



NpJSC «Astana Medical University»

ПJI-MYA-25-24

Edit. №5

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*Regulation on the Disciplinary Council for the consideration of student  
Responsibility*



**APPROVED by**  
**the decision of the Board**  
**NpJSC «Astana Medical University»**  
**№ 10 from**  
**«30» April 2024**

## REGULATON


### ON THE DISCIPLINARY BOARD. REVIEW OF THE RESPONSIBILITY OF STUDENTS

ПJI-MYA-25-24

Astana city

**PREFACE**


- 1. DEVELOPED by:** – The center for Social and Educational Work
- 2. DEVELOPER:** – Head of The center for Social and Educational Work,  
Z. N. Shaimerdenova
- 3. IMPLEMENTED by:** – The center for Social and Educational Work
- 4. APPROVED with:** – Protocol № \_\_\_\_\_, « » \_\_\_\_\_ 2024
- 5. ENACTED on:** – « » \_\_\_\_\_ 2024
- 6. AGREED upon:** – Vice-Rector, Board member, V. V. Koikov  
Vice-Rector, Board member, A. B. Zhunussova  
Vice-Rector, Board member, M. A. Gazaliyeva  
Vice-Rector, Board member, D. D. Saidangazin  
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Executive Director, Board member, N. N. Makhanbayeva  
A. d. of Managing Director, A. S. Ties  
A. d. of Head of the Legal Support Department, A. K. Mukhambetova  
A. d. Head of the Quality Assurance Center, A. M. Romazanova  
Head of the Department of Planning and Economic Analysis, A. Zh. Medeubayeva  
Head of the Center for Social and Educational Work,  
Z. N. Shaimerdenova.  
Student Rector, A. Burkutov
- 7. RGE FREQUENCY OF REVIEW:** – as required

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## 1. General provisions

1. This Regulation defines the status, powers and organization of activities of the disciplinary council for the consideration of the responsibility of students of the NAO "Astana Medical University" (hereinafter - the University), establishes the procedure and conditions for disciplinary penalties of students.

2. The Disciplinary Council for Reviewing the Responsibility of Students (hereinafter referred to as the Disciplinary Council) is a collegial body that considers issues of compliance with the activities of students; strengthening discipline, monitoring compliance with moral and ethical standards in the team that do not contradict universal values, as well as compliance with the current legislation of the Republic of Kazakhstan, and prevention of offenses in the educational sphere. The Disciplinary Council implements its activities in accordance with the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", the Regulation "Ethical Code of Students of the NAO "Astana Medical University" (K-AMU-02-19), this Regulation, other normative acts and is guided by the principles of legality, objectivity and fairness. The Disciplinary Council ensures the interaction of University employees on compliance by students with: Internal Regulations, Rules of Residence, students in dormitories, the Code of Academic Integrity, the Ethical Code of Students and the creation of an environment of intolerance to any offenses at the University, proper execution of the educational services agreement (paid and gratuitous).

## 2. Main part

### 5. Tasks of the Disciplinary Council:

- 1) ensuring the implementation of the Laws of the Republic of Kazakhstan "On Education" and other regulatory legal acts, internal regulations of the University;
- 2) consideration of conflict situations between teachers and students, other disciplinary offenses of students;
- 3) control of students' behavior and assessment of disciplinary and legal violations committed by students;
- 4) ensuring and carrying out work on the prevention of offenses at the University and informing the staff on issues of countering offenses in the educational sphere.


### 6. Powers of the Disciplinary Council:

- 1) The Disciplinary Council considers appeals from the teaching staff, employees, students of the University (except anonymous ones);
- 2) The Disciplinary Council shall assist in conducting explanatory conversations among students on the prevention of offenses;
- 3) The Disciplinary Council hears at its meetings students, representatives of student organizations, representatives of structural divisions, faculty of the University;
- 4) The Disciplinary Council has the right to request documents, materials and information (except for official documents) on the situation under review and the offense;
- 5) The Disciplinary Council has the right to involve experts and specialists, employees of state bodies to give opinions;
- 6) The Disciplinary Council has the right to conduct raids, inspections, meetings, questionnaires and other events within the framework of ongoing proceedings.

