

Approved by
the Resolution of the Management Board of
Astana Medical University NJSC,
Minutes No. 5
dated January 26, 2024

Amendments and Additions Introduced by
the Resolution of the Management Board of
Astana Medical University NJSC,
Minutes No. 9
dated June 9, 2026



REGULATION

INTEGRATED MANAGEMENT SYSTEM

ON STUDENT SELF-GOVERNANCE OF ASTANA MEDICAL UNIVERSITY NJSC PL-AMU-118-26

«АСТАНА МЕДИЦИНА УНИВЕРСИТЕТІ»
КОММЕРЦИЯЛЫҚ ЕМЕС АКЦИОНЕРЛІК ҚОҒАМЫ
АККРЕДИТАЦИЯ ЖӘНЕ САПАНЫ БАСҚАРУ
ДЕПАРТАМЕНТІ

ТІРКЕУ № 61
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«АСТАНА МЕДИЦИНА УНИВЕРСИТЕТІ»
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ТУПНҰСҚА/ОРИГИНАЛ

Astana

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. 5 dated January 26, 2024
- 5 **AMENDMENTS AND ADDITIONS INTRODUCED:** «_____»_____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 Regulation on Student Self-Governance (hereinafter referred to as the "Regulation") defines the procedure for the functioning of student organizations within the Non-Profit Joint-Stock Company "Astana Medical University" (hereinafter referred to as the "University").

2. Student Self-Governance is a collegial body of the University operating in accordance with this Regulation and other internal regulatory documents of the University.

3. Student Self-Governance is a form of organizing student activities aimed at creating conditions for personal and professional development, successful socialization in society, and the realization of students' intellectual and creative potential.

4. The terms and definitions used in this Regulation are provided in Table 1.

Table 1. Terms and Definitions

№	Term (Abbreviation)	Definition
1	DSEW	Department of Social and Educational Work
2	DAQM	Department of Accreditation and Quality Management
3	CEC	Central Election Commission
4	SCO	Student Organizations Council
5	SSDC	Student Student Dormitories Council
6	ATS	Academic Teaching Staff
7	CMI	Mass Media
8	GPA (Grade Point Average)	A student's average academic performance score calculated in accordance with the University's current knowledge assessment system.
9	Collaborative Culture Department (CCD)	Department of Student Culture and Creativity

2. Main Body

5. Subject, Goals and Objectives of Student Self-Governance. Student Self-Governance is a form of organizing independent public activities of students aimed at ensuring their participation in the governance of the University. It is determined by the students themselves and carried out in accordance with the goals and objectives established for student communities.

6. The goals and objectives of Student Self-Governance are as follows:

- 1) ensuring the rights of students to participate in the management of all areas of the University's activities and in addressing issues affecting student life;
- 2) promoting students' social engagement and supporting the development and implementation of social initiatives;
- 3) facilitating the development of students' self-governance knowledge and skills;
- 4) implementing socially significant youth initiatives;
- 5) preserving and promoting the University's corporate traditions;
- 6) representing students in the collegial bodies of the University.

7. Regulatory Framework for Activities

- 1) The Charter 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;
- 2) Internal Regulatory Documents of the University;
- 3) Orders and Instructions Issued by the University Management;
- 4) This Regulation.

8. Student self-government consists of the **Student Rectorate Council** and the **Student Ombudsman**.

9. The Student Rectorate is the highest body of student self-government of the University and consists

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of the following members:

- 1) Student Rector;
- 2) Student Vice-Rector for Academic Affairs;
- 3) Student Vice-Rector for Student Affairs;
- 4) Student Vice-Rector for Research Affairs;
- 5) Heads of Student Organizations.
10. Student Ombudsman

The Student Ombudsman is an authorized representative responsible for the protection of the rights and legitimate interests of students.

11. The Student Rectorate Council consists of:

- 1) Vice-Rector for Academic Affairs;
- 2) Vice-Rector for Research Affairs;
- 3) Vice-Rector for Student Affairs;
- 4) Heads of Student Organizations.

12. The structural units of the Student Rectorate include:

- 1) The Student Vice-Rector for Academic Affairs Block:
Student Dean's Office (Bachelor's, Internship, and Master's Programs);
Council of Class Representatives (Schools and Academic Groups).

- 2) The Student Vice-Rector for Research Affairs Block:
Department of Startups and Innovation;
Student Scientific Society.

- 3) The Student Vice-Rector for Student Affairs Block:
CCD Department;
Student Council of Student Residence Halls (SCSRH).

