



AGREED by:  
Chairman of primary trade union  
organization «Senim» “MUK” NCJSC  
\_\_\_\_\_ o/is \_\_\_\_\_  
N.N. Nauryzov  
«\_17\_»\_09\_\_\_\_\_20\_19\_\_ year

APPROVED by  
Board decision  
«\_17\_»\_09\_\_\_\_\_20\_19\_\_ year  
Protocol № \_\_\_\_\_  
Board Chairman-Rector of  
«MUK» NCJSC  
\_\_\_\_\_ o/is \_\_\_\_\_  
R.S. Dosmagambetova

**INTERNAL REGULATIONS IN THE DORMITORIES  
OF “MUK” NCJSC**

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## 1. General regulations

1. These rules are developed in accordance with the Republic of Kazakhstan Civil Code, the Republic of Kazakhstan Laws “On State Property”, “On Education”, “On Housing Relations”, “On Public Services”, the Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated on June 3, 1993 №454 “On Approval of Rules for Use of Dormitories”, the Order of the Minister of Education and Science of the Republic of Kazakhstan dated on June 11, 2015 №376 “On Approval of Regulations of State Services in the Field of Higher and Postgraduate Education”, the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated January 22, 2016 №66 “On Approval of Rules of distribution of places in the Dormitories of State Educational Institutions”, by the order of Minister of Education and Science of the Republic of Kazakhstan, dated on April 10, 2015, № 189 “ On of approval of standards of the public service “ Provision of dormitory for students training in higher educational institutions, the Charter of the University, the Rules of labor (internal) order, sanitary-epidemiological, fire requirements and standards.

2. These Regulations are available on the website of the University <http://www.qmu.kz>.

3. The Regulations define organization and delivery of accommodation in dormitories of Non-commercial joint-stock company “Karaganda Medical University”.

4. Regulations govern order of housing provision, order of accommodation to the dormitories of “MUK” NCJSC, as well as internal Regulations in the dormitories of “MUK” NCJSC.

5. Accommodation services in the dormitories are provided by the University both on a reimbursable basis and free of charge.

6. Dormitories accommodations of “MUK” NCJSC are available for the students in the order prescribed by the organization of education, by the decision of the administration, subject to availability.

7. The dormitories are the Republican property, located in the economic management of the University and are at the expense of the university.

## 2. Procedures of accommodation

8. The procedure of accommodation in the dormitories of “MUK” NCJSC is defined by the Standards and Regulations of the state service "Providing accommodation in dormitory for higher education institution's students".

9. Accommodation realizes on the basis of documents provided by the applicant:

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Date of creation: 10.09.19

Creators: O.V. Karev, K.B. Bajakov



- 1) application for accommodation in the dormitory;
- 2) certificate of absence (presence) of immovable property, according to the Standard of state service “Issuance of certificate of absence (presence) of immovable property”, approved by the Order of the Minister of Justice of the Republic of Kazakhstan dated April 28, 2015 No.246, registered in the Register of state registration of normative legal acts No.11408 (not having at a town (settlement) of organization location in the private ownership of housing units (apartment, house)).
- 3) a certificate of family composition, in the case of family presence;
- 4) death certificate of the parent (s) (for orphans), under the loss of a parent or parents;
- 5) 4 or more children family certificate of (for children from large families);
- 6) Identity card copy.

10. The package of documents is accepted, registered and formed by the Department of digitalization and processes automation of “MUK” NCJSC and further, within 3 (three) working days, is to be transferred to the Committee on dormitories accommodation distribution (further – Committee). The Committee will consider the documents within 1 (one) working day and then the documents will be transferred to the Department of digitalization and processes automation, where it is registered and notification is to be sent to the applicant’s corporate mail.

11. The positive decision of the application processing is delivery of Assignment for accommodation in the dormitory, Contract on accommodation in the dormitory under the form F MUK NCJSC 28-21 to the present Regulations. The cost and period of accommodation is mentioned in the Assignment.

12. Information on the application examination results are reordered in accommodation assignment delivery register.

### **3. Dormitory accommodation and eviction**

13. “MUK” NCJSC dormitory accommodation is based on the Assignment for dormitory accommodation, Contract on dormitory accommodation and payment receipt and room delivery acceptance certificate (F MUK NCJSC 15-2-04).

14. The Department of operational work in the face of the head of the dormitory is responsible for accommodation and has to check the person entitled to accommodation on acquaintance with the Rules of labor (internal) order of “MUK” NCJSC, Internal Regulations in the dormitories of “MUK” NCJSC and then prepares room delivery acceptance certificate (F MUK NCJSC 15-2-04).

15. The persons entitled to the dormitory accommodation have to undergo safety training with university safety engineer.



16. Pass cards are to be issued to persons living in the dormitory.

17. At the "MUK" NCJSC Administration request, accommodation to the university dormitory can be made if the certificate on pediculosis is provided. The head of the dormitory makes registration of students in the record book "List of living persons in the dormitories of "MUK" NCJSC (F MUK NCJSC 15-2-10) and collection of documents for the dormitory resident's personal files.