### 7. Organization of the activities of the Disciplinary Council:

- 1) The Disciplinary Council of the University is formed from among the employees whose duties include monitoring the compliance of the activities of students with the University Charter and internal regulatory documents of the University;
- 2) the Chairman of the Disciplinary Council is a person appointed by order of the Chairman of the Board - Rector from among the members of the Board in charge of social and educational work;
- 3) the composition of the Disciplinary Council, on the proposal of the Chairman, is approved by the



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Board Chairman - Rector of the University. The Disciplinary Council may include deans of Schools and their deputies; heads of the center for social and educational work, the registrar's office, the center for the development of research activities, the center for practice and development of clinical activities; legal support departments, the Ombudsman, the risk manager, representatives of student government, representatives of the trade union;

4) the number of members of the Disciplinary Council must not be even and must be at least 5 people;

5) Chairman of the Disciplinary Council:

organizes the activities of the Disciplinary Council and manages it;

in his absence, for a good reason, assigns his powers to the Deputy Chairman;

6) meetings of the Disciplinary Council are considered competent if they are attended by at least two thirds of the total number of members of the Disciplinary Council and are held as necessary;

7) Secretary of the Disciplinary Council:

takes measures to notify the members of the Disciplinary Council, the student about the place and time of the meeting of the Disciplinary Council;

determines the agenda of meetings of the Disciplinary Council;

draws up the minutes of the meeting of the Disciplinary Council within three working days and provides an extract by decision of the Disciplinary Council to the Dean's Office of the School and the interested person;

maintains a register of disciplinary actions;

8) if there is an explanatory note with consent to the violation, consideration of the disciplinary case at a meeting of the Disciplinary Council may take place without the participation of persons subject to disciplinary responsibility;

9) in case of student's non-appearance, the Disciplinary Council unilaterally takes the appropriate decision on disciplinary action and informs the student;

10) The Disciplinary Council makes decisions by a simple majority of votes from the number of members of the Disciplinary Council present at the meeting. In case of equality of votes, the chairman's vote is decisive;

11) all materials of the work of the Disciplinary Council are stored in the center for social and educational work.

8. Functions of the Disciplinary Council:

1). At its meeting, the Disciplinary Council reviews the materials of the internal investigation and examines the facts concerning the misconduct of students. The Disciplinary Board must hear the explanations of the student, witnesses and investigate any facts regarding misconduct;

The materials and the memo must be accompanied by documents and materials confirming the fact that the student committed a disciplinary offense, and justifying the application of one or another type of disciplinary punishment (memos from departments, written explanations, reports from students, University employees about circumstances known to them that are relevant for considering the imposition of disciplinary punishment).


The documents may include materials containing computer information, photo and video recordings, sound and video recordings.

Before applying disciplinary punishment to a student, the Dean of the School is obliged to request a written explanation from the student on the merits of the violation committed by him.

The refusal of the student to give a written explanation, not to submit a written explanation to them due to his absence from classes or failure to appear on call from the dean's office, cannot serve as an obstacle to the application of disciplinary punishment. In this case, a commission organized by the Dean's office of the School draws up an appropriate act.

If necessary, the Disciplinary Council has the right to conduct an internal investigation of the circumstances of the violation and/or verify the facts indicated in the student's written explanation.



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When identifying the facts of misconduct committed by students, for which the current legislation provides for criminal liability (theft, robbery, harm human health, bribery, forgery of documents, etc.), the dean of the School is obliged to immediately notify the Vice-rector for supervision in order to make a decision on contacting law enforcement agencies.

