



Approved by the decision of the Board
NJSC «Astana Medical University» from

"26" January 2024



REGULATIONS

ABOUT THE STUDENT COUNCIL OF THE HOSTEL

PL-MUA-35-24

Astana city

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1. GENERAL PROVISIONS

1.1 The Regulations on the Student Council of the hostel (hereinafter - the Regulations) of the non-commercial joint stock company "Astana Medical University" (hereinafter - the University) is developed in accordance with the current legislation of the Republic of Kazakhstan and normative legal acts of the University and regulates the order of formation and activity of the Student Council of the hostel (hereinafter - the Student Council).

The Student Council is a body of student self-government in student hostel of the University and represents the interests of residents.

1.2 These Regulations shall be a normative legal act of the University and shall be binding on all persons residing in the hostels.

1.3 The Student is responsible for compliance with the norms and requirements of the Regulations by the residents of the hostel.

Dormitory is the responsibility of the Student Council.

1.4 The Student Council is a public body of student self-government and represents the interests of the residents. The Student Council is elected from among the residents of the hostel by direct vote of the students living in the hostel for a period of one year.

1.5 The Student Council is established to support and assist the University Administration in organising educational, cultural, sports and recreational activities and in improving the living conditions of students living in hostel, as well as to implement the rights of students to participate in solving important issues of student life, to develop their social activities, to support and implement social initiatives.

1.6 The Student Council shall be guided in its work by the internal normative and legal acts of the University, the Regulations of the Student Hostel, the Internal Regulations, as well as the present Regulations.

1.7 The Student Council shall organise its work together with the Centre for Social and Educational Work of the University.

1.8 Meetings of the Student Council shall be held at least twice a month.

1.9. The University administration, upon the recommendation of the Centre for Social and Educational Work of the University, decides to encourage the participants of student self-government for successful work, in the form of a discount for living in the dormitory in the following academic year.

2. MAIN GOALS, OBJECTIVES AND ACTIVITIES

2.1 Goals:

1) formation of residents' self-management skills, preparing them for competent and responsible participation in the life of society;

2) ensuring the realization of residents' rights to participate in the management of the hostel, assessing the level of living conditions;

3) formation of civic culture, active civic position of residents, promotion of their social maturity, independence, ability to self-organization and self-development.

2.2 Tasks:

1) to protect and represent the rights and interests of residents;

2) assistance in solving social, domestic and other issues affecting the interests of the residents;

3) preservation and development of democratic traditions of students;

4) resolution of conflicts between residents;

5) assistance to the structural subdivisions of the University in organizing leisure time and everyday life of the residents, in promoting a healthy lifestyle;

6) carrying out work aimed at raising the consciousness of residents and their careful attitude to property, patriotic attitude to the spirit and traditions of the University;



7) assisting the University management in familiarizing the residents with the Regulations on Student Hostels, Internal Regulations and Rules of Residence in Student Hostels and other local normative acts of the University regulating the order of residence and use of hostels, to ensure compliance with these rules by all residents of hostels;

8) informing the residents about the activities of the University;

9) assist in the implementation of socially significant youth initiatives.

2.3 Rights:

1) to organise work on self-service of the dormitory, to monitor the observance by the residents of sanitary norms and safety rules, involving the residents in their compulsory performance;

2) to organise work on maintenance of order and cleanliness in living rooms and household premises;

3) to participate in organisational issues related to settlement, resettlement, relocation, eviction of residents from one room to another in coordination with the University management;

4) to prepare proposals on improvement of living and living conditions of the residents of the hostels;

5) involve the residents of the hostel in the current repair and cleaning of the rooms in which they live, to work on the improvement of the assigned territories;

6) in coordination with the University management, organize and conduct cultural and mass events for the leisure of residents in the dormitory;

7) organize annual competitions for the best room in the dormitory, with the preparation of a proposal to encourage the winners;

8) to take measures to identify and evict persons illegally residing in the hostel;

9) to take measures to identify violators of the rules of living in the hostel;

10) to consider and participate in the proceedings of applications and complaints of students living in the hostels;

11) at the end of each academic year to carry out certification of residents, taking into account the discipline of residents, their participation in social work, sanitary condition of the room in which they live;

12) to provide the University with lists of residents who have received unsatisfactory marks for imposing disciplinary sanctions.

13) to prepare representations on persons who systematically violate the rules of living in the hostel or have committed serious misdemeanors (administrative offences, criminal offences), to solve the issue of expulsion from the University and (or) further living in the hostel.

4. Responsibilities:

1) To be a role model for the residents of the hostel;

2) To work with the residents in the implementation of the University Halls of Residence Regulations and the Halls of Residence Rules;

3) To consider, in a timely manner and in accordance with the established procedure, all applications and appeals from residents received by the Students' Council;

4) To work in accordance with these Regulations and the Student Council's Plan of Activities for the academic year;

5) To support socially significant initiatives of the residents;

6) To promote the creation of the necessary social, living, study and recreational conditions for the residents;

7) To represent and protect the interests of the residents before the University administration, state bodies, public associations, other organizations and institutions;

8) To inform the appropriate level of the University Administration and the Residence Administration of its activities and decisions;

9) To present to the Residents a report on the work carried out during the year.



3. BOARD AND FUNCTIONAL AREAS OF ACTIVITY

3.1 The Student Council shall consist of:

- 1) The Chairman of the Student Council;
- 2) One deputy chairman of the Student Council for each block;
- 3) The Floor Manager's (according to the number of floors);
- 4) Director of Cultural and Social Services;
- 5) Secretary.

