



APPROVED by
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«14» April 2014 year

RULES OF LABOUR (INTERNAL) ORDER OF KSMU



1. General regulations

- 1.1. The present Rules of labour (internal) order of KSMU, *further* – «*Rules*», are developed in accordance with the Constitution of the Republic of Kazakhstan (further Labour code), the Law of the Republic of Kazakhstan «About education», the Code of the Republic of Kazakhstan «About health of population», The Typical rules of internal order of organization of education, approved by the Order of acting Minister of education and science of the Republic of Kazakhstan of April 6, 2012 year №148 and by the Charter of the organization.
- 1.2. The order of regulation of relationships on labour and education process structuring is provided in the Regulations.
- 1.3. Time of beginning and termination of work of organization of education, breaks between them, duration of training session of students, working time and rest time of employees, conditions for providing of labour and training discipline and also rules and norms of presence in the organization of education are provided by the present Rules.
- 1.4. In the purpose of providing of the internal order, the administration of the education organization provides observation of duties by the employees and students which are assigned on tem by the legislation of the Republic of Kazakhstan, the Charter of the organization and the present Rules.
- 1.5. Labour and education discipline in KSMU is based on responsibility and faithful execution of labour and education duties by employees and students and is obligatory condition for high production labour and high quality of education.
- 1.6. Labour and education discipline is provided by the administration by creation of necessary organizational and economic conditions for responsible attitude of employees and participants of educational process to labour and education with the methods of encouragement and also application of disciplinary actions for offence commitment.
- 1.7. All questions connected with application of employment policies and procedures are solved by KSMU administration within its competence and in cases provided by the legislation, in common or in coordination with trade-union committee. These issues are resolved by also labor collective according to its powers.
- 1.8. The resolution of conflict of interests and relations between workers is carried out on the basis of the Collective agreement of KSMU, between the faculty and student according to knowledge – on the basis of the Regulations on rating system of academic progress of student, other conflicts of interests and relations between various categories of workers and student are resolved by the decision of the Public commission, or in the order established by the Legislation of the Republic of Kazakhstan.



- 1.9. Rules of the labor (internal) order are obligatory for the employer, the workers who are training and other faces of arriving to territories of the organization of education.

2. The main duties of the university administration

- 2.1. Administration of KSMU being guided by standards of the civil, labor legislation, the legislation on education and present rules is obliged:
- 2.1.1. to organize work of the faculty and other employees of educational institution so that everyone worked on the specialty and qualification, had the workplace fixed to him;
 - 2.1.2. in due time to give to workers tasks, to supply them with all necessary materials, equipment, to provide healthy and safe working conditions;
 - 2.1.3. to create conditions for improvement of quality of training of specialists taking into account requirements of modern production, science, equipment, culture and prospects of their development and the scientific organization of work;
 - 2.1.4. to organize studying and introduction of the advanced methods of training; to mechanize hard and laborious works in industrial practice masterful (farms) of KSMU;
 - 2.1.5. in due time to consider and introduce offers of labor collective the works directed on improvement and training in KSMU, to realize solutions of production meetings, to support and encourage the best employees of educational institution;
 - 2.1.6. in every possible way to strengthen a labor and subject matter;
 - 2.1.7. to improve working conditions, steadily to observe the legislation on work, to provide the appropriate technical equipment of all workplaces and to create the working conditions corresponding to rules on labor protection (to safety regulations, sanitary standards and rules, etc.);
 - 2.1.8. at absence of the requirements in the Rules which observance at works is necessary for providing safe working conditions, the administration of the university takes measures providing safe working conditions;
 - 2.1.9. to provide the serviceable maintenance of rooms, heating, lighting, ventilation, equipment, to create normal conditions for storage of outerwear of the employees who are training and visitors of the organization of education;
 - 2.1.10. to introduce the modern means of safety measures warning operational injuries, and to provide the sanitary and hygienic conditions preventing emergence of occupational and other diseases of workers and student;
 - 2.1.11. constantly to control observance by workers and student of norms and rules of sanitation and occupational health, fire-prevention protection and internal security;



- 2.1.12. to provide leaves to all workers of KSMU in due time;
- 2.1.13. in due time to give out a salary and a grant;
- 2.1.14. to create conditions for every possible increase of labor productivity, improvement of quality of work: to raise a role of moral incentive of work, to resolve issues of encouragement of workers and student;
- 2.1.15. to provide systematic increase of business (production) qualification of the faculty and other workers of KSMU.
- 2.1.16. to promote creation in collective of a business, creative situation, to support and develop an initiative and activity of employees, fully using production meetings and other forms of public work, in due time to consider critical remarks of labor staff of University and to take necessary measures.
- 2.1.17. The administration of the university provides availability and acquaintance of staff of the higher education institution which is training, and also their parents or other lawful representatives with Regulations of the organization of education.

