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Approved by the decision of the Board  
NJSC «Astana Medical University»  
from "26" January 2024  
№ 3

**REGULATIONS**  
**ON STUDENT SELF-GOVERNMENT OF THE**  
**NON-COMMERCIAL JOINT STOCK COMPANY**  
**«ASTANA MEDICAL UNIVERSITY»**

**PL-MUA-118-24**

**Astana city**

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## **1. GENERAL PROVISIONS**

1.1 The Regulation on Student Self-Government (hereinafter - the Regulation) defines the order of functioning of student associations in the non-commercial joint stock company "Astana Medical University" (hereinafter - the University).

1.2 Student self-government is a collegial body of the University, which acts based on the present Regulation and other internal documents of the University.

## **2. SUBJECT, AIMS AND OBJECTIVES OF STUDENT SELF-GOVERNMENT**

2.1 Student self-government is a form of organization of independent social activity of students for the purpose of exercising the functions of participation in the management of the University, determined by them and carried out in accordance with the aims and objectives of student collectives (hereinafter - self-government).

2.2 Aims and objectives of self-government:

2.2.1 Realization of the rights of students to participate in the management of all types of activities of the University, solving issues of students' life activity.

2.2.2 Development of students' social activity, support and implementation of social initiatives.

2.2.3 Facilitating the development of students' self-management skills.

2.2.4 Realization of socially significant youth initiatives.

2.2.5 To preserve and develop the university's entrepreneurial traditions.

2.2.6 To represent students in collegial bodies of the University.

## **3. NORMATIVE BASES OF ACTIVITY**

3.1 Statute of the University approved by the Order of the Chairman of the State Property and Privatization Committee of the Ministry of Finance of the Republic of Kazakhstan.

3.2. Internal regulatory documents.

3.3 These Regulations.

## **4. STRUCTURE OF THE SELF-GOVERNMENT**

4.1 The supreme body of the self-government is the Student Rectorate, which consists of (see Appendix 1):

4.1 The supreme body of the Self-Governance is the Student Rectorate, which consists of: (see Appendix 1):

1. Student Rectorate;

2. Student Dean's Office;

3. Student Council of the hostel;

4. Department of Public Relations;

5. Department for the Development of Socio-Cultural Competences

6. Department for Development of Sport and Healthy Lifestyle (healthy lifestyle)

7. Council of Youth Organizations.

## **5. PROCEDURE FOR THE IMPLEMENTATION OF SELF-GOVERNMENT ACTIVITIES AT THE UNIVERSITY**

5.1 The Student Rectorate.

5.1.1 The Student Rectorate is the supreme body of the Self-Government of the University.

5.1.2 The Council of the Student Rectorate includes:

1) Student Rector;

2) The Secretary of the Student Rectorate

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- 3) The Dean of Students and his/her deputies;
- 4) Chairman of the Student Council of the hostel;
- 5) Chairmen of youth organizations;
- 6) Chairman of the department for the development of socio-cultural competences;
- 7) Chairman of the department for the development of sports and healthy lifestyle;
- 8) Chairman of the Department of Public Relations (Press Service).

**5.1.3 The functions of the Student Rectorate are:**

- 1) Representing the legitimate interests of students in the collegial bodies of the University;
- 2) Informing the University management about existing issues in the organisation of all types of activities: teaching, educational, scientific, clinical and informing the students about the measures taken to resolve them;
- 3) Initiating proposals to expand the list of additional educational services provided by the University in addition to the main educational programme;
- 4) Assisting in solving social and domestic issues affecting the interests of students;
- 5) Preservation and development of democratic traditions of students;
- 6) Assistance in organizing leisure activities for students, promotion of a healthy lifestyle;
- 7) Participation in the formation of students' patriotic attitude to the spirit and traditions of the University;
- 8) Assist in familiarizing students with the normative legal acts of the University and in controlling their observance;
- 9) Informing students about the activities of the University;
- 10) Assisting in the implementation of socially significant youth initiatives;
- 11) Participation in the work of the Commission on the settlement of students in dormitories;
- 12) Carrying out outreach work on the principles of academic integrity and academic policy;
- 13) Co-operation with student associations of the University, involvement of students in the active student life of the University;
- 14) Organizing and conducting student events of various kinds (social, cultural, mass sports, etc.);
- 15) Active assistance in career guidance activities of the University;
- 16) Organization and participation in charitable events of the University, city, republic (volunteering);
- 17) Formation of a positive image of the University;
- 18) Interaction with youth organization is of city, republican and international scale.

