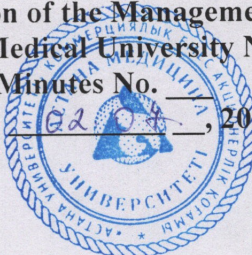


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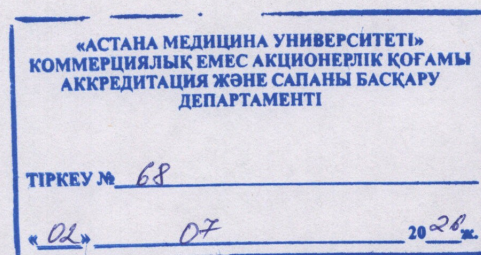
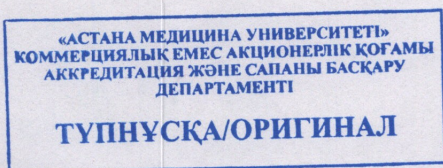
Approved by
 the Resolution of the Management Board of
 Astana Medical University NJSC,
 Minutes No. 19
 dated September 13, 2024
 Amendments and Additions Introduced by
 the Resolution of the Management Board of
 Astana Medical University NJSC,
 Minutes No. _____
 dated _____, 2026



REGULATION

INTEGRATED MANAGEMENT SYSTEM

ON THE VOLUNTEER MOVEMENT OF ASTANA MEDICAL UNIVERSITY NON-PROFIT JOINT-STOCK COMPANY PL-AMU-09-24



Astana

Запрещается несанкционированное копирование документа

FOREWORD

- | | |
|---|---|
| 1 DEVELOPED BY: | – Department of Social and Educational Work |
| 2 DEVELOPER: | – Z.N. Shaimerdenova, Director of the Department of Social and Educational Work. |
| 3 IMPLEMENTED BY: | – Department of Social and Educational Work |
| 4 APPROVED BY: | Minutes No. 19 dated September 13, 2024 |
| 5 AMENDMENTS AND ADDITIONS INTRODUCED: | « <u>02</u> » <u>07</u> 2026 |
| 6 AGREED BY: | Vice-Rector for Academic Affairs,
Member of the Management Board
A.K. Dosanova
Vice-Rector for Strategic Development and International Cooperation,
Member of the Management Board
A.O. Myssayev
Director of the Department of Accreditation and Quality Management
A.B. Zhunussova
Director of the Department of Social and Educational Work
Z.N. Shaimerdenova |
| 7 REVIEW FREQUENCY | As required. |

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1. General Provisions

1. The Volunteer Movement of Astana Medical University Non-Profit Joint-Stock Company (hereinafter referred to as the Volunteer Movement) is established to create conditions for the development and realization of the organizational, creative, and intellectual potential of socially active students.

2. The mission of the Volunteer Movement is to contribute to the physical and moral well-being of young people.

3. Participants in the Volunteer Movement agree to support and implement the objectives of the Volunteer Movement and voluntarily participate in its activities.

4. The Volunteer Movement is not a legal entity and is not established for the purpose of generating profit.

5. The following key terms and definitions are used in this Regulation:

1) Volunteer – an individual engaged in volunteer activities;
2) Volunteer campaign – an event aimed at addressing a specific socially oriented and publicly beneficial objective, carried out by a volunteer organization and/or volunteers and/or a group of volunteers;

3) Volunteer program (project) – a systematic set of measures aimed at addressing socially oriented and publicly beneficial objectives, specifying activities and expected outcomes, implemented by a volunteer organization and/or volunteers and/or a group of volunteers;

4) Volunteer activity – voluntary, socially oriented, publicly beneficial activity carried out on the basis of an individual's free will and on a non-remunerated basis;

5) Volunteer organization – a non-profit organization established and operating in accordance with the laws of the Republic of Kazakhstan to carry out volunteer activities;

6) Group of volunteers – a voluntary, unregistered association of individuals established for the purpose of jointly carrying out volunteer activities and subject to the provisions of the legislation of the Republic of Kazakhstan;

7) Authorized body in the field of volunteer activities – the central executive body responsible for the management and intersectoral coordination of volunteer activities;

2. Main Provisions

6. The purpose of the Volunteer Movement is to foster an active social and civic position among students, promote self-organization, and develop personal qualities such as integrity, honesty, compassion, empathy, and a willingness to serve society without remuneration, including providing assistance to people in difficult life circumstances, patients, lonely individuals, and persons with disabilities;

7. Objectives of the Volunteer Movement:

1) Promoting the ideas of volunteerism among students;
2) Organizing the activities of volunteers in various areas of volunteer work;
3) Creating favorable conditions for the development of the Volunteer Movement and encouraging the active participation of University students in socially significant municipal and national campaigns and projects.