3. The mail duties of the university employees

3.1. Employees of the university are obliged:

- 3.1.1. To work faithful and responsible;
- 3.1.2. To carry out education , scientific and methodical work on specialty at the high level;
- 3.1.3. in due time to carry out the charged volume of works;
- 3.1.4. to conduct scientific researches and to participate in introduction of results of these researches in practical health care;
- 3.1.5. to carry out educational work among student, to introduce innovative technologies to the educational process;
- 3.1.6. to give help to student in the organization of independent classes, to direct research works;
- 3.1.7. to raise systematically the pedagogical and professional level: to improve theoretical knowledge, practical experience, methods of conducting scientific work, pedagogical skill, to carry out preparation of scientific and pedagogical staff and as systematically to increase the business (production) qualification;
- 3.1.8. to observe labor and technological discipline, accurately to follow regulations of working hours and its use established in the organization;
- 3.1.9. immediately to notify administration at emergence of the reasons and the conditions interfering or complicating normal works (idle time, accident);
- 3.1.10. to keep the workplace in an order and purity;
- 3.1.11. to protect and strengthen state ownership, to provide the correct operation and safety of property of KSMU, effectively to use the equipment, tools,



- book fund, stock, etc. To observe purity in placements and on territories of the organization of education.
- 3.1.12. in full to observe requirements for labor protection and the fire-prevention protection, provided by the corresponding rules and norms, to use the given-out overalls, special footwear and other means of protection;
 - 3.1.13. to behave adequately, to observe a public order, not to allow the actions interfering implementation of the duties by other employees.
 - 3.2. to adhere to the Code of honor of the teacher of the university (it is developed by community of students and teachers of the university of the Republic of Kazakhstan and it is approved by the Ministry of Education and Science in 2010), the Code of honor of medical and pharmaceutical workers of RK ("The code about health of the people and health system of the Republic of Kazakhstan" of September 18, 2009 No. 193-IV).
 - 3.3. The circle of labor duties which are carried out by each worker on the specialty, qualifications or positions, is defined by duty regulations and the provisions approved in accordance with the established procedure.

4. Working hours and its use

- 4.1. The mode of working hours and rest time for the staff of the university is established by administration of the organization of education taking into account a mode of activity of the organization of education.
- 4.2. **For Faculty.**
 - 4.2.1. For the faculty of departments, courses, medical college, department of medical education, except military department – duration of daily work is 7 hours 12 minutes (7,20 hours) at five-day working week (36 hours per week).
 - for the faculty the five-day working week covers educational, methodical, educational and research work.
 - 4.2.2. For the faculty of military department - duration of daily work is 6 hours at six-day working week (36 hours per week).
 - 4.2.3. For the faculty of department of anatomy, pathological anatomy and forensic medicine - duration of daily work is 6 hours at five-day working week (30 hours per week).
 - 4.2.4. For the faculty of Centre of Practical Skills - duration of daily work is 7 hours, on Saturday of 5 hours at six-day working week (40 hours per week).
 - 4.2.5. The main document defining work of the faculty is individual plan and lesson schedule.
 - 4.2.6. The individual plan is formed for academic year and is approved as the head of the department, for heads of the department - the dean of faculty. In



the individual plan it is provided, what specifically educational, research, educational and methodical, educational and other work will be performed by the teacher in academic year.