**5.1.4 The regular election of the Student Rector shall be held once a year in the first semester for a term of one academic year.**

5.1.4.1 Candidates for the position of Student Rector must submit a portfolio that contains:

- 1) Photo
- 2) CV
- 3) Transcript
- 4) A statement of intention to stand as a candidate, an election program 2 (two) weeks prior to the election
- 5) Availability of 50 signatures from the University's students in support.

5.1.4.2 The same person may not be elected Student Rector more than twice consecutively.

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5.1.4.3 The election procedure shall be conducted in 3 stages: registration - campaign period - election.

5.1.4.4 The Student Rector shall be elected by free, direct and secret ballot at the University-wide elections (hereinafter referred to as the Elections).

5.1.4.5. The Central Election Commission of the University (hereinafter - CEC) collects data, verifies it, registers candidates, and organizes Elections.

5.1.4.6. Registration shall be held annually from 1 October to 10 October.

5.1.4.7. The election campaign starts annually from 10 October to 20 November. The election campaign shall be conducted through:

- 1) Social networks.
- 2) Organization of meetings with voters.

5.1.4.8. The CEC is elected from among independent students who are not running for the elected position of the Student Rectorate.

5.1.4.9. Two (2) weeks prior to the Election, the composition of the CEC of the University shall be elected.

5.1.4.10. The full composition of the CEC of the University shall be elected by the general meeting of students on a competitive basis from among the students who have voluntarily submitted an electronic application for the said position via Google Forms.

5.1.4.11. All applicants for the elected positions of the University CEC are ranked according to the selection criteria and the first 6 applicants are elected to the appointed positions in the following order: Chairman, then Deputy, then 4 members of the University CEC.

5.1.4.12. The elected CEC of the University shall be approved by the Head of the Centre for Social and Educational Work.

5.1.4.13. During the whole period of voting the ballot box with ballots shall not be opened, the keys to the locks shall be with the Chairperson of the CEC of the University.

5.1.4.14. Opening of ballot boxes and counting of votes shall be carried out on the day of the end of voting by representatives of the University management, CEC of the University in the presence of independent observers from among students of the University.

5.1.4.15. Any student of the University may become an independent observer on a voluntary basis.

In force majeure circumstances (epidemics, pandemics, emergencies), the Procedure for the Election of the Student Rector may establish other criteria and other deadlines.

5.2.1 The Student Council of the hostels is a self-governing body for solving the issues of life and living of students in the hostels. Regular elections of the Student Council of the hostels are held once a year in the first semester, after occupancy, for a period of one academic year.

5.2.2 The same person cannot be elected to the Student Council more than three times in a row.

5.2.3 The election procedure shall be conducted in 3 stages: Registration - campaign period - election.

5.2.4 Registration is held at the beginning of each academic year.

To register, a student must collect more than 50 signatures of students living in the University dormitory.

5.2.5. The election campaign is carried out through:

- 1) social networks;
- 2) organizing meetings with voters;

5.2.6 The Chairman of the Student Council of the hostels is elected for a period of one year, he is a student living in the hostel, with a high academic performance GPA 3+, with leadership and organizational skills, with authority among the student youth.

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5.2.7 The Student Council of the hostels consists of: chairman, secretary, responsible for the cultural and sports sector, chairmen of the first and second block of the hostel council and floor manager.

5.2.8. The election of the floor manager is carried out from among the students living in the hostel at the general meeting of the floor residents.

