



“Astana IT University” LLP
Extract from the Rules
Internal and work regulations

1. General regulations

1.1 These rules of internal regulations of "Astana IT University" LLP are developed in accordance with the Labour Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Charter of "Astana IT University" LLP (hereinafter - the Partnership) and other legal acts.

1.2. The rules determine the work schedule of the Partnership, the procedure for hiring and dismissing employees, the legal position of the parties to the employment contract, working hours, rest periods, incentives and penalties applied to employees, educational discipline for students of the Partnership and other issues of employment relations.

1.3. Labor and training schedule - rules of conduct of employees and trainees both during work (training) and other periods of stay on the territory of the Partnership, i.e. in buildings, structures, premises, land plots and other objects belonging to the Partnership.

1.4 The employees of the Partnership, which are subject to these Rules, include all categories of persons working in the Partnership under an employment contract and holding positions of professor-teaching, administrative and managerial personnel, service personnel, training and auxiliary and other personnel according to the staff schedule approved in the established order, or performing work in a particular profession, specialty (with indication of qualification), or hired to perform a particular type of work.

1.5. All persons enrolled in the established order in the Partnership as students, trainees, master's students for training in basic educational programs on the basis of the government educational order and on a paid basis.

All categories of students shall enjoy equal rights, have equal duties and responsibilities, unless otherwise provided by the legislation, the Charter of the Partnership and other regulatory legal acts.

1.6. The Partnership Administration represented by the Rector or an official authorized by the Rector shall act as an employer in relations with employees of the Partnership, and as persons organizing and controlling the educational process.

1.7. Labor activity of employees of the Partnership is aimed at achievement of goals and objectives set out in the Charter of the Partnership. Rights and obligations of employees and administration of the Partnership within implementation of their educational, scientific and other activities are defined in regulatory acts on labor, education, science, the Charter of the Partnership, these Regulations and other local regulatory acts.

1.8. Labour and academic discipline shall be ensured by creation by the Administration of the Partnership of necessary organizational and economic conditions for normal high-performance work, conscious performance of labour and academic duties, methods of persuasion, education, as well as rewards for conscientious work and education. Disciplinary sanctions shall be imposed on those who violate the discipline.

7. 7. Teaching order, rights and obligations of students

7.18. Each group shall appoint a headmaster from among the most advanced and disciplined students.

7.19. The head of the group reports directly to the dean and conducts all of the group's orders and instructions.

7.20. The functions of the head of the group are the responsibility of the head of the group:

7.20.1. personal record of students' attendance at all types of classes;

7.20.2. submission of information to the dean's office regarding the absenteeism or tardiness of students in classes with reasons for the absenteeism or tardiness in the form and within the time frame set by the dean's office;

7.20.3. observation of the government of the academic discipline in a group at lectures and other classes, as well as the preservation of academic equipment;

7.20.4. timely organization of receipt and distribution of textbooks and teaching aids among the group of students;

7.20.5. notification of students about changes made to the schedule of classes, place and time of tests, examinations, industrial practice, announcements, dean's orders, and events held in the Partnership.

7.21. The head of the group has the right:

7.21.1. demand that the students of their group execute the orders of the dean's office and the curators;

7.21.2. In the event of conflicts or problems related to education, contact the curator or the dean's office for explanations on all issues;

7.21.3. renounce their duties by offering a successor in their place.

7.22. The head of the group keeps a log of student attendance, with the students being introduced to it against their signature.

7.23. The group has the right to apply for re-election of the head of the group by submitting a collective application to the dean's office, specifying the reason and proposing a new candidate.