- 4.2.7. The schedule of study is defined by the schedule approved by the academic dean.
- 4.2.8. Control of observance of the schedule of educational institution, of implementation of individual plans is carried out by the head of the department, the dean and Department of Education and Methodical Work.
- 4.3. **For educational support personnel.**
 - 4.3.1. For educational support personnel of departments, courses, medical college, except military chair - duration of daily work is 8 hours at five-day working week (40 hours per week).
 - 4.3.2. For educational support personnel of military chair - duration of daily work is 7 hours, on Saturday of 5 hours at six-day working week (40 hours per week).
 - 4.3.3. For educational support personnel of department of anatomy, pathological anatomy and forensic medicine - duration of daily work is 6 hours at five-day working week (30 hours per week).
 - 4.3.4. For educational support personnel of Centre of Practical Skills - duration of daily work is 7 hours, on Saturday of 5 hours at six-day working week (40 hours per week).
- 4.4. **For the administrative and managerial, serving and other personnel.**
 - 4.4.1. For the administrative and managerial, serving and other personnel (administration, Public affairs department, dean's offices, control center of human resources, the center of strategy of management and development, Department of Education and Methodical Work, Research Center, Department of Management of Scientific and Innovation Activity, research sanitary and hygienic laboratory, department of clinical work and employment of graduates, library (the director, the deputy director, the head of department of service of scientific literature, the head of department of completing and processing of documents, the head of help and bibliographic department, the editor, the marketing specialist, the senior librarian and the librarian of department of completing and processing of documents), Department of Educational and Social Work with Students, Department of Economics and Finances, printing house, medical college, legal department, other positions (the museum, CD staff), SHC "Medik" (Karkaralinsk, Topar settlement), combine of consumer services, combine of public catering, Department of Operational Work (passports), dental clinic (chief physician) - duration of daily work is 8 hours at five-day working week (40 hours per week).



- 4.4.2. For laboratory of collective using of SRC, vivarium, department of microbiology, biochemistry department - five-day working week for 7 hours 12 minutes (7,20 hours) (36 hours per week), according to the List of positions and the professions having the right for the reduced duration of working hours.
- 4.4.3. For X-ray laboratory assistant of dental clinic - six-day working week for 5 hours (30 hours per week), according to the List of positions and the professions having the right for the reduced duration of working hours.
- 4.4.4. For doctors and nurse of polyclinic of KSMU and dental clinic, employees of Centre of Practical Skills, library, Department of Operational Work, garage, crew on complex service and maintenance of buildings, hostels No. 1,2,3,4,6,7, educational cases No. 1,2,3,4, the educational case (dental clinic), department of State Procurement and Material Supply, department of technical providing systems of safety - five working days for 7 hours and one working day (Saturday) - 5 hours at six-day working week (40 hours per week).
- 4.4.5. According to article 224 of the Labour code to disabled employees of the first and second group the reduced duration of working hours — no more than 36 hours per week is established. Duration of daily work (change) of disabled employees of the first and second group can't exceed seven hours.
- 4.4.6. Sunday is the weekend day for all structural divisions of KSMU, except for process productions and works on ensuring activity of KSMU. Involvement of the worker to work in the weekend's days is allowed from his consent, except for the cases provided by article 98 of the Labour code.
- 4.4.7. The employer approves beginning and completion of work time.
- 4.4.8. Time of the beginning and completion of work (change) is brought to the attention of all workers and labor union.
- 4.4.9. Night it is considered time from 22 to 6 o'clock o'clock in the morning. Involvement of workers to work is made at night with observance of the restrictions set by the Labour code.
- 4.4.10. Works over duration of the working hours established by article 77 of the Labour code are considered as overtime works. Overtime works shouldn't exceed for each worker two hours within a day, and on a hard work, works with harmful (especially harmful) working conditions - one hour. The general duration of overtime works shouldn't exceed twelve hours in month and hundred twenty hours in a year.
- 4.4.11. To overtime works aren't allowed:
 - pregnant women;
 - the workers who haven't reached eighteen-year age.
- 4.4.12. Involvement to overtime works is allowed only from the written consent of the worker, except for the cases provided by article 90 of the Labour code.