18. List of documents required for the dormitory resident's personal files formation:

- 1) assignment;
- 2) identity card (copy);
- 3) Contract on accommodation;
- 4) payment receipt (copy);
- 5) photo 3\*4 ( 2 pieces);
- 6) fixed file;
- 7) payment receipt for pediculosis;
- 8) room delivery acceptance certificate.

19. Move-in persons have to make registration (residence permit) at the place of residence for the period established by the law.

20. Documents for registration of move-in persons are made by the "MUK" NCJSC passport office based on Contract on accommodation and other supporting documents in the presence of students.

21. The list of documents required for registration in the dormitories of "MUK" NCJSC:

- 1) Contract on accommodation(original);
- 2) identification document (original, copy);
- 3) EDS;
22. Identity documents for citizens under 16 years old are:

- 1) birth certificate with IIN mentioning;
- 2) passport of citizen of the Republic of Kazakhstan.

23. Identity documents of 16 years old citizens are:

- 1) identification card of the citizen of the Republic of Kazakhstan;
- 2) passport of citizen of the Republic of Kazakhstan.

Identity documents of foreign citizens and stateless persons permanently residing at the territory of the Republic of Kazakhstan are residence of a foreigner in the Republic of Kazakhstan or certificate of a stateless person.

24. Eviction from the dormitories is carried out in cases, when:

- 1) living persons systematically destroy or spoil the dormitory;
- 2) living persons used the dormitory for other purposes;
- 3) dormitory living persons make it impossible for others to live with them in the same room or in a dormitory by systematic violations of the regulations;



- 4) living persons evade payment for the use of housing more than a month without valid reasons;
  - 5) a person moved-in to a dormitory independently;
  - 6) terms of accommodation Contract are expired;
  - 7) under the free will;
  - 8) in case of violation of the Rules of labor (internal) order of "MUK" NCJSC, internal regulations of the dormitories of "MUK" NCJSC, accommodation contract regulations, other regulations and requirements acting at the territory of "MUK" NCJSC;
  - 9) by a decision of the University administration in the cases established by the legislation of Kazakhstan, the given Regulations and the accommodation contract.
25. Eviction person has to vacate a room within ten days.

#### 4. Code of conduct

26. Properties for personal use, as well as common goods are to be given to living persons under the delivery acceptance report at the beginning of the academic year. At the end of the academic year, a resident hands over common goods under the delivery acceptance report.

27. Unauthorized persons can be allowed to the dormitories with the permission of the University administration.

28. Entrance to the dormitory in the summer time (September, October, May, June, and July) after 23.00 o'clock PM is prohibited in the order to create normal conditions for study and rest. Entrance to the dormitory in winter period (November, December, January, February, March, April) is prohibited after 22.00 o'clock PM. For the period from 22.00, 23.00 to 06.00 o'clock it is should be quiet in the dorms (do not use music equipment, sing, make noise, etc.). Emergency lighting is used only in the corridors and common areas.

29. The procedure and permit regime in the dormitories is carried out by private security organization.

30. Mode of electric cookers using is established for the dormitories:

06.00 – 09.00 o'clock

12.00 - 22.00 o'clock

In weekends id from 10.00 till 22.00 o'clock

Mode of shower rooms using is established for the dormitories, it is from 6.00 to 7.00 o'clock, from 17.00 to 22.00 o'clock, on weekends: from 6.00 to 7.00 o'clock, from 12.00 to 22.00. If necessary, change the mode of shower rooms is to be coordinated with KSSG.



31. In the case of acute illness, temporary resettlement of residents to isolation room is carried out, call of doctor and record in the log of phone calls is carried out.

32. In case of disagreement, living persons can be settled (if necessary) from one room to another, from one dormitory to another under the decision.

33. Educational work is carried out in the dorms according to the plans of the Educational Council, Schools, Youth Committee and the student self-government committee of the dormitories. Faculty and staff of the University when visiting a dormitory for educational work are to be registered in the staff visits Record book of "MUK" NCJSC (F MUK NCJSC 15-2-12).

### **5. Rights and obligations of the parties**

#### **34. The university administration is obliged:**

1) to equip everyday rooms in the dormitory, showers, isolators, according to the sanitary and other regulations and standards;

2) staffed the dormitory with necessary furniture, bedding and other inventory;

3) to ensure timely shift (at least once in 10 days), washing and disinfection of bedding;

4) to provide the dormitory with operating personnel in the prescribed manner;

5) to carry out overhaul and repair facilities in a timely manner;

6) to ensure the provision of municipal services in accordance with the sanitary standards and regulations to residents;

7) in the case of acute illness and lack of hospital to resettle patients living in the dormitory to isolators;

8) to ensure compliance with sanitary and epidemiological requirements, fire safety and accident prevention;

9) to carry out preventive maintenance of offenses at the territory of dormitories.