2) The Disciplinary Council, when determining a disciplinary penalty, takes into account the results of studies;

3) conflict situations between teachers and students, including appeals from the teaching staff, employees studying at the University, are considered within the time limits established by the Administrative Procedural Code from the moment of receipt of information or appeals;

4) conflict situations between teachers and students are considered at an extended meeting with the invitation of both conflicting parties;

5) the Chairman of the Disciplinary Council shall inform the Chairman of the Board - the Rector of the University of the content of the decision taken at the meeting of the Disciplinary Council;

6) The Disciplinary Council decides on the application to students who have committed a disciplinary offense for non-fulfillment of curricula, obligations of students provided for by the Charter of the University, for non-fulfillment of contractual obligations, for violation of the Rules of residence in a dormitory and committing other offenses, the following disciplinary penalties may be applied to students with entry in a personal file and/or in a transcript:

remark;

reprimand (written, oral);

severe reprimand;

on eviction from the accommodation – termination of the tenancy agreement (without the right to subsequent settlement during the period of education); expulsion from the University.

7) The Disciplinary Council decides on the application of disciplinary liability to students who have committed the following disciplinary offenses:

failure to meet the schedule of the educational process;

violation of generally accepted ethical standards of behavior;

using obscene language, insulting, threatening physical violence or resorting to other actions that may endanger the life and health of students;

disrespectful attitude towards employees and students, encroachment on their honor and dignity;

posting and dissemination of information that is prosecuted by law;

acting as the initiator of any riots on the territory of the University, putting up ads and visual agitation without appropriate permission;

violation of silence and order in classrooms and lecture halls, laboratories, dormitories and the library;

smoking in academic buildings and dormitories of the University, as well as in the territories adjacent to them;

use and distribution of narcotic and psychotropic drugs;

appearance in an educational institution in a state of alcoholic, narcotic and toxic intoxication;

organization and conduct of gambling, participation in them, etc. (for money, tangible property, desires);

violation of the provisions of the internal regulatory documents of the University;

committing acts involving giving or receiving a bribe (giving gifts, remuneration in any form, as well as intermediary services for giving a bribe);


violation of academic discipline, internal regulations for students, Rules of residence in student dormitories;

forgery of documents;

giving deliberately false testimony and reports on duty, patient supervision, etc.;

during the current, intermediate and final control, the use of mobile communication tools, cribs, micro-headphones or other means of communication;



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passing the current, intermediate and final control instead of another student;  
misconducts that caused harm to the health of others;

8) The Disciplinary Council has the right to make a decision on bringing to financial responsibility persons who caused material damage to the property of the University;

9) When making a decision on the punishment of a student, the Disciplinary Council, if necessary, notifies parents of the incident through the deans of Schools;

10) for the purpose of educational impact, the decision to impose a disciplinary penalty may be announced among students.

9. Terms of application of disciplinary punishment:

1) Disciplinary punishment is imposed no later than one month from the date of discovery of the offense and no later than six months from the date of its commission, not counting the time of the student's illness and (or) his stay on vacation or academic leave;

2) the day of the discovery of a disciplinary offense is considered to be the day when the person under whose authority the student is became aware of the commission of the offense, regardless of whether he is entitled to impose disciplinary penalties;

3) if a student commits a continuing violation, the one-month period from the date of discovery of the offense is calculated from the date of the last violation;

4) the term of the disciplinary penalty may not exceed 6 months from the date of its imposition, except in the case of expulsion of a student on the grounds provided for by these Rules. If the student is not a subject to a new disciplinary penalty during this period, he is considered not to have a disciplinary penalty.

10. The penalties from the student are lifted ahead of schedule at the request of the dean of the relevant School or the head of the Center for Social and Educational Work addressed to the Chairman of the Board-the Rector of the University.

11. An order on the imposition of a disciplinary penalty shall be announced to the student who has been subjected to disciplinary punishment, under signature within five working days from the date of its publication. In case of refusal, the student confirms with his signature familiarization with the order, an appropriate entry is made in the order on the imposition of disciplinary punishment.

12. If it is impossible to familiarize the student personally with the order to impose a disciplinary penalty, the dean of the School sends the order to the student by letter with a notification to the address indicated in his personal card.

If the student does not agree with the order to impose a disciplinary penalty, the student has the right to appeal this order within 15 working days from the date of receipt of the complaint. In this case, the student writes an application addressed to the Chairman of the Board-Rector for the review of the case by an independent (appeals) commission.

The composition of his commission is approved by the order of the Board Chairman - Rector

13. A copy of the order or an extract from the order on the imposition of disciplinary punishment is stored in the student's personal file (personal card).