- 4.4.13. During daily work it is provided to workers having rummaged in work for rest and meal. The break for rest and meal doesn't join in working hours. During a break the worker can leave from a workplace.
- 4.4.14. At works where under the terms of production granting a break is impossible, the employer is obliged to provide to the worker possibility of rest and meal in working hours, in specially equipped place. Such workers treat: watchman-porter, cloakroom attendant.
- 4.4.15. Duration of rest between changes has to be not less than 12 hours.
- 4.4.16. Work in weekends and holidays at the initiative of the employer is allowed from the written consent of the worker, except for the cases provided by article 98 of the Labour code.
- 4.4.17. Work in days off and holidays are allowed at the initiative of the worker on the basis of the act of the employer.
- 4.4.18. During the work in weekends and holidays at the request of the worker other day of rest is provided or payment is made in a size specified in article 128 of the Labour code.
- 4.4.19. Shift work is established for watchmen-porters of hostels, employees of combine of public catering (the baker, the kitchen employee of buffet No. 6, workers of a dining room). Shift work represents continuous process at which duration of production or a mode of a production activity of the employer exceeds norm of duration of daily work.
- 4.4.20. Shift duration for watchmen-porters, for employees of combine of public catering (the baker, the kitchen employee of buffet No. 6, workers of a dining room), shifting from one change to another, is established by the schedules of working in change approved in accordance with the established procedure.
- 4.4.21. For Department of Operational Work personnel the schedule of working in shifts is formed heads of services, is coordinated by the chief of DOW and approved by the deputy in charge for organizational and economic work.
- 4.4.22. The summarized accounting of working hours is applied to watchmen-porters, to employees of combine of public catering (the baker, the kitchen employee of buffet No. 6, workers of a dining room) in continuously operating productions, shops, sites and on some types of works where under the terms of production (work) the daily or weekly duration of working hours can't be observed established for this category of workers.
- 4.4.23. The registration period at the summarized accounting of working hours is month, within which the norm of daily and (or) weekly duration of working hours on the average established for this category has to be observed (forty hours at six-day or five-day working week), excess (overtime) is paid in an one-and-a-half size.



- 4.4.24. Operating procedure at the summarized accounting of working hours, category of workers for which the summarized accounting of working hours is established, are defined by the employment or collective agreement or the act of the employer with opinion of representatives of workers.
- 4.4.25. The worker can be accepted on part-time or incomplete working week, according to the employment contract.
- 4.4.26. Work as combining jobs is performed by the worker on the terms of the employment contract, in free time from the main work.
- 4.4.27. The schedule of a part-time job is mentioned in the employment contract. Thus the part-time job shouldn't exceed the established norm of duration of daily work more than at 4 o'clock.
- 4.4.28. The certificate of character and working conditions on a primary place of employment (a work place, a position, working conditions) is requested in addition for an execution of an employment agreement about a part-time job from the worker.
- 4.4.29. Pedagogical work on the terms of the hourly payment, carried out at the university, is carried out over working hours on the main position. If the schedule of studies coincides with working hours on the main position, the working day on the main position increases by time taken with study. The total duration of daily work on a place of the main work and part-time job, is established according to articles 82, 198 of the Labour code.

5. Punishment for violation of labour discipline

- 5.1. Violation of labor discipline, i.e. non-execution or inadequate execution because of the worker of the labor duties assigned to him, involves imposing of disciplinary punishment for commission by the worker of minor offenses.
- 5.2. Commission by the worker of a minor offense the administration has the right to apply the following types of disciplinary punishments:
- remark;
 - reprimand;
 - strict reprimand.
- 5.3. Cancellation of the employment contract at the initiative of the employer is carried out according to article 54 of the labor code.
- 5.4. Disciplinary punishments are imposed by the rector of the University, by the publication of the act. The act of imposing of disciplinary punishment appears to the worker subjected to disciplinary punishment, under a list, within three working days from the date of its edition. In case of refusal the worker to confirm with the signature acquaintance with the act of the employer about it the corresponding entry in the act of imposing of



