

APPROVED

by Decision of Board

NCJSC " Marat Ospanov West Kazakhstan




Medical University"

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RULES

INTERNAL REGULATION OF STUDENTS AT NJSC " MARAT OSPANOV WEST  
KAZAKHSTAN MEDICAL UNIVERSITY "

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## 1. GENERAL PROVISIONS

- 1.1. These Internal Rules for students of the NJSC "Marat Ospanov WKMU", (hereinafter referred to as the University), were developed in accordance with the provisions of the Constitution of the Republic of Kazakhstan, the current Law of the Republic of Kazakhstan "On Education", Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595 "On approval of Standard Rules for the activities of educational organizations of appropriate types", Order of the Ministry of Education and Science №152 "On approval of the Rules for organizing the educational process in credit technology education", the Charter of the University, the Academic Policy of the University and other internal documents of the University (regulations, rules, instructions, procedures, etc.) in order to regulate the behavior of students, both during the learning process and during extracurricular time in relation to the conditions for organizing the educational process.
- 1.2. The internal regulations (hereinafter referred to as the Rules) come into force after discussion with student representatives from the moment they are approved at a meeting of the Board.
- 1.3. The Rules are valid without restrictions (until appropriate changes and additions are made or new Rules are adopted).
- 1.4. Changes and additions to the Rules are made in the order of their adoption at a meeting of the Management Board.
- 1.5. Students are required to comply with all internal requirements of the university, which are specified in the following internal regulatory documents: Academic Policy, Academic Integrity Policy, Internal Regulations and the Code of Honor and Conduct of Students.

## 2. BASIC RIGHTS OF STUDENTS

Students at the University have the right to:

- 2.1. Receiving quality education in accordance with state compulsory education standards.
- 2.2. Selection of elective disciplines offered by departments.
- 2.3. Participation in the formation of the content of their education, subject to compliance with the requirements of the SES. This right may be limited by the terms of an agreement concluded between a student and a natural or legal person who assists him in obtaining education and subsequent employment.
- 2.4. Receiving paid educational services under a contract:
  - services for additional educational programs;
  - services for additional teaching of special courses and cycles of disciplines;
  - services for conducting additional classes in disciplines beyond the number of hours according to the curriculum with individual students on an individual basis;
  - services for additional in-depth study of disciplines with students (outside the framework of the relevant educational programs of state compulsory standards).
- 2.5. Participation in university management.
- 2.6. Restoration and transfer from other organizations of higher and postgraduate education, from one educational program to another.
- 2.7. Free use of university information resources, provision of textbooks, educational and methodological complexes and teaching aids in the manner established by the Government of the Republic of Kazakhstan.
- 2.8. Free use of the library, sports, reading and assembly halls.
- 2.9. Use of the services of educational, scientific, medical and other departments of the University in the manner established by the Charter.
- 2.10. Participation in all types of research, educational work, conferences, symposiums.
- 2.11. Combining study with professional activities and other work on the basis of secondary employment in free time from study.

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- 2.12. Submitting your works for publication, including in University publications.
- 2.13. Receiving information from the University about the state of affairs in the field of employment and employment opportunities in the specialty in accordance with concluded agreements and legislation on the employment of graduates.
- 2.14. Free expression of one's own opinions and beliefs.
- 2.15. Appealing orders and instructions of the University administration in the manner prescribed by the legislation of the Republic of Kazakhstan.
- 2.16. Respect for your human dignity.
- 2.17. Encouragement and reward for success in studies, scientific and creative activities.
- 2.18. Students may be granted academic leave for medical reasons and in other exceptional cases.
- 2.19. Students accepted for study in accordance with the state educational order are provided by the University with places in dormitories in the prescribed manner.
- 2.20. To take part in scientific conferences, competitions, Olympiads, socio-political events, on the basis of the dean's office's order, the rector's order, the student is exempt from classes and lectures while maintaining the average score of the current control. Free attendance at events held by the University and not included in the curriculum.
- 2.21. Free access to events held by the University and not provided for in the curriculum.


### **3. BASIC RESPONSIBILITIES OF STUDENTS**

Students at the University are required to:

- 3.1. Complete the curriculum and master training programs in your chosen specialty.
- 3.2. Conscientiously attend required training sessions and complete all types of assignments provided for in the relevant curricula and training programs within the established time limits.
- 3.3. It is mandatory to choose elective disciplines in accordance with the curriculum.
- 3.4. Take care of your health, strive to improve general culture, morality and physical self-improvement.
- 3.5. Treat educational and other premises, equipment, teaching aids, literature, instruments, and other property of the University with care and precision.
- 3.6. Without appropriate permission, students are prohibited from removing items and equipment from laboratories, classrooms, classrooms, educational, service buildings and other premises.
- 3.7. Be financially responsible for damage caused to university property in accordance with the provisions of current legislation.
- 3.8. Respect the honor and dignity of teachers, University staff, and other students.
- 3.9. Students at the University must be disciplined and tidy, behave with dignity at the University, on the street, in public places and at home.
- 3.10. The uniform of all students on the territory of the university and clinical bases is a medical white coat and a cap that does not emphasize religious affiliation.
- 3.11. Students are not allowed to wear white coats outside the university and clinical bases.
- 3.12. Forcing University students to join public, socio-political organizations (associations), movements and parties, as well as forcibly involving them in the activities of these organizations and participation in agitation companies and political actions are not allowed.

### **4. STUDY TIME. HOW TO USE IT. TIME RELAX.**

- 4.1. The organization and conduct of training sessions is carried out in the context of academic groups (seminars, laboratory and practical classes) and streams (lectures) formed from among students in accordance with the profile of the educational program, the language department.
- 4.2. In each group, by order of the dean's office, a headman is appointed from among the most successful, active, responsible and disciplined students.