14. The application of disciplinary punishment is not an obstacle to imposing on the student the obligation to compensate for the damage caused to the University, as well as to apply other measures of material or moral influence not prohibited by the current legislation of the Republic of Kazakhstan.


15. An order to impose disciplinary penalties on students may not be issued during the period of: temporary disability of the student; holidays; the student is on academic leave.

16. The procedure for the application of disciplinary penalties:

1) The disciplinary punishment in the form of a "remark" is announced orally by the dean of the School with entry in the "Personal file" of students;

2) The disciplinary punishment in the form of "reprimand" and "severe reprimand" is imposed by issuing an appropriate order from the Vice-Rector for Supervision;

3) The disciplinary punishment in the form of "eviction from the dormitory – termination of the tenancy agreement (without the right to subsequent settlement during the period of education)" is imposed by

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issuing an appropriate order from the vice-rector for supervision;

4) disciplinary punishment in the form of "expulsion from the University" is imposed by issuing an appropriate order from the Chairman of the Board-Rector.

7. Choosing the measure of disciplinary action against the student:

1) The Disciplinary Council takes into account the severity of the offense committed, the circumstances under which it was committed, previous behavior and his attitude to study;

2) only one disciplinary penalty may be applied for each offense.

### **3. Revision, modification, storage and distribution**


11. Revision, modification, storage and distribution of this Regulation are carried out on the basis of a memo addressed to the Chairman of the Board- Rector, in accordance with the requirements of the University standard "Documentation Management" (SU-AMU-02).

12. The original of this Regulation is registered in the department responsible for the registration of internal regulatory documents of the University.

13. A scanned version of this regulation is posted on the University's website.

14. The registered copies of this Regulation of the University are sent to all structural divisions.



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Приложение 1  
The form "Act of refusal to give an explanation"  
F-08.1/02

### NOTIFICATION OF THE DISCIPLINARY BOARD

STUDENT \_\_\_\_\_

SPECIALIZATION \_\_\_\_\_ GROUP \_\_\_\_\_ ROOM \_\_\_\_\_

*THERE WILL BE A MEETING OF THE DIS. COUNCIL*

LOCATION \_\_\_\_\_  
*ATTENDANCE IS MANDATORY!*

Deputy Chairman  
of Disciplinary Council \_\_\_\_\_



Appendix 2

The form "Act of refusal to give an explanation"

F-08.1/03

**The Act of Refusal to give an explanation №\_\_**

Astana city

«\_\_»\_\_ 2024

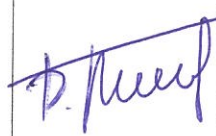
Witnessess: 1 \_\_\_\_\_  
2 \_\_\_\_\_I, \_\_\_\_\_  
Group\_\_\_\_\_, school\_\_\_\_\_. I refuse to give a written explanation,  
for the reason\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_



### Approval list

№	Position	Full name	Date of approval	Signature
1.	Vice-Rector, Board member	A.B. Zhunussova		
2.	Vice-Rector, Board member	M.A. Gazaliyeva		
3.	Vice-Rector, Board member	V.V. Koikov		
4.	Vice-Rector, Board member	D.D. Saidangazin		
5.	Financial Director, Board member	B.I. Maradzhapov		
6.	Executive Director, Board member	N.N. Makhanbayeva		
7.	A.d. of Managing Director	A.S. Ties		
8.	A.d. of Head of the Legal Support Department	A.K. Mukhambetova		
9.	Head of the Department of Planning and Economic Analysis	A.Zh. Medeubayeva		
10.	Head of the Center for Social and Educational Work	Z.N. Shaimerdenova		
11.	A.d. Head of the Quality Assurance Center	A.M. Romazanova		
12.	Deputy Head of the Department of Control, Document Management and Development of the State Language	A.E. Bakenov	29.04.24	
13.	Student Rector	A.Burkutov		

**Registration of amendments list**

№	Numbers of (pages)				Overall	The number of the section, subsection, paragraph of the standard to which the changes relate	Signature of the person who made the amendments	Date of the amendments
	Modified	Replaced	New	Cancelled				