- disciplinary punishment is made. In case of impossibility to acquaint the worker personally with the act of imposing of disciplinary punishment, the administration is obliged to send this act to the worker the letter with the notice. Disciplinary punishment can be appealed by the worker in the order established by the labor code.
- 5.5. The administration of the University is obliged to request a written explanation from the worker before application of disciplinary punishment. In case of refusal the worker to offer the specified explanation, the relevant statement is drawn up.
 - 5.6. Disciplinary punishment is imposed on the worker directly behind detection of a minor offense, but no later than one month from the date of its detection, except for the cases provided by point 5 of article 73 of the labor code.
 - 5.7. Disciplinary punishment can't be applied after six months from the date of commission of a minor offense, and in the cases established by laws of the Republic of Kazakhstan, or establishment of a minor offense by results of audit or check of financial and economic activity of KSMU - is later than one year from the date of commission by the worker of a minor offense. The specified terms don't join time of production on criminal case.
 - 5.8. The current of term of imposing of disciplinary punishment stops for the period of absence of the worker at work in connection with temporary disability, release from work for performance of the state or public duties, stay on holiday, business trip.
 - 5.9. Period of validity of disciplinary punishment can't exceed six months from the date of its application, except for the case provided by subparagraph 4) of point 1 of article 72 of the labor code. If during this term the worker doesn't undergo new disciplinary punishment, it is considered not having disciplinary punishment.
 - 5.10. The administration which has imposed disciplinary penalty, having the right to remove it ahead of schedule on own initiative, to a request of the worker or his direct head, the petition of the representative of workers.

6. Educational order

- 6.1. The academic year begins in accordance with the academic calendar approved by the Academic Council of the university. □ Student, not started classes according to the approved terms, are dismissed from the university.
- 6.2. Studies at the university are carried out according to the schedule according to curricula and programs approved in accordance with the established procedure.
- 6.3. The educational schedule is formed for the academic period and is published on the website.



- 6.4. For all types of classroom classes one class period is established to equal 50 minutes.
- 6.5. Prior to each educational classes (and in breaks between classes) in audiences, laboratories, educational workshops and offices laboratory assistants and assistants prepare necessary manuals and equipment.
- 6.6. For carrying out a practical training in audiences, laboratories, clinics (educational workshops) each course shares on groups. The structure of student's groups is established by the order of the dean of faculty.
- 6.7. By the order of Dean of faculty the head of each group is appointed. The head of group reports directly to the dean of faculty and the deputy dean at the corresponding course.
- 6.8. To duties of the head of group belong:
 - 6.8.1. personal accounting of visit and progress of students of groups;
 - 6.8.2. informing of the dean of faculty on absence of students on classes with the indication of the reasons of the admission;
 - 6.8.3. providing a subject matter in group at lectures and practical training, during midterm control and total control, and also safety of the educational equipment and stock;
 - 6.8.4. the notice of students on the changes made to the schedule; finishing of orders, instructions, dean's office information to data of all students;
Orders of the head within the functions stated above are obligatory for all students of group.
- 6.9. The registry is recorded in each group in established form.
- 6.10. Student of the University are obliged:
 - 6.10.1. systematically and deeply to seize theoretical knowledge and practical skills of the chosen specialty according to approved competencies of Academic Council of KSMU;
 - 6.10.2. to observe a subject matter, to carry out Rules of the labor (internal) order, regulation of the hostel, other local acts and orders of administration of the University;
 - 6.10.3. to attend lectures, a practical training and to carry out all types of tasks provided by the curriculum and programs in established periods;
 - 6.10.4. to observe during training the dress code established at the university;
 - 6.10.5. to switch-off mobile (cellular) phones during lectures, a practical training, midterm and total control;
 - 6.10.6. to counteract conditions, for corruption manifestations;
 - 6.10.7. to adhere to the Code of honor of the student (it is developed by community of students and teachers of the university of the Republic of Kazakhstan and it is approved by the Ministry of Education and Science in 2010), the Code of ethical standards of KSMU.
- 6.11. At absence on classes in good reasons the student is obliged no later than next day to inform the dean of faculty and in the first day of an appearance to present