4) Assisting society in addressing social challenges;

5) Engaging students in charitable activities and initiatives;

6) Promoting high moral values by fostering the ideals of voluntary service for the benefit of society;

7) Assisting in the improvement and maintenance of the University campus and the city environment;

8) Conducting information and awareness-raising activities aimed at promoting a healthy lifestyle;

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- 9) Preparing student leaders to work with and support fellow students.
- 10) Organizing students' leisure activities;
- 11) Fostering patriotism and love for the Motherland among students;
- 12) Establishing a group of volunteers to implement volunteer programs (projects) and volunteer campaigns;

- 13) Organizing training in volunteer activities.

8. Principles of Volunteer Activities

The principles of volunteer activities are:

- 1) Gratuitousness, voluntariness, equality, and legality of volunteer activities;
- 2) Freedom to determine the goals, forms, types, and methods of volunteer activities, as well as to choose the areas of volunteer engagement in accordance with the applicable legislation;
- 3) Transparency and public accessibility of information on volunteer activities;
- 4) Solidarity, good faith, and cooperation among persons engaged in volunteer activities;
- 5) Protection of life and health;
- 6) Equal and mutually beneficial international cooperation in the field of volunteer activities.

9. Main Types of Volunteer Activities

The main types of volunteer activities include:

- 1) Participation in providing social assistance and support to socially vulnerable groups of the population, including children requiring special social services;
- 2) Providing social services to older persons and persons with disabilities, promoting accessibility for persons with disabilities, and assisting in the social adaptation, integration, and upbringing of orphans and children deprived of parental care;
- 3) Providing assistance to persons affected by natural disasters, environmental, technological and other emergencies, social conflicts, accidents, victims of offenses, refugees, internally displaced persons, and other individuals and groups requiring support and assistance;
- 4) Assisting central and local executive bodies in the prevention of and response to emergency situations;
- 5) Participating in the search for missing persons and the remains of participants of the Great Patriotic War and local armed conflicts;
- 6) Participating in environmental protection and conservation activities, including the improvement of public areas;
- 7) Participating in activities aimed at preserving historical and cultural heritage, as well as restoring and preserving the historical and cultural environment;
- 8) Participating in the development of education, science, and culture, promoting knowledge, and supporting innovation;
- 9) Participating in the development and promotion of physical culture, sports, and active recreation, as well as in organizing and conducting regional, interregional, national, and international physical culture and sports events;
- 10) Promoting a healthy lifestyle and organizing preventive activities to combat the spread of socially significant diseases;
- 11) Participating in the organization and conduct of regional, interregional, national, and international cultural, public, entertainment, and other mass events, including volunteer camps, archaeological excavations, restoration of historical building facades, work in summer recreation camps for children with disabilities, and congress and exhibition activities, unless otherwise provided by the laws of the Republic of Kazakhstan;
- 12) Participating in the promotion of peace, friendship, and harmony among peoples and in the prevention of social, interethnic, interfaith, ethnic, and religious conflicts.
- 13) Other types of volunteer activities that do not contradict the legislation of the Republic of Kazakhstan.

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10. Types of Volunteer Activities

- 1) Environmental volunteering, including engaging students in environmental campaigns and involving them in environmental protection activities;
- 2) Organizing activities aimed at fostering environmental awareness and culture among students;
- 3) Assisting in the organization of municipal, national, and international events held at the University (forums, festivals, and sports competitions);
- 4) Assisting tourism professionals in organizing excursions (including visits to museums, libraries, and other city attractions) for the purpose of promoting tourism;
- 5) Participating in the activities of local Youth Resource Centers during municipal and national volunteer events;
- 6) Supporting inclusive education initiatives;
- 7) Working with minors demonstrating deviant behavior;
- 8) Organizing community-based and sports clubs;
- 9) Providing social support to children, older persons, and persons with disabilities;
- 10) Participating in activities related to environmental protection, environmental safety, and the preservation of historical and cultural heritage sites;
- 11) Participating in the activities of public and private healthcare organizations, as well as other social service organizations providing services to patients, older persons, and persons with disabilities;
- 12) Cooperating with public foundations and non-governmental organizations;
- 13) Promoting volunteer activities through mass media and social media.