13. The following units operate under the Student Rector:

- 1) Secretariat;
- 2) Press Service.

14. Functions of the Student Rectorate:

- 1) To represent the legitimate interests of students in the collegial governing bodies of the University;
- 2) To inform the University administration about existing issues related to educational, methodological, student affairs, research, and clinical activities, and to communicate to students the measures taken to address such issues;

3) To initiate proposals aimed at expanding the range of additional educational services provided by the University beyond the main educational programs;

- 4) To assist in resolving social and welfare issues affecting students;
- 5) To preserve and develop democratic traditions of the student community;
- 6) To assist in organizing students' leisure activities and promoting a healthy lifestyle;
- 7) To participate in fostering students' commitment to the spirit and traditions of the University;
- 8) To assist students in familiarizing themselves with the University's internal regulatory documents and monitoring compliance therewith;

- 9) To inform students about the activities of the University;
- 10) To facilitate the implementation of socially significant youth initiatives;
- 11) To participate in the work of the Student Dormitory Accommodation Commission;
- 12) To conduct awareness-raising activities on the principles of academic integrity and academic policy;

- 13) To engage students in active student life at the University;

14) To organize and conduct student events of various types, including social, cultural, and sports events;

- 16) To actively support the University's career guidance and outreach activities;

17) To organize and participate in charitable activities conducted by the University, the city, and the Republic of Kazakhstan;

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18) To contribute to the development of a positive image of the University;

19) To develop and maintain student self-government on a continuous basis;

To facilitate the involvement of University students in volunteer activities.

20) The Student Rectorate is accountable to the Department of Social and Student Affairs.

15. Functions of the Student Rector:

1. Heads the Student Rectorate;
2. Coordinates the activities of the Student Rectorate;
3. Chairs meetings of the Student Rectorate;
4. Represents the interests of students;
5. Approves plans and reports of the University's student organizations.

16. Regular elections of the Student Rector shall be held once every two years during the first semester of the academic year. The term of office of the Student Rector shall be 2 (two) years.

17. Any student possessing leadership and organizational skills, having experience in student organizations, being enrolled in the third year of study or above, maintaining a GPA of at least 3.0, and having no disciplinary sanctions may apply for the position of Student Rector.

Candidates for the position of Student Rector shall submit to the Central Election Commission a portfolio containing:

1. an application declaring the intention to run as a candidate;
2. an election program;
3. a photograph;
4. a curriculum vitae (CV);
5. an academic transcript;
6. at least 50 signatures of students in support of the candidate, submitted 2 (two) weeks prior to the election.

18. The same person may not be elected Student Rector more than two consecutive times.

19. The election procedure shall consist of three stages: registration, election campaign period, and voting.

20. The Student Rector shall be elected through free, direct, and secret voting at University-wide elections (hereinafter referred to as the "Elections").

21. The University's Central Election Commission (CEC) shall receive candidate applications, verify compliance with the established requirements, register candidates, and organize and conduct elections in accordance with the following procedure:

1. registration shall take place from 1 to 10 October;
2. the election campaign period shall take place from 10 to 20 October.

22. Election campaigning may be conducted through:

1. social media platforms;
2. meetings with voters.

23. The CEC shall be elected from among independent students who are not candidates for positions within the Student Rectorate. The composition of the University's CEC shall be elected 2 (two) weeks prior to the Elections.

24. The full composition of the University's CEC shall be selected on a competitive basis from among students who voluntarily submit an electronic application for the position through Google Forms.

25. All applicants for positions in the University's CEC shall be ranked according to the selection criteria (second-year students and above, GPA above 3.0, and no disciplinary sanctions). The first six applicants shall be appointed to the following positions in order of ranking: Chairperson, Deputy Chairperson, three Members, and Secretary.

26. The elected composition of the University's CEC shall be approved by the Department of Social and Student Affairs.

27. Throughout the voting period, the ballot box shall remain sealed and unopened. The keys to the ballot box locks shall be kept by the Chairperson of the CEC.

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28. The opening of ballot boxes and vote counting shall be conducted by the University's CEC on the date, time, and venue established in the election schedule, in the presence of the Director of the Department of Social and Student Affairs, authorized representatives of candidates, and independent observers from among the University's students.

29. Any student of the University may voluntarily serve as an independent observer.

The Elections shall be deemed valid if at least 30% of the students participate in the voting. In the event of a tie, a repeat vote shall be conducted.