- data on the reasons of the admission of classes to educational institution. In case of an illness the student submits to the dean of faculty the reference of the established sample of the medical institution, assured by the university polyclinic. Admissions are fulfilled according to rating system of educational progress of students.
- 6.12. To the students who missed classes without a good reason and haven't fulfilled in established periods of 9 school hours and lectures, the prevention by deanery, 18 hours – reprimand and 27 hours – strict reprimand by the university Rector's order is taken out. The students who have missed without a good reason 36 hours and more of classes and lectures, and not fulfilled them during an established period, are dismissed from KSMU for violation of the rules of the labor (internal) order.
- 6.13. At the admission of occupation student and not providing the document certifying respectfulness of the reason, the dean has the right to create the commission from among deputy deans and KSSU of faculty and to define respectfulness of the reason.
- 6.14. In the presence of the academic debt more than 240 classroom hours on discipline by the time of intermediate certification student would not allowed to a summer semester and would left on a repeated course.
- 6.15. Graduates of the university are subject to obligatory distribution and employment according to the signed contract.
- 6.16. Academic leave under the medical parameters is presented to student on the base of:
- Conclusion of medical and consulting committee of заключения врачебно-консультативной комиссии при □ out-patient and polyclinic organization (further - MCC) with duration from 6 up to 12 months because of illness;
 - Conclusion of MCC of anti-tuberculosis medical organization in case of tuberculosis illness.
- Academic leave can be submitted to student also on the base of:
- agenda about an appeal to armed forces of the Republic of Kazakhstan for an appeal on military service, in the cases established by the legislation;
 - the births, adoptions of a child up to 3 years old, in the cases established by the legislation;
 - in other cases provided by the legislation.
- 6.17. For doctors resolution about possibility of providing of the academic leave on medical parameters, a student presents to the out-patient and polyclinic organization serving the university a detailed extract from the clinical record from medical institution under which supervision he/she was.
- 6.18. MCC makes the resolution about necessity of presentation of academic leave to ill persons and pregnant or recommendation about shifting to another faculty (specialty) according to health condition.
- 6.19. Student, sick tuberculosis with a bacterium allocation, the academic leave presents, depending on an outcome of treatment, from 1 to 2 years according to the conclusion of MCC.



- 6.20. The academic leave also is presented on care of the child till three years old.
- 6.21. Students examine an admission rating on department. The rating sheet is given by departments to dean's office.
- 6.22. The repeating an examination of a positive assessment on total control for the purpose of its increase isn't allowed.
- 6.23. The admission to intermediate certification is carried out according to the rating of the admission established by the solution of the Academic Council of KSMU of the current academic year.
- 6.24. The admission to examinations is carried out in two stages:
- at the first stage, the general order of the dean of faculty, makes the admission to examinations of student, not having a debt on payment for training, the academic debt on pre-requisites, not being in the academic leave or at long treatment;
 - at the second stage, the automatic admission to examination in discipline on the basis of an assessment of a rating of the admission, determined by results of the current and midterm control of progress is carried out. This admission is carried out by office of registration of the examination sheet with the corresponding mark opposite to a surname of each student that is equated to an unsatisfactory assessment at GPA calculation.
- 6.25. At absence on delivery of total control and examination, the student has to write an explanatory note. Absence of the student on total control, examination in the disrespectful reason is equated to the academic debt. The student transferred to the following course, in the presence of the academic debt repeatedly studies the corresponding disciplines on a paid basis no more than 2 times during the academic period.
- 6.26. Summative assessment is carried out in dedicated and technically prepared rooms, according to the examination timetable, in the presence of the authorized person (the duty officer, teacher). During the exam, students are prohibited: *самостоятельно менять место сдачи экзамена*;
- to turn off and turn on the computer, open other computer programs except the test program;
 - to use textbooks, reference books, "cribs", cell phones, pocket PC, personal communication devices and other electronic means;
 - to connect any electronic devices, including flash cards, CDs, DVDs, hard disks, and other storage devices to the computer;
 - to change the computer settings;
 - to use the internet, any local or global network resources, connect to the remote desktop;
 - to exchange messages;
 - to exchange paper notes;
 - talk on the mobile phone;
 - to distract others from the exam, talk loudly, roughly behave, and violate ethical standards.
- The students should:



- appear for examination within the time frame specified in the approved schedule;
- have a standard form document of identification (student card, academic record book, identity card);
- follow the instructions of the duty officer.

In the case of failing this rules, expelling from the room and unauthorized leaving, unauthorized testing in another place and time, the results of summative assessment will be canceled. The violation report will be drawn up. The mark «0» will be given, which is equivalent to the academic failure.