11. Volunteer Registration Procedure

12. Registration of students as volunteers for participation in University events and the implementation of volunteer projects shall be carried out electronically through **Google Forms**.

13. Volunteer activities may be carried out by individuals who have reached the age of eighteen. Individuals under the age of eighteen may engage in volunteer activities, provided that such activities do not harm their health or moral development and do not interfere with the educational process.

14. Students' volunteer activities may be taken into account in determining extracurricular activity ratings, maintaining electronic portfolios, and assessing other indicators of student achievement in accordance with the University's internal regulatory documents.

15. The results of volunteer activities may be recognized within the University's integrated GPA and achievement assessment system in accordance with the University's internal regulatory documents.

16. Rights of Volunteers:

- 1) Choose the type of volunteer activity that best corresponds to their interests and aspirations;
- 2) Receive accurate information about the objectives, tasks, and content of volunteer activities, as well as information about the organizer of volunteer activities, the volunteer organization, its management, operating principles, and organizational structure;
- 3) Participate in volunteer programs (projects), volunteer campaigns, and other activities organized, initiated, or recommended as part of volunteer activities;
- 4) Receive special clothing and reimbursement for travel, accommodation, meals, the purchase of necessary personal protective equipment, tools, and other expenses incurred while performing heavy work or work under harmful and/or hazardous conditions, where such reimbursement is provided for under a written civil law contract concluded with the volunteer;
- 5) Receive letters of recommendation from the organizer of volunteer activities or the volunteer organization;
- 6) Have information regarding their volunteer activities, including the place where such activities

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were carried out, the number of volunteer hours completed, incentives and awards received, additional training completed, eligibility for support measures and incentives, and other relevant information entered into information systems, where such systems are maintained, in accordance with the laws of the Republic of Kazakhstan;

7) Be granted access, subject to the approval of the management of the respective organizations, to educational institutions, healthcare organizations, social protection institutions, cultural and sports organizations, as well as the premises of environmental protection and forestry institutions, for the purpose of carrying out volunteer activities;

8) Participate in activities aimed at promoting employment;

9) Receive preferential consideration, upon being awarded a distinction for demonstrated patriotism and active civic engagement, during competitions for educational grants and admission under the state educational order for higher education programs in the event of equal scores, in accordance with the laws of the Republic of Kazakhstan;

17. Responsibilities of Volunteers:

1) Perform in good faith the tasks assigned by the volunteer coordinator and, upon completion, notify the volunteer coordinator that the assigned tasks have been completed;

2) Respect the rights and legitimate interests of individuals and organizations and comply with the instructions of the organizer of volunteer activities issued within their authority;

3) Comply with the principles of safe volunteer practice and ensure that their activities do not cause harm to third parties or the environment;

4) Maintain the confidentiality of information to which the volunteer has access in the course of volunteer activities;

5) Not delegate their volunteer responsibilities to other persons without the consent of the volunteer coordinator;

6) Exercise due care with respect to the materials, equipment, and other resources entrusted to them during volunteer activities and return them upon completion of their volunteer service;

7) Not obstruct the lawful exercise of powers by officials of state authorities and local self-government bodies.

8) Exercise other rights and fulfill other obligations established by the laws of the Republic of Kazakhstan or provided for in a civil law contract.

18. Volunteer activities shall be carried out in compliance with the legislation of the Republic of Kazakhstan, occupational health and safety requirements, workplace safety regulations, sanitary and epidemiological requirements, and the University's internal regulatory documents.

19. Prior to commencing volunteer activities, each volunteer shall undergo an orientation on occupational health and safety, workplace safety requirements, and the rules of conduct applicable during volunteer activities and events.

20. A volunteer shall comply with all safety requirements and shall immediately inform the volunteer coordinator of any circumstances that may pose a threat to the life or health of participants or any other persons.

3. Responsibility and Oversight of Volunteer Activities

21. Responsibility for the organization and operation of volunteer groups, cooperation with other organizations and institutions, and oversight of the quality of volunteer activities in accordance with this Regulation shall rest with the Volunteer Coordinator of the Center for Social and Educational Work of Astana Medical University Non-Profit Joint-Stock Company.

22. The Volunteer Coordinator shall be appointed by the organizer of volunteer activities or by the volunteer organization responsible for the implementation of a volunteer program (project) or volunteer campaign, or elected from among the members of a volunteer group by the volunteers comprising that group.

