

APPROVED by the
Decision of the
Board of the Astana Medical
University NCJSC



minute No. *19*

dated *September* « *13* », 2024

REGULATION ON

VOLUNTEER MOVEMENT

ПЛ-МУА-46-24

Astana city

PREFACE

- 1. DEVELOPED BY:** Center for Social and Educational Work
- 2. DEVELOPER:** Z.N. Shaimerdenova, Head of Center for Social and Educational Work
- 3. IMPLEMENTED BY:** Center for Social and Educational Work
- 4. APPROVED:** Minute No. _____, from _____ « _____ », 2024
- 5. EFFECTIVE:** _____ « _____ », 2024
- 6. AGREED BY:** V.V. Koikov, Vice-Rector. Member of the Board
A.B. Zhunussova, Vice-Rector, Member of the Board
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G.A. Mamazhanov, Head of the Department of Planning and Economic Analysis
Z.N. Shaimerdenova. Head of Center for Social and Educational Work
A. Burkutov, Student Rector
- 7. REVISION FREQUENCY:** on demand

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1. General Provisions

1. The volunteer movement of the Astana Medical University NCJSC (hereinafter referred to as the Volunteer Movement) is created in order 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 improvement of the youth environment.

3. The participants of the volunteer movement give their consent to the implementation of the ideas of the volunteer movement and voluntarily participate in the activities of the movement.

4. The volunteer movement is not a legal organization and is not related to making a profit.

5. The following basic concepts are used in this Regulation:

1) volunteer - an individual who carries out volunteer activities;

2) A volunteer action is an event aimed at solving a specific socially oriented, socially useful task performed by a volunteer organization and (or) volunteers, and (or) a group of volunteers;

3) a volunteer program (project) is a systematic set of measures aimed at solving socially oriented, socially useful tasks, indicating the activities and expected results performed by a volunteer organization and (or) volunteers, and (or) a group of volunteers;

4) volunteer activity is a voluntary socially oriented, socially useful activity performed on a free will, carried out free of charge;

5) A volunteer organization is a non-profit organization established and carrying out volunteer activities in accordance with the laws of the Republic of Kazakhstan;

6) A group of volunteers is a voluntary unregistered community of individuals formed for the purpose of joint volunteer activities, which is subject to the norms established by the legislation of the Republic of Kazakhstan;

7) The authorized body in the field of volunteer activity is the central executive body responsible for the management and inter-sectoral coordination in the field of volunteer activity;

2. Purpose and objectives

6. The purpose of the Volunteer movement:

1) formation of students' active social and civic position, self-organization, development of personal qualities such as: integrity, honesty, mercy, compassion, willingness to serve society gratuitously, people who find themselves in a difficult life situation, the sick, lonely and disabled;

7. Tasks of the Volunteer Movement:

1) promotion of the ideas of volunteerism among students;

2) organizing the work of volunteers in various areas;

3) creation of optimal conditions for the dissemination of the volunteer movement and the activation of the participation of University students in urban and republican socially significant actions and projects;

4) assistance to society in solving social problems;

5) involvement of students in charitable assistance activities;

6) the development of high moral qualities by promoting the ideas of voluntary work for the benefit of society;

7) assistance in the improvement of the University and the city;

8) implementation of advertising and information activities aimed at promoting a healthy lifestyle;

9) preparing leaders to work among students;

10) organization of leisure time for students;



- 11) fostering patriotic feelings and love for the Motherland among students;
- 12) formation of a group of volunteers - performers of volunteer programs (projects) and volunteer actions;
- 13) organization of volunteer activity training.

3. Principles of volunteer activity

8. Principles of volunteer activity:

- 1) gratuitousness, voluntariness, equality and legality of volunteer activities;
- 2) freedom in defining goals, forms, types and methods, in choosing the direction of volunteer activity established by applicable legislation;
- 3) transparency and accessibility of information about volunteer activities;
- 4) solidarity, integrity and cooperation of persons involved in volunteer activities;
- 5) safety of life and health;
- 6) equal and mutually beneficial international cooperation in this field.