5.2.9 At the offline voting of the residents of the hostel, the chairman is chosen from among the candidates and the duties are distributed among the members of the Student Council of the hostels.

5.2.10. Functions of the student council of hostels:

- 1) Promoting the improvement of living conditions and leisure time of students;
- 2) Organization of leisure activities for students living in hostels;
- 3) Promoting effective social adaptation and inclusion of students living in the hostel in various spheres of hostel life;
- 4) Participation in the process of settlement, eviction of students, participation in the movement of students from one room to another within the hostel;
- 5) Coordination of the activities of the floor manager and those responsible for the sectors.

5.3. Department of Public Relations

5.3.1 Department of Public Relations is a self-governing body formed from active students of the University to address the following issues: coverage of the activities of the Student Rectorate and its units in the media (hereinafter - the media) and on the official website of the University, ensuring the interaction of the Student Rectorate and its structural units with the media, maintenance of the official website of the University.

The Public Relations Department is directly managed by the Chairman, who is appointed and dismissed by the order of the Student Rectorate.

5.3.2 Functions of the Department of Public Relations:

5.3.3 Collect information on events held by the Student Rectorate units ;

5.3.4. Dissemination of information about the activities of the Student Rectorate in social networks and blogs;

5.3.5 Creating videos about the Student Rectorate and units, students and events. 5.3.6;

5.3.6. Ensuring interaction with the University press service;

5.3.7. Editing and posting materials from the Student Rectorate and structural units on the University's official website;

5.3.8. Promoting the image of the University.

5.3.9. All members of the Department of Public Relations have the right to use the material and technical facilities of the University Press Service.

#### **5.4 Department for the Development of Socio-Cultural Competences**

The main goal of the Department for the Development of Socio-Cultural Competences is the education of a harmoniously developed and morally mature, socially adapted, highly professional and creative personality.

The Chairman, who is appointed and dismissed by the order of the Student Rector, directly manages the Department for the Development of Socio-Cultural Competences.

5.4.1 The main objectives of the activities of the department are:

1) Formation of students' citizenship, patriotism, tolerance and national consciousness based on the state ideology;

2) Formation of legal, psychological, moral, ethical and aesthetic culture; improvement of communicative culture of students, formation of universal ethical norms, norms of medical ethics, the culture of negotiation, the art of compromise, and the cultivation of a culture of behavior;

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- 3) Formation and development of the basics of creative activity;
- 4) Formation of the need for conscious, responsible and active participation of students in the public life of the University, the country;
- 5) Formation of students' need to make humane charitable deeds.

5.4.2 Within the framework of realization of the set goals and objectives, the Department for Development of Socio-Cultural Competences implements the following main functions and activities:

- 1) Organization of complex educational work with students at the University, ensuring the unity of education and upbringing in the process of training specialists;
- 2) Creation of favorable conditions for personal development in the intellectual, cultural, moral, ethical and physical direction;
- 3) Propaganda of interethnic harmony;
- 4) Promoting immunity to destructive religious ideology;
- 5) Formation of a humane system of values;
- 6) Prevention of offences;
- 7) Preservation and multiplication of the University traditions, promotion of its history, symbols, prestige of education at the University;
- 8) Organization and holding of cultural and educational events with public organizations of the University;
- 9) Participation in the organization and holding of international events on the issues of ideological and legal formation of student youth;
- 10) Organization and holding of university-wide events;
- 11) Facilitating the participation of student organization's in events held by city and republican associations for work with student youth;
- 12) Integration and complexation of educational work with internal university structures and public associations;
- 13) Fight against corruption.

### **5.5 Department for Sport and Healthy Lifestyle Development**

The Department of Sport and Healthy Lifestyle Development is the main structural unit of the Student Rectorate responsible for physical education, health and fitness, sports and mass activities.

The Chairman, who is appointed and dismissed by the order of the Student Rectorate, directly manages the Department of Sport and Healthy Lifestyle Development.

