement to the residential lease contract.

2.3.4 The fee for living in the Dormitory is not charged to students from orphans who have been left without parental care before the graduation from the University.

### **2.4 Eviction from the Dormitory**

2.4.1 Eviction of residents from the Dormitory is carried out by a decision of the Eviction Commission or by a decision of the Disciplinary Board:

2.4.1.1 termination of the residential lease contract on the grounds stipulated in the terms of the contract;

2.4.1.2 on the personal application of residents;

2.4.1.3 in case of repeated violation of the living conditions of this Regulation and the Rules of internal regulations of students, admission regime, cleanliness and order in the student Dormitory, emergence of conflicts;

2.4.1.4 in case of expulsion from the University;

2.4.1.5 at the end of the training period for students;

2.4.1.6 upon the expiration of the residential lease contract;

2.4.1.7 use of the room for purposes other than intended;

2.4.1.8 destruction or damage to the living quarters by residents or other citizens for whose actions they are responsible;

2.4.1.9 systematic violation of the rights and legitimate interests of neighbors that makes it impossible to live together in one room;

2.4.1.10 when smoking in the Dormitory, in the academic buildings and at the clinical bases of the University, as well as in the adjoining territory;

2.4.1.11 in the absence of residents of the Dormitory without written warning more than 15 days;

2.4.1.12 when appearing in a state of alcoholic and / or narcotic intoxication in the Dormitory, in the academic buildings and at the clinical bases of the University;

2.4.1.13 storage, distribution and consumption of alcoholic beverages, narcotic and toxic substances, psychotropic substances;


2.4.1.14 storage of explosive, chemically hazardous substances or firearms by the residents in the Dormitory;

2.4.1.15 for violations of the rules for the residence of outsiders in the room (namely, those who study without concluding residential lease contract);

2.4.1.16 systematic violation of the procedure for the submission of a memo / report by the commandant;

2.4.1.17 systematic lateness after 23:00 in winter and after 24:00 in summer;

2.4.1.18 giving the pass to outsiders;

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2.4.1.19 violation of public order (fights, debauches, etc.);

2.4.1 20 other cases provided for by the legislation of the Republic of Kazakhstan.

2.4.2 When evicting students from the Dormitory, the Department is obliged to issue acceptance-transfer act to them, which must be handed over to the commandant after signing it by the relevant officials of the University.

2.4.3 In the event of termination of the residential lease contract on the basis of an application for termination of the agreement addressed to the Board Chairman - Rector of the University with the signatures of the Department's Chief, commandant, chatelaine and guard, the resident, within three-day period, is obliged to vacate the occupied room in the Dormitory, by turning in the room in clean state and all received inventory in good condition to the floor head and commandant under the acceptance-transfer act.

## **2.5 Rights and obligations of Dormitory residents**

2.5.1 When settling in, the students are required to arrive in time for settling in accordance with the dates indicated in the settlement, and to make the corresponding registration of documents.

2.5.2 Students who live in the Hostel have the right to elect the Student Council of the Dormitory and be elected to its membership. To participate through the Student Council in resolving the issues of improving the living conditions of residents, in the organization of outside educational works and leisure activities, equipment and decoration of rooms for independent work.

2.5.3 The students living in the Dormitory have the right to use the educational and cultural facilities (living rooms, laundry, reading room, etc.), equipment and inventory of the Dormitory, to require replacement of furniture, bedding and other kinds of equipment of the hostel, as well as elimination of shortages in household support.

2.5.4 Everyone living in the Dormitory has the right to require compliance with internal regulations from any resident of the Dormitory.

2.5.5 The students living in the Dormitory have the right to make proposals for improving the living conditions in the Dormitory.

2.5.6. The students who work at night (by providing employment verification letter), upon the permission of the Vice-rector for pedagogic and social activities and at the request of the Department's chief, have the right to come to the Dormitory at an unestablished time.

2.5.7 In exceptional cases, the student's close relatives (parents, siblings) may be admitted to the Dormitory if they submit supporting documents for a short-term visit (1 hour - 60 minutes).

2.5.8 At the end of the academic year, the student is required to hand over the room to the commission under the acceptance-transfer act.

2.5.9 In the event that the room is not handed over according to the act, in the event of self-willed departure or the commissions' comments on the state of the room, furniture and inventory, the student is not subject to resettlement for a new academic year.

2.5.10 Residents are obliged to take measures to save electricity, cold and hot water, heat and property.


2.5.11 Upon termination of the contract, students must leave the Dormitory within three days.

2.5.12 The students who live in the Dormitories are obliged to pay for accommodation in a timely manner at a fixed rate.

2.5.13 According to the schedule, everyone living in the Dormitory is obliged to keep watch on the floors, clean public places.

2.5.14 According to the schedule, each student is obliged to perform daily cleaning in their rooms, as well as cleaning in the home room.

2.5.15 Everyone living in the Dormitory is obliged to participate in the general cleaning and to work out the established number of cleanings.

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2.5.16 The Dormitory residents and maintenance personnel are obliged to know the rules of fire safety and to comply with them strictly.