- 6.27. Students are obliged carefully and accurately treat state to ownership (the entrusted stock, manuals, books, devices, electronic cards of access etc.). Students are forbidden to take out without the permission of administration of the university subjects and different equipment from laboratories, educational and other rooms.
- 6.28. Student is obliged to be disciplined, correct in behavior not only in educational institution, but also clinical bases and public places.
- 6.29. Appropriate purity and order in all educational and industrial practice rooms provide technicians and students on the basis of self-service according to the schedule established in educational institution.
- 6.30. For good progress, high rates in study and active participation in public, scientific work for the student the following measures of encouragement are established:
- Gratitude letter;
 - certificates of honor.
- 6.31. For violation of a subject matter, non-performance of terms of the contract, Rules of the labor (internal) schedule, Rules of accommodation in a hostel, the Charter of the University and orders of the management of the university to the student disciplinary punishment can be applied:
- remark;
 - reprimand;
 - strict reprimand;
 - dismissed from the university.
- 6.32. The issue of collecting in dean's office can be resolved after discussion of CSSG of faculty.
- 6.33. Student can be dismissed from the University on the following bases:
- under the free will;
 - in connection with death, and also in case of recognition as unknown absent or the dead by a court decision;
 - in connection with the shifting for training continuation to other organization of education;
 - for curriculum non-performance (not eliminations of the academic debt within one academic period) for the disrespectful reasons, or receiving an unsatisfactory assessment on the state total certification;
 - as not started classes according to the approved terms;



- for single rough non-performance of duties of the student provided by the Charter of the University, Regulations and Rules of accommodation in the University hostel;
 - for systematic violation of the duties provided by the Charter of the University, Regulations and Rules of accommodation in the University hostel provided that to the violator applied earlier measures of disciplinary influence;
 - in case of the introduction in validity of a sentence of court by which the student is deprived of freedom or to other punishment excluding possibility of continuation of study;
 - for violation of the conditions provided by the contract for training;
 - in case of representation by student false documents or obviously false data connected with its receipt and (or) training at the University;
 - in case of commission by student actions caused damage of business reputation and to prestige of the University;
 - in connection with an absenteeism from the academic leave;
 - dismissed from the university can happen under other bases provided by the acting legislation of the Republic of Kazakhstan.
- 6.34. The explanation in written form should be requested from a student before the disciplinary punishment application. Refusal of a student from the presentation of the explanation is to be documented by the act. The refusal is not a hindrance for disciplinary punishment application.

7. Order in the premises of the University

- 7.1. Order processing and sanitary-healthful condition of academic buildings, hostels and other divisions of KSMU is to be carried out by the Administration and divisions of Department of Operational Work.
- 7.2. Heads of departments and divisions are responsible for maintain of property in proper condition and provision.
- 7.3. In all premises belonging to the university it is prohibited:
- 7.3.1. To be in outerwear, headdresses;
 - 7.3.2. loud conversations, noise, silence violation, causeless circulation along corridors during classes;
 - 7.3.3. in adjacent territories, educational cases, in student's hostels and clinical bases of the university, smoking, use of the substances causing a condition of alcoholic, drug intoxication or intoxication of other type is forbidden.
- 7.4. To the person, independent on his held position, concerning its sober state survey has to be offered to take place raising doubts in a narcological clinic (on the same day) immediately. In case of refusal, the statement of refusal of passing of survey, and also the report addressed to the rector of the university, for acceptance of the appropriate measures is drawn up.
- 7.5. The rector, vice rectors, deans of faculties and their deputies establish reception hours of teachers and the faculties which were trained depending on operating time.



- 7.6. The administration of the university provides protection of educational institution, safety of the equipment, stock and other property, and also maintenance of a necessary order in all rooms belonging to the University.
- 7.7. Keys from rooms, audiences, the University offices, are at the commandant (manager), delivery and give of keys is fixed in the recorder of the established sample.
- 7.8. All material values of the university are transferred to storage to responsible persons with whom the contract on property responsibility is signed, or entry in the relevant recorder is made. At dismissal of responsible persons heads of structural divisions of the university bear responsibility for timeliness and correctness of transfer of material values.
- 7.9. During the working and school hours for the faculty and student of the university the uniform form including scrubs and badges is provided. Student and the staff of the University has to as to adhere to an official style of clothes, excepting elements defiant, subcultural, national, or a religious orientation.
- 7.10. For strengthening of a labor and subject matter, providing health and safety of citizens during their stay in the education organization, the uniform automated control and management system for access (SCMA) acts on the territory of the University, Instructions for use of SCMA are obligatory for all student, employees and visitors of the university.