31. The Elections may be declared invalid if violations of the election procedure are identified.

32. In cases of force majeure (including epidemics, pandemics, or states of emergency), alternative criteria and timelines for the election of the Student Rector may be established.

33. Within 7 (seven) calendar days following the election, the Student Rector shall approve the list of appointed members of the Student Rectorate, specifically:

1. the Press Service and Secretariat;
2. the Student Vice-Rector for Academic Affairs;
3. the Student Vice-Rector for Student Affairs;
4. the Student Vice-Rector for Research Affairs.

34. The Student Ombudsman is an authorized representative for the protection of students' rights, appointed by the Chairperson of the Management Board – Rector of the University from among active student self-government representatives.

35. Functions of the Student Ombudsman:

1. to represent the legitimate interests of students in the collegial governing bodies of the University;
2. to cooperate and work with the Compliance Officer, where necessary;
3. to promptly respond to students' appeals and take the necessary measures to resolve issues, ensuring an independent, impartial, and confidential review of each appeal;
4. to submit proposals for amendments and additions to local regulatory acts affecting the rights and legitimate interests of students;
5. to cooperate and engage with city-level and national Student Ombudsmen.

36. The Student Ombudsman shall be knowledgeable of:

1. the Constitution of the Republic of Kazakhstan;
2. the Law of the Republic of Kazakhstan "On State Youth Policy in the Republic of Kazakhstan";
3. the Law of the Republic of Kazakhstan "On Education";
4. the Academic Policy of the University;
5. the University's Code of Ethics;
6. the University's Academic Integrity Code;
7. the Regulations on the Commission for Monitoring Students' Compliance with Established Rules;
8. other regulatory and legal acts of the University.

37. The Council of Student Organizations is an association of heads of the University's student organizations whose activities are aimed at implementing socially significant youth initiatives in accordance with the Charters/Regulations of the student organizations they represent. The Council of Student Organizations serves as an advisory and consultative body under the Student Rectorate.

38. Functions of the Council of Student Organizations:

1. Coordination of the activities of the University's student organizations;
2. Review of initiatives and projects proposed by student associations;
3. Organization of cooperation and interaction among student organizations;
4. Development of a consolidated plan of student activities and events;
5. Representation of the interests of student organizations before the Student Rectorate and the University administration;
6. Monitoring the effectiveness of student organizations' activities.

39. To carry out its activities within the University, a student organization must be registered with the Department of Social and Student Affairs.

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40. Registration is the official recognition and confirmation by the University of the activities of a student organization and consists of recording essential information about the student organization.

41. To obtain registration, a student organization shall submit the following documents:

1. Regulations/Charter/Minutes of Establishment specifying the purpose and areas of activity of the organization;
2. The organizational structure and membership list of the student organization;
3. A work plan for a period of not less than six months;
4. A report on activities carried out.

42. If a student organization fails to provide information on its activities for a period of six months, it shall be removed from the register of student organizations.

43. Functions of a Student Organization:

1. To engage students in active student life at the University within the organization's areas of activity;
2. To organize and conduct student events of various types in accordance with its statutory areas of activity and approved work plan;
3. To contribute to the development of a positive image of the University;
4. To cooperate with youth organizations at the city, national, and international levels.

44. The activities of student self-government bodies shall be documented through meeting minutes, work plans, and reports, which shall be maintained by the Department of Social and Student Affairs. The use of digital platforms (social media, online voting systems, and electronic registration forms) is permitted in the activities of student self-government bodies.

45. The Student Vice-Rector for Academic Affairs shall be appointed to and dismissed from office by order of the Student Rector.

46. The purpose of the Student Vice-Rector for Academic Affairs is to develop a unified policy for interaction between students and the University administration, academic staff, and other structural units in addressing students' academic matters.

47. Functions of the Student Vice-Rector for Academic Affairs:

1. To establish effective communication between schools and students in addressing academic matters;
2. To coordinate and supervise the activities of Student Deans, the Council of School Representatives, and, through them, the School Representatives;
3. To organize and facilitate the activities of student representative bodies at various levels;
4. To submit to the Vice-Rector for Academic Affairs proposals regarding the educational process initiated by students and to conduct a systematic analysis of academic issues that cause disagreements or difficulties for students, for the purpose of managerial decision-making;
5. To carry out systematic activities aimed at promoting the principles of academic integrity and preventing violations thereof;
6. To initiate proposals for expanding the range of additional educational services provided by the University beyond the main educational programs;
7. To inform students about the University's regulatory and policy documents;
8. To actively support the University's career guidance activities;
9. To attract, organize, and participate in volunteer activities;
10. To contribute to the development of a positive image of the University;
11. To organize, facilitate, and participate in the implementation of the Student Rectorate's work plan.

