

REGULATIONS
on the Student Disciplinary Council

For official use

Aktobe, 2020 year

1 DEVELOPED AND SUBMITTED BY

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APPROVED AND PUT INTO EFFECT

By the Rector of the “K. Zhubanov Aktobe Regional University”
(hereinafter – the University) on the basis of the decision of the Academic Council
(protocol No. 1 dated August 28, 2020)

2 VALID UNTIL replaced with a new version

3 INTRODUCED FOR THE FIRST TIME, version 2.0

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1. GENERAL PROVISIONS:

- The Regulations on the Student Disciplinary Council establish the administrative body of the university and apply to all residents of the dormitory.
- The Regulations of the Student Disciplinary Council are aimed at strengthening the rules of residence.

2. REGULATORY FRAMEWORK

2.1 The Council is guided by the following regulatory legal acts:

- 1) University Charter;
- 2) Internal regulations;
- 3) Dormitory rules;
- 4) Student Code of Conduct;
- 5) University Rector's orders;
- 6) Other regulatory legal acts, including the Law of the Republic of Kazakhstan on Education and State Youth Policy.

3. TERMS AND DEFINITIONS

This section defines the following:

- 1) Department of Youth Policy and Social Issues – a form of collective management that contributes to the systematic implementation of educational work.
- 2) Deputy Dean for Educational Work – an organizer of educational activities who ensures students' participation in public life, taking into account their age level and cultural development.
- 3) Disciplinary Council – carries out activities to ensure compliance with the internal regulations in the dormitory and to prevent violations.
- 4) Head of the Student House (Dormitory Supervisor/Commandant) – provides residents of the Student House with the necessary communal services and conducts preventive measures to improve living conditions.

4. OBJECTIVES AND TASKS

4.1 Main objectives:

- 1) Studying, analyzing, and preventing violations among the students living in the Student House;
- 2) Providing recommendations for the Internal Regulations.

4.2 Main tasks:

- 1) Controlling discipline of students registered in the dormitory;
- 2) Identifying and working with students who fail to fulfill their responsibilities;
- 3) Referring matters to competent authorities when required by law;
- 4) Reviewing reports of dormitory violations;
- 5) Conducting explanatory work with students;
- 6) Organizing preventive measures and monitoring discipline.

5. ACTIVITIES OF THE STUDENT DISCIPLINARY COUNCIL

5.1 The Council performs the following functions:

- 1) Monitoring discipline of students registered in the dormitory;
- 2) Identifying and working with students failing to fulfill responsibilities;
- 3) Reporting violations to relevant authorities when required by law;
- 4) Reviewing disciplinary matters at Council meetings;
- 5) Cooperating with dormitory administration and university departments;
- 6) Participating in educational and cultural activities of the university.
- 7) Organizing personal supervision of students who violated discipline;
- 8) Hearing reports from the Student House floor leaders on discipline and prevention of violations;

- 9) Requesting the list of offenders from the Student House commandant;
- 10) Members of the Disciplinary Council are approved by the Department of Youth Policy and Social Issues;
- 11) The Council includes: the Chair of the Council (the Chair of the Student Council of the Student House), the Deputy Chair, the Secretary, floor leaders of the Student House, the Head of the Student House, representatives of the Department of Youth Policy and Social Issues, the Deputy Dean for Educational Work, and clinic staff (when invited). The Disciplinary Council is headed by the Vice-Rector for Educational Work;
- 12) Decisions on matters discussed at the Council meeting are made by a majority vote of the participants and formalized in a protocol. The meeting protocol is signed by the Chair, or in the Chair's absence, by the Deputy Chair. The protocol procedure begins from the start of the academic year. The protocol is kept in the Department of Social Affairs and Youth Policy;
- 13) A Council meeting is considered valid only when at least three of its members are present;
- 14) Each Council member must attend the meetings and bear responsibility for the timely execution of assigned tasks;
- 15) The main documents regulating the work of the Council are:
- Rules of the Disciplinary Council;
 - University administration order on organizing the work of the Council;
 - Protocol of the Disciplinary Council meeting;
 - Written explanations from students who violated the rules of the Student House;
 - Official letter from the dormitory administration.
- 16) The Disciplinary Council is responsible for proper documentation and the legality of its decisions. The Deputy Dean responsible for educational work ensures the correct registration of the Disciplinary Council's documents;
- 17) Students who violate the internal regulations of the Student House may be evicted based on the decision of the Disciplinary Council, formalized by a protocol;
- 18) In case of violation of the Internal Rules by students residing in the Student House, the following disciplinary measures may be imposed:
- warning;
 - reprimand;
 - strict reprimand;
 - eviction from the Student House.
- 19) Residents of the Student House who violate the internal regulations are placed on record;
- 20) A disciplinary measure must be applied no later than one week after the Disciplinary Council determines that the student has violated the internal regulations, and the student must vacate the premises within three days from the date the order is issued;
- 21) A student who grossly violates internal discipline rules loses the right to return to the Student House;
- 22) Attendance, academic performance, and discipline of students who violate the internal regulations of the Student House are monitored by the group advisor and the Dean of the faculty.

6. INTERACTION WITH STRUCTURAL UNITS

6.1 The Council interacts with:

- 1) Providing individual or collective recommendations to the Dean of the faculty and the group advisor regarding the correction of a student's behavior;
- 2) Discussing information about violations committed in the Student House.

7. Procedure for Development and Amendments

The procedure for developing and amending this regulation must comply with the requirements of the University Charter, as well as the requirements of applicable legislation, decisions of the University administration, and other internal University documents.

APPROVED:

Member of the University Board — Vice-Rector
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