2.5.17 In the event of eviction from the Dormitory, travel on vacations, students must timely notify the Department about this.

2.5.18 The tenants of the room are responsible for concealing the violations (accommodation of outsiders) in the room.

2.5.19 In the case of concealment by students of the facts of offenses and violations of internal regulations in the Dormitory, the University Board, as well as the Disciplinary Council, may apply measures of punishment including expulsion from the University

2.5.20 After 23.00, disturbance of silence in the Dormitories is not allowed, lighting devices and electric stoves in kitchens are to be disconnected.

2.5.21 In the event of intelligence of diseases that threaten the health of other residents, the sick person must leave the dormitory for treatment.

2.5.22 The Dormitory residents are required to comply with the rules for the use of the provided household or other services.

2.5.23 In the event of violations of fire safety rules or instructions for the use of electrical appliances, strict measures are taken including eviction from the Dormitory.

2.5.24 Every resident is required to follow the instructions of the Dormitory’s Student Council to eliminate violations of the internal regulations established by this Regulation.

2.5.25 The student is obliged to take measures to ensure the safety of the property in the Dormitory.

2.5.26 The Dormitory resident is obliged to compensate the material damage in accordance with the legislation of the Republic of Kazakhstan and the residential lease contract concluded.

2.5.27 The residents are obliged to hand over the spare keys from the locks of the rooms’ doors to the security officers who provide security in the Dormitory.

2.5.28 In case of repeated violations, students are summoned to the Disciplinary Board of students through the dean’s office for youth; their acts are considered in accordance with the Regulation on the Disciplinary Council for the review of the responsibility of students of JSC “AMU” (RG-AMU-25), where public measures will be taken, imposed by disciplinary and other types of penalties, up to eviction from the student’s Dormitory, and expulsion from the University.

2.5.29 The residents who have committed violations of the internal regulations of the University and the Dormitory or those who were evicted from the Dormitory, in the future, are not provided with the Dormitory.

2.5.30 If the Dormitory’s Student council does not fulfill its official duties, as well as the internal regulations stipulated by this Regulation, disciplinary measures provided by the current legislation of the Republic of Kazakhstan may be applied to them.

2.5.31 In cases of failure by the security organization of the contract terms for security services, as well as violations of the internal regulations stipulated by this Regulation, the issue of contract termination with the security organization for the provision of security services, with subsequent application to the court must be raised.

## **2.6. Flat bans for Dormitory residents:**


2.6.1 to be in a state of alcoholic intoxication, and to appear in a drunken state in the Dormitory, to drink and to store alcohol, to use and to distribute narcotic, toxic and psychotropic substances, to play gambling;

2.6.2 to smoke in the Dormitory, in the academic buildings and at the clinical bases of the University, as well as in the adjoining territory;

2.6.3 to use non-normative vocabulary (obscene speech);

2.6.4 to violate the rules of sanitary conditions in rooms and public places;



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2.6.5 to advertise on the walls of the room and in public places announcements, timetables, reproductions of paintings, etc., if this leads to damage to the University’s property;

2.6.7 to perform in the occupied rooms any alterations and re-equipment without the written consent of the Department’s chief;

2.6.8 to be in other rooms after 24.00;

2.6.9 self-willed relocation and transfer of inventory from one room to another, to use electric heating and other fire-hazardous appliances in living rooms;

2.6.10 to allow the presence of outsiders in their room;

2.6.11 to give their pass to outsiders;

2.6.12 to move arbitrarily from one room to another;

2.6.13 to be in a conflict with the Dormitory residents and / or working staff of the University.

2.6.14 to enter the Dormitory after 23:00 (in summer) and 24:00 (in winter).

## **2.7 Responsibility of Dormitory residents**

2.7.1 For violation of the paragraph 2.6 of this Regulation, at the recommendation of the governors, measures of public and disciplinary influence may be applied in accordance with the current legislation of the Republic of Kazakhstan, the University’s Charter and the Internal Regulations for the University’s students, the Rules of Internal Labor Regulations, the Regulation on the Disciplinary Board for reviewing responsibility of students of JSC “AMU”, Regulations on the Dormitory’ Student council.

2.7.2 The issue of disciplinary punishment in the form of eviction from the Dormitory is taken by the Commission or the Department on the basis of recommendations of the Disciplinary Board, the Dormitory’ Student Council.

2.7.3 The following disciplinary sanctions are imposed on the students for violating the obligations of the University’s Charter and the Regulation on Student Dormitories (RG-AMU-43), the Internal Regulations for the students of JSC “AMU” (RG-AMU-03):

2.7.3.1. reprimand;

2.7.3.2 strict reprimand;

2.7.3.3 eviction from the Dormitory with the termination of the residential release contract;

2.7.3.4 expulsion from the University.

## **2.8 Self-government bodies in the Dormitory**

2.8.1 In order to represent the interests of students living in the Dormitory, they create a public organization of students - the Student Council of the Dormitory, carrying out its activities in accordance with this Regulation, the Regulation on the Student Council of the Dormitory (RG-AMU-35).