48. The Student Dean's Office consists of the Deans of Bachelor's, Internship, and Master's Programs, as well as the Council of School Representatives of the Bachelor's Schools, and forms part of the Student Vice-Rector for Academic Affairs Block.

49. Functions of the Student Dean's Office:

1. To facilitate communication between students and the University;
2. To plan and implement the annual work plan of the Student Vice-Rector for Academic Affairs;
3. To conduct systematic activities aimed at promoting the principles of academic integrity and preventing violations thereof;
4. To engage students in University-wide activities and events.

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50. Student Deans (Bachelor's, Internship, and Master's Programs) and School Representatives of the Bachelor's Schools shall be elected through voting by class representatives.

At a joint meeting of all class representatives of the respective educational programs (Bachelor's, Internship, and Master's Programs), candidates shall be nominated, and Student Deans and School Representatives shall be elected by a majority vote for a term of one academic year from among class representatives who:

1. have a GPA of not less than 3.0;
2. possess leadership and organizational skills; and
3. enjoy authority and respect among students.

51. The same person may not be elected as a Student Dean more than two consecutive times.

52. The Student Vice-Rector for Research Affairs shall be appointed to and dismissed from office by order of the Student Rector.

53. Main Functions of the Student Vice-Rector for Research Affairs:

1. To develop and strengthen cooperation between students and academic staff, and to consolidate scientific and project potential in order to achieve synergistic outcomes through joint research and innovation activities;

2. To organize and provide methodological support for the activities of the Student Scientific Society;

3. To coordinate the activities of the Department of Startups and Innovation;

4. To establish an effective system of interaction and feedback with mentors and project supervisors in order to ensure high-quality scientific guidance at all stages of project implementation;

5. To promote interdepartmental cooperation among student researchers, student entrepreneurs, and relevant University units (departments, the Department of Research Development, etc.);

6. To inform students about the regulatory documents governing research and innovation activities within the University;

7. To actively participate in the University's career guidance and science outreach activities;

8. To organize and coordinate student participation in scientific conferences, forums, symposiums, research competitions, and academic Olympiads at national and international levels;

9. To contribute to the development and promotion of a positive image of the University within the academic and scientific community.

54. Department of Startups and Innovation

The Department of Startups and Innovation operates under the coordination of the Student Vice-Rector for Research Affairs.

55. The purpose of the Department is to develop the innovative, entrepreneurial, and project potential of the University's students.

56. Main Functions of the Department:

1. To identify and support innovative initiatives proposed by students;

2. To promote the development of student entrepreneurship and startup culture;

3. To organize and conduct competitions, hackathons, acceleration programs, and incubation programs;

4. To provide guidance and consultation to students on the development and implementation of startup projects;

5. To facilitate student participation in grant, investment, and other support programs for innovative projects;

6. To support the formation of project teams and the development of interdisciplinary cooperation;

7. To contribute to the development of a positive image of the University in the fields of science, innovation, and entrepreneurship.

57. The Student Scientific Society operates under the coordination of the Student Vice-Rector for Research Affairs.

58. Main Functions of the Student Scientific Society:

1. To engage students in research activities;

2. To organize scientific events;

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- 3) Main Functions of the Student Scientific Society (continued):
- 4) To facilitate student participation in conferences, forums, and academic Olympiads;
- 5) To promote science and research activities among students;
- 6) To encourage and support students' publication activities;
- 7) To cooperate with academic departments and research units of the University.

59. The Student Vice-Rector for Student Affairs shall be appointed to and dismissed from office by order of the Student Rector.

60. Main Functions of the Student Vice-Rector for Student Affairs:

1. To participate in the development of the annual student affairs work plan of the Student Rectorate;
2. To organize and supervise the activities of the CCD Department;
3. To organize and conduct cultural and social events in accordance with the Student Rectorate's work plan;
4. To ensure media coverage of planned and completed activities and events;
5. To promote and develop democratic traditions among students;
6. To organize students' leisure activities and promote a healthy lifestyle;
7. To contribute to fostering students' commitment to the spirit and traditions of the University;
8. To organize and supervise the activities of the Student Council of Student Residence Halls;
9. To assist in resolving social and welfare issues affecting students residing in student residence halls;
10. To explain and monitor compliance with the rules of residence in student residence halls;
11. To participate in the processes of student accommodation, relocation, and eviction within student residence halls;
12. To participate in the work of the Commission for Monitoring Students' Compliance with Established Rules;
13. To monitor the implementation of the Commission's decisions concerning students residing in student residence halls;
14. To contribute to the development of a positive image of the University;
15. To engage students in volunteer activities.