23. The Volunteer Coordinator shall provide instructions to volunteers, assign and distribute

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tasks among them, determine the place and scope of work for each volunteer, and monitor the performance of the assigned duties.

24. The Volunteer Coordinator shall cooperate with state authorities, local self-government bodies, other organizers of volunteer activities, volunteer organizations, and volunteer groups.

25. The Volunteer Coordinator shall ensure that volunteers receive training in safe working methods and practices, as well as instruction in providing first aid to persons injured in accidents.

26. The Volunteer Organization shall have the right to engage educational institutions and other organizations providing educational services for the training of volunteers and to organize specialized seminars, hearings, workshops, and volunteer gatherings.

4. Support and Financial Provision of Volunteer Activities

27. Astana Medical University Non-Profit Joint-Stock Company shall encourage volunteers and may nominate outstanding volunteers for incentives and/or awards by the state authorities of the Republic of Kazakhstan and/or other organizations in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

28. Recognition and awards for volunteers shall be presented annually in December during the University's ceremonial "AMU Volunteer of the Year" event.

29. Support measures for volunteer activities may be provided in the form of charitable assistance through the following means:

- 1) Material and technical support;
- 2) Provision of property and equipment;
- 3) Other forms of support that are not contrary to the legislation of the Republic of Kazakhstan.

30. The types of incentives and awards granted to distinguished volunteers for conscientious service shall be determined in accordance with Clause 17 of the Regulation on the Implementation of the Integrated GPA System for Students of Astana Medical University Non-Profit Joint-Stock Company, approved by the Resolution of the Board of Astana Medical University Non-Profit Joint-Stock Company, Minutes No. 12, dated 26 May 2026.

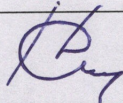
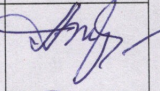
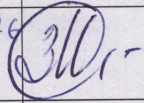
Review, Amendment, Storage, and Distribution

31. The review, amendment, storage, and distribution of this Regulation shall be carried out in accordance with the requirements of the University's Document Control Standard.

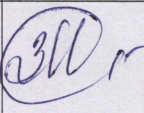
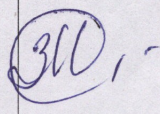
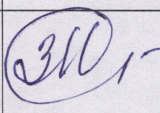
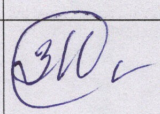
32. The original copy of this Regulation shall be registered and maintained by the Department of Accreditation and Quality Management of Astana Medical University Non-Profit Joint-Stock Company.

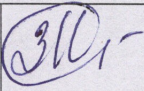
33. A scanned copy of this Regulation shall be posted on the University's official website and distributed to the relevant structural units of the University.

Approval Sheet

№	Position	Full Name	Approval Date	Signature
1	Vice-Rector for Academic Affairs, Member of the Management Board	A.K. Dosanova	02.07.2026	
2	Vice-Rector for Strategic Development and International Cooperation, Member of the Management Board	A.O. Myssayev	02.07.2026	
3	Director of the Department of Accreditation and Quality Management	A.B. Zhunussova	02.07.2026	
4	Director of the Department of Social and Educational Work	Z.N. Shaimerdenova	02.07.2026	

Record of Amendments

№	Page Numbers				Total Pages	Section, Subsection, or Clause Number to Which the Amendment Applies	Signature of the Person Making the Amendment	Date of Amendment
	Измененных	Замененных	Новых	Аннулированных				
1	1				14	Table of Contents (the document structure and section numbering have been revised).		02.07.26
2	4-5				14	Sections 1 "General Provisions" and 2 "Main Provisions" (amendments and additions have been made to the objectives, tasks, definitions, principles, and types of volunteer activities).		02.07.26
3	6-7				14	Sections 2-3 (expanded to include volunteer activity areas, volunteer registration procedures, recording of volunteer activities, electronic registration, the integrated GPA/achievement system, and provisions governing the participation of minors).		02.07.26
4	8-9				14	Sections 3-4 (expanded to include the rights and responsibilities of volunteers, safety requirements, and provisions on responsibility and oversight).		02.07.26

5	10				14	Section 5 “Support and Financial Provision of Volunteer Activities” (expanded to include support measures, the volunteer rating system, academic mobility, and volunteer incentives and awards).		02.07.20
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