#### **35. University administration has right:**

1) to demand compliance with the rules, regulations and requirements established in "MUK" NCJSC;

2) to evict the resident from the dormitory on the grounds provided by these Regulations;

#### **36. Living persons are obliged:**

1) strictly observe the Rules of labor (internal) order of "MUK" NCJSC, internal regulations in dormitories of "MUK" NCJSC, safety, sanitary-



epidemiological and fire requirements and rules, rules of registration of residence, taking into account the rules of military registration;

2) intended use of the dormitory;

1. take care of the facilities, equipment and inventory of the dormitory;

2. to observe cleanliness and order in residential and common areas, daily cleaning service in occupied living room and blocks;

3. to economize the electricity and water; to turn off the light, close the windows, doors and to deliver the key to the guard room when leaving the room of guard;

4. make timely payments for accommodation and added services, according to the price list of paid services of "MUK" NCJSC;

5. to compensate the material damage under its market cost at the payment moment;

6. to make duty on the floors and the dormitory according to the schedule, approved by CSSG;

7. to inform the head of the dormitory before two days prior to departure from the dormitory, as well as temporary removal of leaving persons to vacation or work practice;

**37. Living persons have right:**

1) to use the premises, equipment and inventory of the dormitory for educational and cultural purpose;

2) to demand timely repair or replacement of equipment, furniture, bedding and other equipment of dorm, as well as deficiencies in the domestic provision;

3) to elected members to the Committee of student's self- government of the dormitory and to be elected to its structure;

4) with the help of the dormitory student's self- government committee to participate in addressing the improvement of housing and welfare support, organization of educational work, and leisure equipment, and design of self-work premises and rooms and etc.;

5) living persons in the dormitory are obliged to inform the manager of the dormitory about any malfunctions and breakdowns to take measures for their early elimination;

**38. It is prohibited for living persons:**

1) To move from one room to another under the free will;

2) To shift inventory from one room to another under the free will;

3) To present in the rooms of other students without permission of the living persons;

4) To produce mess and fix of the wiring, laying of local networks, installation of satellites, telephones, etc.;



- 5) To use electric heaters, kerosene lamps, primus, and etc... in the living room;
- 6) To installed additional powered devices ( electric kettles, boilers, extension cords, thermopots, miracle ovens, pressure cookers, electric ovens and etc) without permission of the administration;
- 7) To switch on sound-equipment, to sing, to make noise after 23:00 o'clock PM;
- 8) To wash and dry, clean clothes and shoes in the living room;
- 9) To throw garbage and food waste out of the window, sinks and toilet bowls;
- 10) To stick announcements, schedules, fine art to the walls of the living rooms, common areas, hard inventory, etc. without prior coordination with the monitor of block or CSSG of the dormitory;
- 11) To disrupt public order, to appear in a state of intoxication, to drink and to keep alcoholic drinks, use and store narcotic and psychotropic substances without a medical indication, smoking in the rooms and on the territory of the dormitory.

## **6. Responsibilities of the parties, incentives and penalties**

39. Living persons in dormitories, performing internal rules and actively involved in organizing and conducting of educational work in dormitory, may be promoted:

- 1) gratitude;
- 2) diploma;
- 3) a souvenir or a valuable prize;
- 4) the right to save rooms for next year.

40. Living persons may be subject to disciplinary sanctions due to violation of these Regulations:

- 1) note;
- 2) involvement to socially useful work in the dorm;
- 3) resettlement;
- 4) eviction from the dormitory.

41. Living persons may be subject to disciplinary action in accordance with the procedure prescribed by the Rules of labor (internal) order of "MUK" NCJSC, including resignation from the University for the violation of public order, appearance in drunk drinking alcohol, use of narcotic and psychotropic substances or failure to the other responsibilities of the student, provided by the legal, regulatory and local acts of the University.





42. Positive and negative reinforcement can be applied to the living persons by dean under the provision by the Committee of student self-government or administration of the dormitory.

43. Head of the dormitory is responsible for compliance with internal regulations, fire safety and accident prevention of all residents and service personnel.

44. Students' service center informs names of students who are present in the dormitory at the study time to the schools.

45. Head of the dormitory is obliged to inform the Director of the Department of operational work about an offense happening.

46. Information related to the violence of the internal regulations of the dormitory is recorded in the "MUK" NCJSC staff visit record book (F MUK NCJSC 15-2-12) by the head of the dormitory, members of administration, members of the student's self-government committee, guards and curators who are on the watch.

47. Commission consisting from the members of "MUK" NCJSC administration can be created to control and compliance with the rules of living persons in a dormitory, compliance with health and safety regulations and the given Regulations. The commission has the right to carry out inspections up to 02.00 o'clock.

48. During a visit of deans and curators to the dormitory with the purpose of meeting with students upon detection of irregularities in the domestic provision of students, dean has to submit the report in writing form to the Chairman of the Board - Rector of "MUK" NCJSC.