

REGULATIONS ON STUDENT HOMES

1. General Regulations

The regulation was developed on the basis of the order of the minister of Science and higher education of the Republic of Kazakhstan dated December 30, 2022 No. 219 on approval of the rules for the distribution of places in dormitories by organizations of higher and postgraduate education.

1.1. №1, № 2, № 3 the House of students accommodates students from abroad, other cities, regions and remote areas during their studies (students in settlements on the territory of the city are not provided).

1.2. The necessary sanitary conditions for living in the student house are provided.

1.3. Unauthorized students are not allowed to stay in the student house.

1.4. After the full placement of students in need in the student house, by the decision of a specially created Commission, teachers and employees of the University are allowed to settle in the student house.

1.5. The student house is provided with a rest room, sanitary and hygienic rooms in accordance with sanitary standards.

1.6. The Department of Social Affairs and Youth Policy and the Office of economic support, the Department of Finance and economics are responsible for the general management work on strengthening, developing the material base of the student house, the effective organization of leisure activities of the population.

1.7. A lease agreement is concluded between the residents of the student house and the university administration (a version of the agreement is attached).

1.8. Acceptance of student applications to the student house is made in August of each academic year through the Smart Arsu mobile application. Vacancies are tracked through this mobile application.

2. Rights and obligations of students living in student home

2.1. Residents of the student house have the right:

2.1.1. - extend the period of stay in the room (sections, rooms) approved by the rules during the academic year in accordance with the internal regulations, if the training period is extended;

- use of objects, equipment, facilities of the House of students for educational and cultural purposes;

- to elect and be elected to the Council of the student house;

- to receive additional (paid) services, which are determined by the agreement on the procedure for payment of the lease agreement between the university management and the residents of the student house;

2.2. Residents of the student house are required:

2.2.1. - strict compliance with the regulations on student housing, safety measures, fire safety and sanitary rules and the contract;

- careful handling of rooms, equipment and facilities of the student house, economical use of energy and water, keeping rooms and common areas clean, closing windows when leaving the room, turning off the light, water, electrical appliances;

- daily cleaning of rooms;

- payment for accommodation and additional services in accordance with the concluded agreement;

- compensation for material damage caused to the student house in accordance with the legislation of the Republic of Kazakhstan and the contract;

- observe the calm regime from 22-00 to 06-00 hours;

- students from the same family (born) can settle together.

2.3. Residents may participate in extracurricular activities with their consent:

- carrying out landscaping and landscaping of the territory of the student house;

- active participation in public events of the university or House of students.

2.4. Strictly prohibited:

2.4.1. - drunk arrival at the student house, insulting the dignity of students;

- it is not allowed to move from room to room for no reason;

- smoking in rooms, corridors and common areas;

- drinking and gambling, including playing card games;

- storage, use and distribution of narcotic and Psychotropic Substances;

- storage and transportation of cold, gas, traumatic and any type of firearms;

- implementation of measures of religious extremism;

- use of television, radios, tape recorders and other noisy devices inside the room and sing, make noise at night, making the sound louder;

- rude statements and insults to service employees;

- voluntary replacement of door locks in rooms or their additional installation;

- use of electric heaters, extensions in the room;

- it is forbidden to keep garbage cans in the room;

- application of measures by the university administration prior to expulsion from the University in case of concealment of students about the facts of gross violations of the rules of the student house;

- re-placement of students in the house is carried out on the basis of a contract;

- removal of the violator from the student's house in case of violation of fire safety rules or instructions for the use of electrical appliances.

2.5. In case of expulsion of students from the House in violation of the internal regulations, the amount of prepaid payment is not refunded.

2.6. Types of disciplinary penalties for violation of the rules of the student house are imposed depending on the types of violations:

- severe reprimand;
- eviction from the student house;
- inability to transfer to the next academic year;
- expulsion from the University.

2.7. For assistance to the administration of the student house, the life of the population and the effective organization of leisure activities of students, the student council may provide social support to floor managers and other activists in coordination with the university management to encourage them.

3. Responsibilities of the university administration

3.1. The university administration is obliged:

- creating the necessary conditions for students to live and relax, study independently (reading room, etc.), organize and conduct cultural and recreational activities;
- equipping with equipment, furniture, beds and other equipment based on the norms of the student house;
- provision of the student house with maintenance personnel (security guards, cleaners, electricians, plumbers, etc.);
- ensuring the necessary heating conditions and lighting in accordance with sanitary rules;
- timely carry out major and current repairs of the student house;
- ensuring the protection and compliance with the established regime of passage on the territory of the student house;
- ensuring the placement of an emergency medical center and an isolation unit for temporary accommodation of the population in case of acute illness (on the recommendation of doctors).

4. Responsibility of heads of student houses

4.1 The head of the student house is appointed and dismissed by order of the rector of the University.

4.2. The head of the student house must provide:

4.2.1. direct management of the staff of the student house;

- familiarization of students with the rules of residence during the placement in the student house;
- providing the population with the necessary equipment and inventory, changing beds in accordance with sanitary standards;

- maintaining the premises of the student House (general use, non-residential) and its territory in proper cleanliness and order;
- delivery of proposals to improve living conditions of the population to the Department of Social Affairs and youth policy (director of the Department;
- inform the deans of the faculties, the head of the Department of Social Affairs and youth policy about the violation of the rules of the student house by the population;
- ensuring temporary registration of students living in residential buildings;
- assist the Student Council of the House of students in the development of self-government.