7.24. The students have the right to:

- 7.24.1. to receive quality education in accordance with the government compulsory education standards;
- 7.24.2. choosing alternative courses in accordance with the curricula;
- 7.24.3. obtaining additional educational services, knowledge according to their inclinations and needs on a paid basis;
- 7.24.4. participation in the management of the educational organization; 7.24.3. obtaining additional educational services according to their inclinations and needs on a paid basis; 7.24.4;
- 7.24.5. restoration and transfer from one educational institution to another, from one specialty or higher education programme to another, from paid basis to government educational order or from one form of education to another;
- 7.24.6. Free use of information resources in educational organizations, including in an accessible form for the disabled, children with disabilities, provision of textbooks, educational and methodical complexes and teaching aids, including those made for the disabled, children with disabilities;
- 7.24.7. Free use of sports, reading, assembly halls, computer classes and library;
- 7.24.8. Receiving information on the employment situation in accordance with the legislation of the Republic of Kazakhstan;
- 7.24.9. Free expression of own opinion and convictions;
- 7.24.10. Respect for your human dignity;
- 7.24.11. Receipt of encouragement and remuneration for success in studies, scientific and creative activities;
- 7.24.12. Preferential travel by public transport (except taxi) by decision of local representative bodies;
- 7.24.13. Deferment of call-up for military service in accordance with the legislation of the Republic of Kazakhstan.
- 7.25. The Student Partnerships are obliged:
 - 7.25.1. Master knowledge, skills, practical skills and competencies in accordance with the requirements of the government mandatory education standard;
 - 7.25.2. comply with contractual obligations under the Agreement on provision of educational services;
 - 7.25.3. attend mandatory training sessions and perform all types of tasks stipulated in the study plan and programmes in due time;
 - 7.25.4. to undergo intermediate and final attestation of knowledge in accordance with the study plans, programmes and academic calendar within the established term;
 - 7.25.5. to take part in the public life of the Partnership;
 - 7.25.6. respect the honour and dignity of the teaching staff, traditions of the Partnership;
 - 7.25.7. take care of their health, strive for spiritual and physical self-improvement;
 - 7.25.8. Observe the rules of military registration;
 - 7.25.9. Observe etiquette in choosing and wearing clothing during training in the Partnership;
 - 7.25.10. Treat the property of the educational establishment with care and care (teaching aids, books, devices, inventory, etc.). Trainees shall not take out various equipment from educational and other premises of the Partnership without the permission of the administration. In case of material damage caused to the Partnership, students shall be obliged to compensate it in accordance with civil law;
 - 7.25.11. comply with safety and fire safety rules;

7.25.12. comply with these Regulations and rules of living in rented housing provided by the Partnership;

7.25.13. comply with other requirements stipulated by the Charter of the Partnership and the Agreement on Provision of Educational Services.

8. Encouragements and success in learning

8.5 The following rewards shall be awarded to the Partnership for Students for good performance, sporting achievements, active participation in research work and social life:

8.5.1. declaration of gratitude;

8.5.2. awarding with certificates;

8.5.3. rewarding with a valuable gift;

8.5.4. awarding a scholarship;

8.5.5. a discount on tuition fees;

8.5.6. transfer to the Rector's grant,

8.5.7. transfer for a scholarship of the President of the Republic of Kazakhstan;

8.5.8. personal scholarships.

8.6. The scholarships are announced by order of the Rector, brought to the attention of students and entered into the personal file of the student.

8.7. A memo on application for incentive measures is initiated by the coordinators and dean of the Partnership.

9. Responsibility for violation of academic discipline

9.7. The following types of disciplinary sanctions may be imposed on students for violation of an academic discipline (including failure to attend classes without a valid reason), these Rules (committing immoral acts by a student: appearance in a government of alcohol or drug intoxication, violation of public order, etc.):

9.7.1. remark;

9.7.2. reprimand;

9.7.3. strict reprimand;

9.7.4. eviction from the residential premises - termination of the residential premises lease agreement;

9.7.5. bringing to liability persons who caused material damage to the property of the Partnership;

9.7.6. exclusion from the Partnership.

9.8. Disciplinary punishment in the form of remark, reprimand, strict reprimand and termination of residential premises lease agreement is imposed by the Disciplinary Council.

9.9. Disciplinary punishment in the form of exclusion from the Partnership shall be executed by order of the Rector.

9.10. The basis for disciplinary punishment is the decision of the Disciplinary Council to which it is attached:

9.10.1. explanation of the student who has committed a disciplinary offence;

9.10.2. an extract from the Disciplinary Council meeting minutes;

9.10.3. and other documents if necessary.