9. The main types of volunteer activities are:

- 1) participation in the provision of social assistance, assistance to socially vulnerable segments of the population, children in need of special social services;
- 2) social services for the elderly, persons with disabilities, organization of accessibility of the environment for persons with disabilities, assistance in social adaptation, integration and upbringing of orphans and children left without parental care;
- 3) participation in providing assistance to persons affected by natural disasters, environmental, man-made and other disasters, social conflicts, accidents, victims of offenses, refugees and internally displaced persons, as well as other categories and groups of persons in need of outside help and support;
- 4) assistance to central and local executive bodies in preventing and eliminating the consequences of emergency situations;
- 5) participation in the search for missing people, remains of participants of the Great Patriotic War and local wars;
- 6) participation in the protection and protection of the environment, landscaping;
- 7) participation in the creation of opportunities for the preservation of historical and cultural heritage, restoration and preservation of historical and cultural habitat;
- 8) participation in the development of education, science, culture, popularization of knowledge, development of innovations;
- 9) participation in the development and popularization of physical culture, sports and active leisure, in the organization and holding of regional, interregional, republican public and international physical culture and sports events;
- 10) conducting work to promote a healthy lifestyle, organizing and conducting preventive work to counteract the spread of socially significant diseases;
- 11) participation in the organization and holding of regional, interregional, republican and international cultural, mass and other spectacular and public events, including volunteer camps, participation in archaeological excavations, restoration of facades of historical buildings, summer recreation camps for children with disabilities, congress and exhibition activities, unless otherwise established by the laws of the Republic of Kazakhstan;
- 12) participation in strengthening peace, friendship and harmony between peoples, prevention of social, interethnic, interfaith, interethnic, religious conflicts;
- 13) other types of volunteer activities that do not contradict the legislation of the Republic of Kazakhstan.



4. Volunteer activities

10. Types of volunteer activities

- 1) environmental volunteering, attracting students to participate in environmental actions, involving them in environmental activities;
- 2) organization of events aimed at educating students of ecological culture;
- 3) assistance in organizing city, national and international events at the University (forums, festivals, sports contests);
- 4) assistance in the work of persons engaged in tourist activities in organizing sightseeing activities (visiting museums, libraries and other attractions of the city) in order to develop tourism;
- 5) participation in the work of local youth resource centers during republican and city events with volunteers;
- 6) inclusive education;
- 7) working with underage children of deviant behavior;
- 8) organization of yard and sports clubs;
- 9) social work with children, the elderly and the disabled;
- 10) work in the field of environmental protection and environmental safety, preservation of historical and cultural heritage sites;
- 11) participation in the work of public and private healthcare organizations, and other social organizations providing services to patients, the elderly and the disabled;
- 12) interaction with public foundations and non-governmental organizations;
- 13) active coverage of activities in the media and social networks.

5. The procedure for registration of volunteers

11. Registration as a volunteer to participate in events and projects is carried out at the Center for Social and Educational Work in the form provided in Appendix 1.

12. A volunteer is assigned a personal identification number and a corresponding volunteer book is issued.

13. Individuals who have reached the age of eighteen can carry out volunteer activities. Individuals who have not reached the age of eighteen years, volunteer activity is carried out on condition that it does not harm their health and moral development and does not disrupt the learning process.

14. Volunteers under the age of eighteen cannot be involved in:

- 1) participation in providing assistance to persons affected by natural disasters, environmental, man-made and other disasters, social conflicts, accidents; victims of offenses, refugees and internally displaced persons; as well as assistance to central and local executive bodies in preventing and eliminating the consequences of emergency situations;
- 2) assistance to persons who have or have had a criminal record, are being or have been subjected to criminal prosecution, with the exception of persons whose criminal prosecution has been terminated on the basis of paragraphs 1) and 2) of part one of Article 35 of the Criminal Procedure Code of the Republic of Kazakhstan;
- 3) heavy work, work with harmful and (or) dangerous conditions.

6. Rights and obligations of volunteers

15. A volunteer has the right to:

- 1) choose the type of volunteer activity that meets his needs and aspirations;



2) obtaining reliable information about the goals, objectives and content of volunteer activities, about the organizer of volunteer activities, about the volunteer organization, its leadership, principles of activity and organizational structure;

3) implementation of volunteer programs (projects) and carrying out volunteer actions and other events organized, initiated or recommended for the implementation of volunteer activities;

4) obtaining workwear and reimbursement of expenses for travel, accommodation, meals, purchase of necessary personal protective equipment, tools and other costs when performing work related to heavy work, work with harmful and (or) dangerous conditions. if this is provided for by a written civil contract concluded with the volunteer:

5) receiving letters of recommendation from the organizer of the volunteer activity and the volunteer organization:

6) entering information about the volunteer activity carried out by him. about the place and number of hours of its implementation, incentives. additional training received by him, the right to receive support and encouragement measures, and other information into information resources if they are conducted in accordance with the procedure established by the laws of the Republic of Kazakhstan;

7) admission to health, social protection, culture, sports, educational institutions and to the territory of environmental and forest institutions for volunteer activities in coordination with the leadership of these organizations;

8) participation in the promotion of employment;

9) obtaining an advantage in the presence of a badge of distinction for patriotism and active citizenship during the competition for educational grants, as well as for enrollment in students under the state educational order for training with higher education in case of equality of points in accordance with the procedure established by the laws of the Republic of Kazakhstan:

16. The volunteer is obliged to:

1) perform the tasks received from the volunteer coordinator in good faith, and upon completion notify the volunteer coordinator of their completion:

2) not to violate the rights and legitimate interests of citizens and organizations, to comply with the orders of the organizer of volunteer activities given in accordance with his competence:

3) to comply with the principles of safe performance of volunteer activities, not to cause harm to third parties and the environment by their activities;

4) to respect the confidentiality of information to which the volunteer has access in the process of volunteering;

5) do not transfer the performance of their duties to carry out volunteer activities to other persons without the consent of the volunteer coordinator;

6) take care of the material resources and equipment transferred to him in the process of carrying out volunteer activities, and return them at the end of the work;

7) do not interfere with the exercise of the powers of officials of state authorities and local self-government bodies.