8. Instructions for use control and management system for access

- 8.1. For strengthening of level of the general safety within educational institution, increase of efficiency of work and teaching and educational process and as ensuring safety of the state property, at the University the Control and management system for access (further - SCMA) is introduced.
- 8.2. SCMA it is the electronic readers and turnstiles for control and management of the admission on the one hand, and electronic cards of users on the other hand.
- 8.3. Granting in using of electronic cards of access is carried out on the terms of recoverability, in the following order:
 - 8.3.1. To the persons which have arrived on training or staff of the university personal electronic cards of access are issued access responsible for a control and management system (an office 324 EB No. 4 Gogol St., 40) at the time of registration for work, or study, at presentation of documents proving the identity and photos of 3x4 cm. Return of personal cards of access is carried out at day of dismissal, the end of study, or assignment responsible for a control and management system for access with an obligatory mark in departure clearance.
 - 8.3.2. Visitors of the university receive the guest electronic card of access from the security post, according to the preliminary application of the employee of the university, at presentation of the document proving the identity and signatures in the recorder of issue of guest cards. When leaving, the visitor is obliged to put the guest card issued to him to card acceptance device of a turnstile, or to return it on the security post.
- 8.4. Electronic cards of access, as well as other SCMS elements are property of the university and are provided in free use. For damage, loss, or not return,



- perpetrators bear a liability and indemnify loss in natural, or a money equivalent at the residual cost of property.
- 8.5. Turnstiles are intended for management of access on the territory of the organization of education by means of electronic cards, is strict on one person. Turnstile opening by the button of the control panel is authorized only to the security guard and only in the list of the cases specified in item 8.10. of these rules.
 - 8.6. For passing through a turnstile, it is necessary to bring the electronic card to the reader located from the user.
 - 8.7. After card reading, in case of access confirmation, on the indicator of a turnstile the green arrow lights up; in case of an access ban on the indicator of a turnstile the inscription of STOP of red color lights up.
 - 8.8. If when reading the electronic card, the indicator of a turnstile doesn't react, or doesn't change a signal on green, it is necessary to address to the security guard for receiving access to the KSMU territory, and then immediately to report responsible for the access monitoring system (an office 324 EB No. 4, Gogol St., 40) about not operability of your electronic card, before obtaining further instructions. The security guard is obliged to make record about turnstile opening with the indication of First name, middle initial, last name and the document, proving identity.
 - 8.9. After reading of the electronic card, data on the admission to the University territory (full name and date/time) arrive on the KSMU server where it is stored and provided to the persons authorized by administration of university, on the access protected by the password.
 - 8.10. Security guards have the right to open turnstiles the button of the control panel located in protection in cases:
 - direct instruction of the management of the university;
 - carrying out the international conferences, seminars, excursions and other organized actions connected with mass stay of people in buildings of KSMU;
 - emergency force majeure circumstances (a fire, acts of terrorism, etc. factors of the emergencies demanding urgent evacuation of people from the building, doctrines CD and emergency).
 - 8.11. Employees and to student of KSMU is forbidden to:
 - to pass together using one electronic card at the same time;
 - to lose, transfer electronic cards of access to other persons and to pass using somebody else's electronic card;
 - to use the electronic card of access not for designated purpose;
 - to creep under a turnstile and to jump over it from above;
 - to let the colleagues, guests, visitors and the general public in the building of KSMU using the personal card. Give the card to another person and come in using the card of another person;
 - to get through protections;
 - to break a turnstile, to try to counteract movement of blocking levels;



- to hold turnstiles in open situation, to use force for "help" to turn off a turnstile and to try to open it at failure of the electronic card;
- to carry by through a turnstile oversized subjects, boxes, things, etc.;
- to put bags to the turnstile reader in which there are electronic cards for prevention of damages of the device.

8.12. At identification of the violations specified in the item 8.11.:

- security guards have the right to forbid access to the University building before clarification of circumstances and withdrawal at violators from using of the personal electronic card of access;
- persons guilty of violations, through the structural division provide explanatory addressed to the Rector of the University, and receive repeatedly electronic card of access, through responsible for a control and management system for access (office 324 EB No. 4, Gogol St., 40);
- the administration of the University has the right to apply to the persons guilty of violation of the rules of using of SCMS disciplinary punishments, provided by these rules.

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