9.11. Before a disciplinary sanction is imposed, a written explanation must be requested from a student. The student's refusal to provide an explanation shall be formalized in the act. The refusal is not an obstacle to the application of a disciplinary sanction.

9.12. The imposition of a disciplinary sanction shall take into account the gravity of the offence, circumstances under which it was committed and the student's behaviour. Only one disciplinary sanction may be imposed for each disciplinary offence.

9.13. In order to have an educational impact, the decision to impose a disciplinary sanction shall be announced among the students and communicated to the parents of the student.

9.14. The decision on imposing a disciplinary sanction is announced by the dean to the student against his signature within ten days.

9.15. The disciplinary sanction is applied no later than one month from the date of discovery of the disciplinary offence, not counting the time of the student's illness and (or) being on vacation. It is not allowed to expel students during their illness, holidays, academic or maternity leave.

9.16. The day when a disciplinary misdemeanor is discovered is considered the day that the dean or an employee of the dean's office becomes aware of the misdemeanor.

9.17. A disciplinary sanction may not be imposed later than six months from the day the misconduct is committed.

9.18. Material liability is incurred for the damage caused by the student or the employee as a result of his/her unlawful behavior (act or omission), unless otherwise provided for by the current legislation of the Republic of Kazakhstan.

9.19. The learner or employee shall compensate the Partnership for the damage caused by them. The damage shall mean a real decrease in the property of the Partnership or deterioration of the government of the said property, as well as the need for the Partnership to make expenses or excessive payments for the purchase or restoration of property.

9.20. The material liability of a trainee or an employee shall be excluded in the event of damage caused by force majeure, extreme necessity or necessary defence (damage caused in the government of necessary defence shall not be compensated for, unless its limits have been exceeded).

9.21. In the event of the discovery of damage, the Rector shall appoint a commission for proceedings if necessary, to establish the amount, causes of damage and the guilty. At the end of the proceedings, a defective act shall be drawn up, which shall specify the amount of damage caused. 9.22. A Trainee or an employee guilty of causing damage to the Partnership may voluntarily compensate for it. If a learner does not have sufficient income to compensate for the damage, the damage shall be compensated in full or in the missing part by his parents (legal representatives).

9.23. If a learner (his/her parents, guardian) or an employee do not agree to voluntarily compensate the damage to the Partnership, the punishment shall be carried out in court.

9.24. A learner may be expelled from the Partnership for the following reasons:

9.24.1. at their own discretion;

9.24.2. for failure to comply with the terms and conditions of the agreement on payment of tuition fees;

9.24.3. in connection with transfer to another educational organization;

9.24.4. for absences from classes without a valid reason (60 hours or more);

9.24.5. for academic debt;

9.24.6. for health reasons;

9.24.7. for under-utilization of educational programs;

9.24.8. for not admission to the final attestation;

9.24.9. for failure to appear at the final attestation;

9.24.10. in connection with death.

9.24.11. for violation of the rules of accommodation and internal regulations in the residential premises of "Astana IT University" LLP, the Code of Honour of students of "Astana IT University" LLP;

9.24.12. for violation of rules of accommodation and labour schedule of the Partnership.

11. Procedure for payment of tuition

11.1. A student studying on a contractual basis, when entering the Partnership, is obliged to conclude a contract for the provision of educational services (hereinafter - the Contract).

11.2. The learner pays the tuition fees in the procedure and within the terms stipulated in the contract. The administration of the Partnership may establish other terms of payment for education.

11.3. Payment is made by transfer to the settlement account of the Partnership. The receipt of payment shall be submitted to the dean's office.

11.4. All types of repeat training, including in case of academic leave, shall be paid again.

11.5. If a debt is formed or is not paid within the terms set by the Contract without a valid reason, the Contract may be unilaterally terminated.

12. Order in the facilities of the Partnership

12.1 Adequate cleanliness and order in all training buildings and premises is ensured by technical staff and cleanliness and order in the rented accommodation is ensured by trainees.