2.8.2 The Student Council of the Dormitory represents the interests of students living in the Dormitory, coordinates the activity of the floor heads, sections, organizes a work on involving residents into the community works (cleaning and repair of rooms, minor repairs of furniture, etc.) and in the adjacent territory, organizes carrying out with them cultural-mass work.

2.8.3 On each floor, the head of the floor, the deputy head of the floor and the head of the section are elected. The head of the living quarters (floor, section) provides careful attitude of the residents to the properties in their room (section), keeping the room (section) clean and tidy.

2.8.4 The head of the living quarters (floor, section) in his/her work is guided by the Internal Regulations for students of JSC “AMU” (RG-AMU-03), the Regulation on the Student Council of the Dormitory (RG-AMU-35), and the decisions of the Student Council and governors of the University, adopted in accordance with the established procedure.

2.8.5 The Student Council has the right to make decisions on recovery in case of violation of the internal regulations of the Dormitory and the conditions of the residential release contract, and also to

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submit recommendations to the Department for further consideration by the Commission on eviction of students.

2.8.6 The Student Council has the right to give recommendations on the resettlement of students from one room to another.

2.8.7 The implementation of the Regulation is controlled by the Vice-rector for pedagogic and social activities of the University.

### **3 REVISION, AMENDING, STORAGE AND DISTRIBUTION**

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3.1 Revision, amending, storage and distribution of this Regulation are implemented according to the University standard requirements “Document management” (US-AMU-02).

3.2 The original of this University Regulation is registered and stored in the Quality Management department.

3.3 The scanned version of this Regulation of the University is placed in the server computer of the University in the shared folder.

3.4 The accounted copies of this Regulation are sent to:

- Vice-rector for pedagogic and social activities;
- Dean’s office of Youth;
- Dean’s office of the faculty of continuous professional development and additional education;
- “The Campus” department;
- Department of service-economic service.

**Chief of “The Campus”  
department**

**13 April, 2017**



**S.A. Iskakova**



## Appendix 1

Form of the "Application for settling in the Dormitory for the 1-year students"

To the Vice-rector for pedagogical and  
social activities of JSC "Astana medical  
university"

D.M., professor G.Z. Khairli

from the student of \_\_ year,

of the faculty \_\_\_\_\_

\_\_\_\_\_  
(full name)

Mob. phone \_\_\_\_\_

### Application

I request that you provide a place in the dormitory on the grounds

\_\_\_\_\_.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature



## Appendix 2

Form of the "Application for settling in the Dormitory for students of undergraduate (senior) years"

To the Vice-rector for pedagogical and social activities of JSC "Astana medical university"

D.M., professor G.Z. Khairli

of the factual year \_\_\_ of the group \_\_\_

transferring to the \_\_\_ year

of the faculty\_\_\_\_\_

\_\_\_\_\_  
(full name)

Mob. phone \_\_\_\_\_

I request that you provide a place in the dormitory on the grounds

\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



### Appendix 3

From of the "Application for the termination of the residential lease contract"

To the rector of JSC "Astana medical  
university"  
professor M. Z. Shaidarov  
from the student of the \_\_ year  
of the faculty \_\_\_\_\_

\_\_\_\_\_  
(full name)

Mob. phone \_\_\_\_\_

#### Application

I request that you terminate the residential lease contract on the grounds

\_\_\_\_\_.

\_\_\_\_\_Date

\_\_\_\_\_Signature



## Appendix 4

Form of the "Application for issuing a duplicate pass to the Dormitory"

To the chief of "The Campus" department  
S.A. Iskakova  
from the student of the year \_\_  
of the faculty \_\_\_\_\_

\_\_\_\_\_  
(full name)

### Application

I request that you issue a duplicate pass due to the loss. I enclose herewith a receipt of payment of a fine.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature



**Agreement sheet**

<b>№</b>	<b>Position</b>	<b>Name</b>	<b>Agree date</b>	<b>sign</b>
1	Vice-rector for pedagogical and social activities	G.Z. Khairli	20.04.17	
2	Vice-rector for educational activities	G.A. Zhaksylykova	18.04.17	
3	Vice-rector for post-graduate, additional education and clinical activities деятельности	F.A. Galitskiy	18.04.17	
4	Vice-rector for financial-economic and commercial activities	G.T. Gabdilashimovich	19.04.17	
5	Vice-rector for strategic development and scientific activities	Y.A. Akhmetov	18.04.17	
6	Director of the department of cadre work and legal providing	B.A. Syzdykov	18.04.17	
7	Chief of the quality management department	K.T. Zhilkibaeva	18.04.17	
8	Chief of legal department (chief specialist)	O.S. Ustinovich (R.K. Suraganov)	18.04.17	
9	Dean of Youth	A.A. Nurmukhanov	13.04.2017.	



**Amendments sheet**

№	Sheet (page) numbers				Total number of sheets	The number of chapter, subchapter, standard point with changes	The signature of the person who makes amendments	Amendment date
	Changed	Replaced	New	Annulled				





**Acknowledgement sheet**

<b>№</b>	<b>Position</b>	<b>Name</b>	<b>Acknowledgement date</b>	<b>Signature</b>