5.5.1 The main objectives of the activities of the department are:

- 1) To form a healthy lifestyle among the student youth as a realized necessity;
- 2) To conduct public organizations of the University on prevention of delinquency in the student environment, spread of drug addiction, HIV-infection, tobacco smoking;
- 3) Creation of favorable conditions for the development of sports abilities of the student, promoting self-expression and self-realization of the personality, involvement of young people in student collectives;
- 4) Popularization of sport and formation of healthy lifestyle values among students, stimulation of creation and implementation of innovative programs and projects aimed at promoting a healthy lifestyle; development of physical fitness and sports work;
- 5) Providing conditions for the development of student sports, holding official sports events.

### **5.6. Council of Youth Organizations**

5.6.1 The Council of Youth Organizations (hereinafter - CYO) is an association of student public organizations aimed at the implementation of socially significant youth initiatives (social, cultural and mass sports, etc.).

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5.6.2 The CYO includes leaders of student organizations of the University.

5.6.3 The functions of the CYO are:

- 1) Involvement of students in the active student life of the University;
- 2) Organizing and conducting student events of various kinds (social, mass cultural, sports, etc.);
- 3) Active assistance in career guidance activities of the University;
- 4) Organization and participation in charity events of the University, city, republic;
- 5) Formation of a positive image of the University;
- 6) Interaction with youth organizations of city, republican and international scale.

Every student organization operating at the University must register with the Centre for Social and Educational Work.

Registration is an official recognition and confirmation by the University of the activity of the student association, and consists in the establishment of basic information about the student organization. In order to obtain a license, the organization must submit the following documents

- A work plan for a period of at least six months;
- List of members of the organization (full name, school, course);
- Budget for the organization's planned activities (purpose of activities, detailed description of expenses);
- a report on the work carried out.

If a student organization fails to provide information on its activities within six months, it will be removed from the list of registered student organizations.

#### **5.7 The Council of the Student Dean's Office**

5.7.1 The Council of the Student Dean's Office is a student organisation created to develop a unified policy in the field of interaction of students with the University administration, faculty members of the departments, other structural subdivisions in the issues of organisation in all types of activities: educational and methodical, educational, scientific and clinical.

5.7.2 The Council of the Student Dean's Office includes:

- 1) Student Dean;
- 2) Deputy Dean of Students from interns;
- 3) Deputy Dean of Students from masters;
- 4) Heads of schools - bachelors;
- 5) Heads of schools - interns.

5.7.3 The Council of Student Dean's Office in its activities is guided by the current internal documents of the University.

### **6. CO-OPERATION WITH OTHER UNITS OF THE UNIVERSITY:**

The self-government interacts with all structural subdivisions of the University on the issues of ensuring its activities with the methodological support of the Centre for Social and Educational Work.

### **7. RIGHTS AND RESPONSIBILITIES OF MEMBERS OF SELF-GOVERNMENT**

7.1 Members of student associations of the University have the right:

1. To develop and implement programs and projects within the framework of the activities of the student association.
2. To make proposals on the organizational work of the student association.
3. To moral and/or material encouragement for the work performed by the student association in full and the high results obtained.



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4. Has the right to use and have full access to the material and technical base (classrooms, assembly hall, equipment, apparatus, lecture halls and others) of the University for the implementation of the statutory purposes

5. To the discounts provided for in the Regulations on Preferential Discounts on Tuition Fees at the University.

**7.2 Members of all Student Associations shall be responsible:**

- 1) For fulfilment of the requirements specified in these Regulations;
- 2) For offences committed in the course of their activities - within the limits defined by the current legislation of the Republic of Kazakhstan;
- 3) For causing material damage - within the limits defined by the current legislation of the Republic of Kazakhstan.

**8. REVISION, AMENDMENT, STORAGE AND DISTRIBUTION**

8.1 The revision, amendment, storage and distribution of this Regulation shall be in accordance with the requirements of the University standard.

8.2 The original copy of this Regulation shall be registered with the unit responsible for the registration of the University's internal regulatory documents.

8.3 The scanned version of this Regulation shall be posted on the University's website.