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- 4.3. The head of the group reports directly to the Dean of the faculty and provides information on academic performance, attendance and compliance with the internal regulations of his group. The orders of the headman within the above functions are mandatory for all students of the group.
- 4.4. At the departments, the academic performance and attendance of students in the disciplines taught is recorded in an electronic journal.
- 4.5. Academic classes at the University are conducted according to a schedule in accordance with work curricula and individual curricula approved in accordance with the established procedure.
- 4.6. The workload of students in all types of training sessions and forms of training is established and specified within the framework of the basic educational program.
- 4.7. For all types of classroom classes, the duration of an academic hour is 50 minutes.
- 4.8. Students are allowed to enter the classroom after the start of classes, followed by an explanation of the reason for being late.
- 4.9. Upon the beginning of classes, silence and order necessary for the normal course of training sessions should be provided in all educational and adjacent premises. It is unacceptable to interrupt training sessions or enter the classroom during their conduct, except in cases caused by extraordinary circumstances.
- 4.10. Before the start of each training session and in between classes, laboratory assistants and office managers prepare classrooms.
- 4.11. Students' vacations are determined by the academic calendar, the curriculum and are provided to students after each academic period of at least the prescribed duration.

## **5. INCENTIVES FOR SUCCESS in STUDY**

- 5.1. For special academic success, active participation in research work and public life of the University, the following incentive measures are established for students:
  - declaration of gratitude;
  - awarding certificates;
  - rewarding with a valuable gift;
  - issuance of bonuses;
  - benefits for training;
  - appointment of an increased scholarship.
- 5.2. Incentives for students are announced by order of the Chairman of the Board - Rector on the proposal of the dean, taking into account the opinion of the representative body of students and are brought to the attention of the students of the group (faculty). Extracts from the promotion order are stored in the student's personal file.
- 5.3. Incentives of a material nature are applied within the limits of the available funds of the University and taking into account the opinion of the financial and economic center of the University.
- 5.4. Students at the University who have particularly distinguished themselves in their studies and scientific work may be nominated for personalized scholarships, including scholarships of the President of the Republic of Kazakhstan, as well as other awards in accordance with the legislation of the Republic of Kazakhstan, regulations and industry regulations.
- 5.5. Candidates of students submitted by the University for awards to state and other competent bodies are discussed in student government bodies and must be recommended by them.

## **6. RESPONSIBILITY FOR VIOLATION OF DISCIPLINE. EXPULSION FROM THE UNIVERSITY**

- 6.1. Violation by students of the University of the obligations stipulated by the University Charter, these Rules, the Rules of residence in dormitories, other regulatory and legal acts of the University, contracts for the provision of educational services, is a disciplinary offense for which one of the following disciplinary measures may be applied:

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- a) remark;
- b) reprimand;
- c) severe reprimand;
- d) expulsion from the University.

6.2. On the territory of the University, its clinical sites and dormitories it is prohibited:

- violate generally accepted ethical standards of behavior;
- disrespectful attitude towards teaching staff, staff, students;
- loud conversations, noise, gambling, use of obscene language, swearing, obscene writing, etc.;
- smoking and drinking alcoholic beverages, distribution of narcotic drugs;
- violation of sanitary and hygienic standards;
- offer paid services or goods on the territory of the University, its clinical sites and dormitories;
- intentional damage to property or other actions resulting in material damage;
- act as initiators of any riots, post and distribute information, visual propaganda without the permission of the University administration;
- theft of personal property and tangible University property.

6.2.1. In cases where disciplinary measures (remark, reprimand, severe reprimand) did not produce results and the student's continued stay at the University has a negative impact on other students, violates their rights and the rights of university employees, the administration of the institution has the right to expel the student for violating the Internal Regulations.

6.3. A disciplinary sanction (remark, reprimand) may be imposed on the student; in case of systematic facts - a severe reprimand, in the following cases:

- refusal of a student to participate in the public life of the University without a good reason (participation in cleanup days, meetings, meetings, rallies, etc.);
- act as initiators of unfounded claims to the learning processes, midterm and final controls carried out in accordance with the Academic Policy;
- deliberate incitement of classmates or classmates to fulfill unreasonable demands on the class schedule, on the formation of groups, on the formation of session periods, on the fulfillment of credits, ethics standards, mass writing of appeal statements.

6.4. In cases where there is a gross violation of internal regulations:

- appearing on the territory of the University, clinical sites and dormitories in a state of alcoholic, toxic and drug intoxication;
- submission by students of false documents or deliberately false information related to their admission and (or) study at the university;
- facts of immoral behavior of students that have caused or may cause damage to the business reputation, honor and prestige of the University;
- hooliganism and misconduct that have resulted or could result in a threat and harm to the health and life of students and (or) employees;
- facts of physical violence, violent acts and threats against teaching staff, employees, students; fights and extortion among students;
- facts of inciting ethnic hatred and conflicts, religious extremism and separatism, disseminate and post information that is punishable by law of the Republic of Kazakhstan;
- actions are taken that involve corruption or create conditions for its occurrence; committing actions provided for by the Criminal Code or the Code of Administrative Offenses, established by a court decision that has entered into legal force, if these actions caused damage to business reputation, honor and prestige;
- the right to apply and choose a disciplinary measure belongs to the rector of the University and provides for the expulsion of the student from the university.

6.4.1. If necessary, the administration has the right to conduct an official investigation into the circumstances of the violation or verify the facts specified in the student's written explanation.