17. A volunteer may exercise other rights and obligations established by the laws of the Republic of Kazakhstan, as well as provided for by a civil contract.

7. Responsibility and control over volunteer activities

18. Responsibility for the organization and activities of volunteer groups, for interaction with other organizations and institutions, as well as control over the quality of performance of activities in accordance with this Provision is assigned to the volunteer coordinator of the Center for Social and Educational Work of the Astana Medical University NCJSC.



19. The volunteer coordinator is appointed by the organizer of the volunteer activity or the volunteer organization responsible for the implementation of the volunteer program (project) or volunteer action, or is elected by the volunteers who are part of the volunteer group from among them.

20. The volunteer coordinator instructs the volunteers, distributes the work between them, determines the place and amount of work of each volunteer, and controls the performance of their work.

21. The volunteer coordinator interacts with government agencies, local governments, other organizers of volunteer activities and other volunteer organizations, as well as with volunteer groups.

22. The volunteer coordinator provides training for volunteers in safe methods and techniques for performing work, and first aid to victims of accidents.

23. A volunteer organization has the right to involve organizations engaged in educational activities to conduct special seminars, hearings, working meetings, and volunteer gatherings to train volunteers.

8. Support and financial provision of volunteer activities

24. Astana Medical University NCJSC encourages volunteers, and also submits candidates for the promotion and (or) awarding of the most distinguished volunteers to the state bodies of the Republic of Kazakhstan and/or other organizations in accordance with the procedure established by law.

The encouragement and awarding of volunteers is held annually in December at the solemn event "AMU Volunteer of the Year" held at the University.

25. Measures to support volunteer activities can be carried out in the form of charitable assistance in the following forms:

- 1) logistical support;
- 2) property security;

26. other forms of support that do not contradict the legislation of the Republic of Kazakhstan. Types of encouragement and awards to distinguished volunteers for their conscientious work:

1) obtaining an advantage when conducting a competition for educational grants, as well as for enrollment in the composition of students under the State Educational Order for training personnel with higher education in case of equality of points in accordance with the procedure established by the laws of the Republic of Kazakhstan;

2) presentation of a letter of thanks from the Mayor of Astana city or the Rector of the Astana Medical University NCJSC to the parents of a volunteer;

3) presentation of a diploma from the Ministers of the Ministry of Healthcare of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, Akim of Astana city, Rector of the Astana Medical University NCJSC;

4) referral for academic mobility training to medical universities of the Republic of Kazakhstan and other countries;

5) presentation of valuable gifts and souvenirs;

6) photo placement on the honorary stands of the volunteer movement in Astana and the Astana Medical University NCJSC;

7) the right to receive a bed in the dormitories of the Astana Medical University NCJSC according to the regulations on student dormitories.

9. Revision, modification, storage and distribution



27. Revision, modification, storage and distribution of this regulation are carried out in accordance with the requirements of the University standard "Documentation Management".

28. The original of this regulation is registered and stored in the Center for Strategic Development and Project Management of the University.

29. A scanned version of this regulation is posted on the official website of the University and sent to the interested structural units of the University.



Approval sheet

No.	Title	Full name	Approval date	Signature
1.	Vice-Rector, Member of the Board	A.B. Zhunussova		
2.	Vice-Rector, Member of the Board	M.A. Gazaliyeva		
3.	Vice-Rector, Member of the Board	V.V. Koikov		
4.	Vice-Rector, Member of the Board	D.D. Saidangazin		
5.	Financial Director, Member of the Board;	B.I. Maradzhapov		
6.	Executive Director, Member of the Board	N.N. Makhanbayeva		
7.	Managing Director	A. Ties With.		
8.	Head of Department of Legal Support	A.K. Mukhambetova		
9.	Head of the Department of Planning and Economic Analysis	G.A Mamazhanov		
10.	Head of Center for Social and Educational Work	Z.N. Shaimerdenova		
11.	Head of the Quality Assurance Center	K.K. Assylayeva		
12.	Head of the Center for Planning and Development of Academic Activities	A.K. Dossanova		
13.	Student Rector	A. Burkutov		
14.				



Change Registration Sheet

Ser. No.	Sheet (page) numbers				Total sheets	Number of section, subsection, paragraph of the standard to which the changes relate	Signature of the person who made the changes	Date of change
	Modified	Replaced	New	Canceled				
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Acknowledgement sheet

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