12.2. It is prohibited to use the premises of the Partnership:

12.2.1. to be in outer clothing, headgear;

12.2.2. leave clothes and personal belongings outside the locker room and places intended for their storage;

12.2.3. making loud conversations, making noise in the corridors during classes;

12.2.4. use obscene expressions;

12.2.5. smoke in the building of the Partnership and on adjacent territory, except for specially designated places;

12.2.6. use, distribute, carry, store alcohol, narcotic drugs, psychotropic substances and their analogues, including in the adjacent territories;

12.2.7. making telephone conversations in classrooms during classes;

12.2.8. enter the premises of the Partnership or stay in the government of alcohol, narcotic and toxic intoxication;

12.2.9. inflict material damage on the premises and equipment;

12.2.10. take out of buildings property, objects or materials belonging to the Partnership.

12.3. Parking of vehicles is prohibited on the territory of the Partnership, except for parking places.

12.4. eating is allowed only in the place allocated for this purpose.

12.5. Employees of the Partnership and trainees are recommended to follow the business style of clothing.

12.6 Cultural, sporting and other events held in the Partnership shall be agreed with the Rector and shall usually end by 21.00 hours.

13. Procedure for implementation of the access regime to the Partnership

13.1 The Partnership has a pass regime that is provided by the 24-hour security service. Persons enrolled in the training and employees shall be issued passes (electronic cards) of the established type for the right of unobstructed access to the building of the Partnership.

13.2 Transfer of passes to other persons is categorically prohibited. Employees shall bear disciplinary responsibility for loss, damage, transfer of passes to other persons.

13.3. A permanent or temporary pass may be changed upon application of an employee or trainee submitted to the Rector of the Partnership. The application shall specify: name, surname, patronymic (if any), position of the employee and the name of the structural subdivision where the employee works, for trainees specify the course, department, as well as the reason for changing the pass. The application is sent to the Rector to receive the resolution. The application with a positive resolution is forwarded to the structural unit responsible for the control system and access to the Partnership.

13.4 In case the pass is lost or damaged due to the fault of the employee or the trainee, the pass is replaced at his expense.

13.5. Passes (electronic cards) shall be returned to a structural unit responsible for the system of control and access management to the Partnership on the day of dismissal, graduation or dismissal with a mandatory note in the bypass list.

13.6. Employees studying outside working hours may not be on the territory and premises of the Partnership on working days between 9 p.m. and 7 p.m., as well as on weekends and public holidays, unless otherwise specified in the internal regulations of the Partnership.

13.7. Admission to the territory of the Partnership outside working hours, on weekends and holidays shall be granted to: The Rector, Vice-Rectors, security officers. Employees of administrative, service, training and support staff shall be admitted by security service staff according to the list approved by the Rector and provided by the structural subdivision responsible for staffing on the basis of applications of direct heads of respective structural subdivisions of the Partnership.

13.8. Visiting the Partnership by other persons is allowed on guest electronic cards, or one-time passes on paper issued in the pass office security service, upon presentation of an identity document (passport of a citizen of the Republic of Kazakhstan, passport of a citizen of another government, ID card of a serviceman, military ticket). When a visitor receives an electronic guest card or a one-time pass in hard copy at the pass office, the visitor is warned that he or she will be given a pass when leaving the Partnership by the security officer.

13.9. Officials of government bodies, law enforcement and special services of the Republic of Kazakhstan shall be allowed to enter the Partnership without hindrance in accordance with the current legislation of the Republic of Kazakhstan.

13.9. During preparation and holding of mass events on the territory of the Partnership, the issues of pass of its participants and strengthening of the pass regime shall be defined in the order on its organization and holding. In this case, the head of the unit responsible for its holding, in accordance with the established procedure, approves and sends to the security service the list of participants of the event, who need access to the territory.

13.10. In case of emergency and emergency situations employees responsible for technical service of the Partnership are allowed to pass freely.

13.11. Persons without identity documents and in the government of alcohol and drug intoxication shall not be admitted to the territory of the Partnership. If such persons are identified on the territory of the Partnership, they shall be deported.

13.12. Motor transport shall enter the territory of the Partnership in the established places upon presentation of a car pass or a list of cars.

13.13. Removal (exportation) of material valuables and other property from the premises and territory of the Partnership shall be carried out in the established places, in accordance with the material pass signed by the head of the respective unit, authorized and controlled by the security service.