3.2 Rights and duties of the Chairman of the Student Council

- 1) draws up a calendar plan of the Student Council's work;
- 2) conducts meetings of the Student Council, general meetings of residents of the hostels;
- 3) coordinates the work of the Student Council in accordance with the local normative and legal acts of the University;
- 4) supervises the work of all members of the Student Council;
- 5) organises the work of the Student Council members in preparing and holding events in the hostel;
- 6) monitor the sanitary-hygienic, aesthetic, fire safety condition of the hostel;
- 7) draws up lists to encourage the members of the Student Council for active work;
- 8) takes an active part in the preparation and carrying out of certification for the right to live in the hostel;
- 9) on behalf of the Student Council, coordinates organizational issues with the University administration and other public organizations;
- 10) raises questions to the University management about urgent, necessary measures for repair, improvement of the hostel and the adjacent territory.

3.3 Rights and duties of the Deputy chairman of the Student Council

- 1) replaces the Chairman of the Student Council in his absence or in other cases, with the assignment of all his rights and duties;
- 2) supervise the fulfilment of the rules of visiting the hostel by guests and residents of the hostel;
- 3) organizes and controls the duty of students living in the hostel;
- 4) reports weekly at the meeting of the Student Council on the work done, on the progress of duty, disruptions of duty, maintains the relevant documentation;
- 5) makes proposals for the encouragement and punishment of students living in the hostel during attestation and at meetings of the Student Council;
- 6) bring to the attention of the Student Council, the administration of the residence, questions concerning the life, the leisure time of the students, the improvement of the residence, etc;
- 7) make proposals for the development of student self-governance.

3.4 The Floor Manager's Rights and Duties

- 1) Organizes and supervises the self-care of the residents on the floor;
- 2) Organizes and supervises the work of the students on the floor;
- 3) monitors the sanitary, aesthetic and fire safety condition of the floor;
- 4) supervises and requires the observance of internal regulations by all residents
- 5) supervise the fulfilment of the lease agreement by the residents;
- 6) supervises the aesthetic and sanitary condition of the premises;
- 7) organizes and carries out the weekly general cleaning of the building and the weekly cleaning of the surrounding area;
- 8) make proposals for the encouragement and punishment of the students living in the hostel during the attestation and at the meetings of the Student Council;
- 9) Reflect the life of the floor on the floor stand;
- 10) To make proposals for the intensification of the work of the student self-government;
- 11) Report on the work done at least once a month at the Student Council meeting;



12) Defend the interests of the floor residents at the Student Council meetings.

3.5 Rights and Duties of the Director of Cultural and Social Services

- 1) involve students in the social life of the hostel, the university and its structural units
- 2) to reveal and support the creative abilities of the residents
- 3) to organize and carry out cultural and mass events in the hostel and on the campus;
- 4) Participates in the organization and execution of recreational evenings, concerts, exhibitions and other events;
- 5) Organizes competitions for the best aesthetic decoration of the rooms;
- 6) supervises and assists in the decoration of the wall corners of the floors and the dormitory;
- 7) Participates in the organization and implementation of health promotion activities;
- 8) Encourages students to participate in university and other sports competitions;
- 9) to organize, control and coordinate the work schedules of the sports halls;
- 10) To bring to the attention of the Student Council, the administration of the halls of residence, questions concerning student life, student recreation, improvement of the halls of residence, etc;
- 11) To make proposals for the promotion and punishment of students living in the halls of residence during the attestation and at the meetings of the Student Council;
- 12) to make proposals for intensifying the work of student self-government.

3.6 The Rights and Duties of the Secretary

- 1) In conjunction with the President of the Student Council, prepare the agenda for the upcoming meeting and convene the meeting;
- 2) Follow the agenda of the meeting; explain the voting procedure on the items to be voted on;
- 3) ensure that the voting procedure is followed and that the members of the Student Council have the right to participate in the voting; and
- 4) Count the votes and summarize the voting results;
- 5) Take the minutes of the meeting;
- 6) present the ballots and minutes of the meeting to the Student Council.

4 MAIN PERFORMANCE INDICATORS OF THE WORK OF THE HOSTEL'S STUDENT COUNCIL

4.1 The work of the Student Council will be evaluated according to the following criteria

- 1) The number of meetings held by the Council;
- 2) the number of general meetings of the students living in the hostel;
- 3) the number of revision competitions held;
- 4) Number of activities to improve the hostel and the surrounding area;
- 5) Quality of the control of the sanitary condition of the rooms and common areas;
- 6) Quality of public relations;
- 7) the number of cultural and mass events organized;
- 8) the number of physical, recreational and sports events organized
- 9) the number of offences committed by students living in the hostel;
- 10) the number of penalties imposed for violations of the rules of boarding house life;
- 11) the availability of properly designed visual aids in the hostel.

5 ELECTION PROCEDURE

5.1 The Student Council shall be elected by direct vote from among the students living in the hostel for a term of one year.

5.2 The same person may not be elected to the Student Council for more than three consecutive terms.



5.3 The Deputy of Chairman of the Blocks and the Secretary of the Student Council of the Residence shall be appointed by the Chairman of the Student Council of the Residence.


5.4 The personal composition of the Student Council, once elected, shall be approved by the University Administration.

6 REVISION, AMENDMENT, STORAGE AND DISTRIBUTION

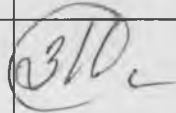
6.1 The revision, amendment, storage and distribution of these Regulations shall be carried out in accordance with the requirements of the University Standard.

6.2 The original copy of these Regulations shall be registered with the unit responsible for the registration of the University's internal regulatory documents.

6.3 The scanned version of these Regulations shall be published on the University's website.

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APPROVAL SHEET

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6	Acting Head of Quality Assurance Centre	A. Romazanova.		
7	Head of the Centre for Social and Educational Work	Z. Shaimerdenova		
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