5. Procedure for placement or eviction in the student house

5.1. Places for placement in student housing are provided to students in need in accordance with the following procedure:

- orphans, students left without parental care are placed free of charge;
- students with special needs;
- foreign citizens;
- bloodthirsty;
- Students under the program "serpin" and state grants;
- the best students, winners of international and national Olympiads, sports competitions and creative competitions;
- students from single-parent, large and low-income families;
- Students from remote areas of Aktobe region;
- Students from other regions of Kazakhstan.

5.2. The student house is intended for the residence of students, undergraduates, as well as teachers in need of housing from other cities, regions and districts of the Republic of Kazakhstan during the period of study.

5.3. In order to register in the student house, students must be deregistered from their permanent place of residence.

5.4. Accommodation in the student house students submit an application through the mobile application of the University "SmartARSU" with the attachment of documents confirming the right to a place in the student house in electronic format (pdf, jpeg, png) (ID card, certificate of health status from the student Polyclinic, documents confirming social status, receipts for payment for living in the student house).

5.5. Placement of students in the student house through the mobile application "SmartARSU" is carried out by order.

5.6. The head of the student house places students in the student house on the basis of the order of the rector of the University.

5.7. After placement, the head of the student house provides temporary registration of students at the address of the student house in accordance with the current legislation of the Republic of Kazakhstan.

5.8. Removal of students from the student house is carried out by order of the rector of the University in the following cases:

- termination of the lease agreement of the student house;
- at the personal request of the student;
- based on the decision of the Student Council of the House of students;
- when a student is expelled from the University;
- at the end of the school year.

5.9. After removal from the student's house, the head of the student's house temporarily de-registers the student in accordance with the current legislation of the Republic of Kazakhstan

6. Student house monitoring system

6.1. After the location, the residents ' pass is displayed through the SmartARSU mobile application.

6.2. Entering and leaving the student's house from April 15 to October 15 from 6.00 to 23.00, the rest of the time from 6.00 to 22.00, in cases of absence from the student's house for certain reasons, students should warn the head, in connection with which a log of entries is drawn up.

6.3. Relatives and guests of the population must provide identity documents. The student's relatives and visitors can enter the student's house with the permission of the master of the student's House and in the presence of the student. In this case, the duty officer (guard) at the entrance makes an appropriate entry in the log.

6.4. Relatives of students living in the student house may enter at the time specified by the administration of the student house. A student living in a student's House is responsible for the timely departure of relatives and compliance with their internal regulations. It is forbidden to leave outsiders at night in the student house.

6.5. Removal of large objects from the student's House is allowed under a special permit issued by the head of the student's House. When taking out large items, the head of the student house must register them in a special journal.

7. Student Disciplinary Council of the House of students

7.1. In the House of students, the composition of the Student Disciplinary Council, represented by the student disciplinary council from among the population, is elected.

7.2. The Student Disciplinary Council of the student house is established as a permanent representative organization of the student house and operates on the basis of the rules of the student house.

7.3. The main goals of the Student Disciplinary Council of the House of students:

- formation of skills and self-government of the population;
- ensuring the exercise of rights related to the management of students;
- coordination of the work of floor managers;
- voluntary involvement in the community work of the student house and the surrounding areas.

7.4. Main tasks of the Student Disciplinary Council of the House of students:

- protection and representation of the rights and interests of students living in student housing;
- assistance in solving social problems of the population;
- participation in the organization of work related to the relocation, transfer and expulsion of students in coordination with the administration of the student house;
- resolution of conflicts between residents of the student house;
- bringing to the university administration proposals related to improving the living conditions of students living in the student house;

7.5. The Student Disciplinary Council of the Student house is elected by a vote of the residents. The prefects of each floor are elected by the general meeting of students.

7.6. Decisions on issues raised for discussion at the meeting are taken by a simple majority of votes.

7.7. The Disciplinary Council of the Student house has the following structure:

- Council of Floor Prefects;
- commissions in the areas of work (educational and organizational sector, internal affairs sector, cultural sector).

7.8. The head of the floor is elected by a simple majority of votes at the general meeting of the floor (section).

7.9. Floor managers (sections) ensure that residents take care of the property and equipment of the student's House, keep the residential premises clean and tidy.

7.10. Student Disciplinary Council of the House of students-consists of the chairman, deputies and members of the council, heads of floors.

7.11. The chairman of the Student Disciplinary Council of the House of students is elected from among the members of the council by open or secret ballot for a term of up to two years.

7.12. The Student Disciplinary Council of the House of students works in cooperation with the university administration. Representatives of the university

administration can take part in the meetings of the Student Disciplinary Council of the House of students.

7.13. The Student Disciplinary Council of the House of students has the right:

- participation in the consideration of social and financial issues affecting the interests of the population;
- participation in the consideration of issues related to violations and regulations on student housing;
- make proposals to the university administration on applications and complaints of students living in the student house;

7.14. Student Disciplinary Council of the House of students:

- conduct explanatory work for students in accordance with the rules of residence in the student house;
- timely consideration of all applications and proposals of students living in the student house;
- support for socially significant initiatives of students living in student housing;

AGREED:

Member of the management board-
vice-rector for social
and educational work

Mukhanbetkaliyev E.E.

Member of the management board –
vice-rector for Finance and infrastructure
Director of the legal department

Yessenbayeva G.E.
Alimanova L.B.

Page for familiarization with the rules of the student house:

| № | Full name | Service | Signature |
|----------|------------------|----------------|------------------|
| | | | |
| | | | |