61. The Student Council of Student Residence Halls (SCSRH) is a student self-government body operating within the Student Vice-Rector for Student Affairs Block. The SCSRH consists of the Chairpersons of Student Residence Halls. The main functions of the SCSRH are:

1. To contribute to improving students' living conditions and leisure opportunities;
2. To cooperate with the University's structural units on issues related to creating and improving living conditions in student residence halls;
3. To coordinate the activities of floor representatives and sector coordinators;
4. To monitor the sanitary condition of student residence halls;
5. To monitor compliance with the rules of residence in student residence halls;
6. To organize leisure activities for students residing in student residence halls.

62. Regular elections of Student Residence Hall Chairpersons shall be held once per year during the first semester, after student accommodation has been completed. The term of office shall be one academic year. Elections shall be conducted separately in each student residence hall.

63. The same person may not be elected as a Student Residence Hall Chairperson more than three consecutive times.

64. The election procedure shall consist of three stages: Registration – Election Campaign Period – Elections.

65. Registration shall be conducted during October of the academic year.

66. To register as a candidate for the position of Student Residence Hall Chairperson, a student must collect at least 50 signatures from students residing in the residence hall for which the candidacy is being submitted.

67. Election campaigning may be conducted through:

1. Social media platforms;

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2. Meetings with voters.

68. Any University student in the second year of study or above who resides in the relevant student residence hall, has a GPA of not less than 3.0, and possesses leadership and organizational skills may apply for the position of Student Residence Hall Chairperson...

Any University student in the second year of study or above who resides in the relevant student residence hall, has a GPA of not less than 3.0, possesses leadership and organizational skills, enjoys respect and authority among students, and has no disciplinary sanctions may apply for the position of Student Residence Hall Chairperson.

69. The Student Council of Student Residence Halls shall consist of:

1. Cultural and Events Sector;
2. Floor Representatives;
3. Press Service;
4. Secretary.

70. Floor Representatives shall be elected from among students residing in the student residence hall at a general meeting of residents of the respective floor.

71. The CCD Department operates as part of the Student Vice-Rector for Student Affairs Block.

72. The primary purpose of the Department is to organize cultural and social events and to engage students in creative groups and activities for the development and realization of their potential.

73. The Head of the Department shall be appointed to and dismissed from office by order of the Student Rector upon the recommendation of the Student Vice-Rector for Student Affairs.

74. Functions of the CCD Department:

1. To develop and promote students' creative abilities; to organize and conduct cultural and social events in accordance with the Student Rectorate's work plan;
2. To foster students' conscious, responsible, and active participation in the social life of the University, the city, and the country;
3. To preserve and enhance the traditions of the University, promote its history and symbols, and strengthen the prestige of studying at Astana Medical University.

75. Members of Student Self-Government Bodies have the right:

1. To develop and implement programs and projects within the framework of student self-government activities;
2. To submit proposals regarding the organizational activities of student self-government bodies;
3. To receive moral and/or material incentives and recognition;
4. To use the University's facilities and resources (offices, assembly halls, equipment, technical devices, lecture halls, and other facilities) for the implementation of their statutory objectives, based on an official request submitted through the Department of Social and Student Affairs.

76. Members of Student Self-Government Bodies shall be responsible:

1. For committing offenses while performing activities within student self-government bodies, within the limits established by the legislation of the Republic of Kazakhstan;
2. For causing material damage, within the limits established by the applicable legislation of the Republic of Kazakhstan.

77. Interaction with Other University Units

Student self-government bodies shall cooperate with all structural units of the University on matters related to the performance of their activities with the support of the Department of Social and Student Affairs.

3. Revision, Amendment, Storage, and Distribution

78. The revision (updating), amendment, storage, and distribution of these Regulations shall be carried out in accordance with the requirements of the documented procedure "Document Control" (SU-MUA-37-02).

79. The original copy of these Regulations, together with a copy of the extract from the minutes of the meeting of the Management Board of Astana Medical University NJSC, shall be registered and

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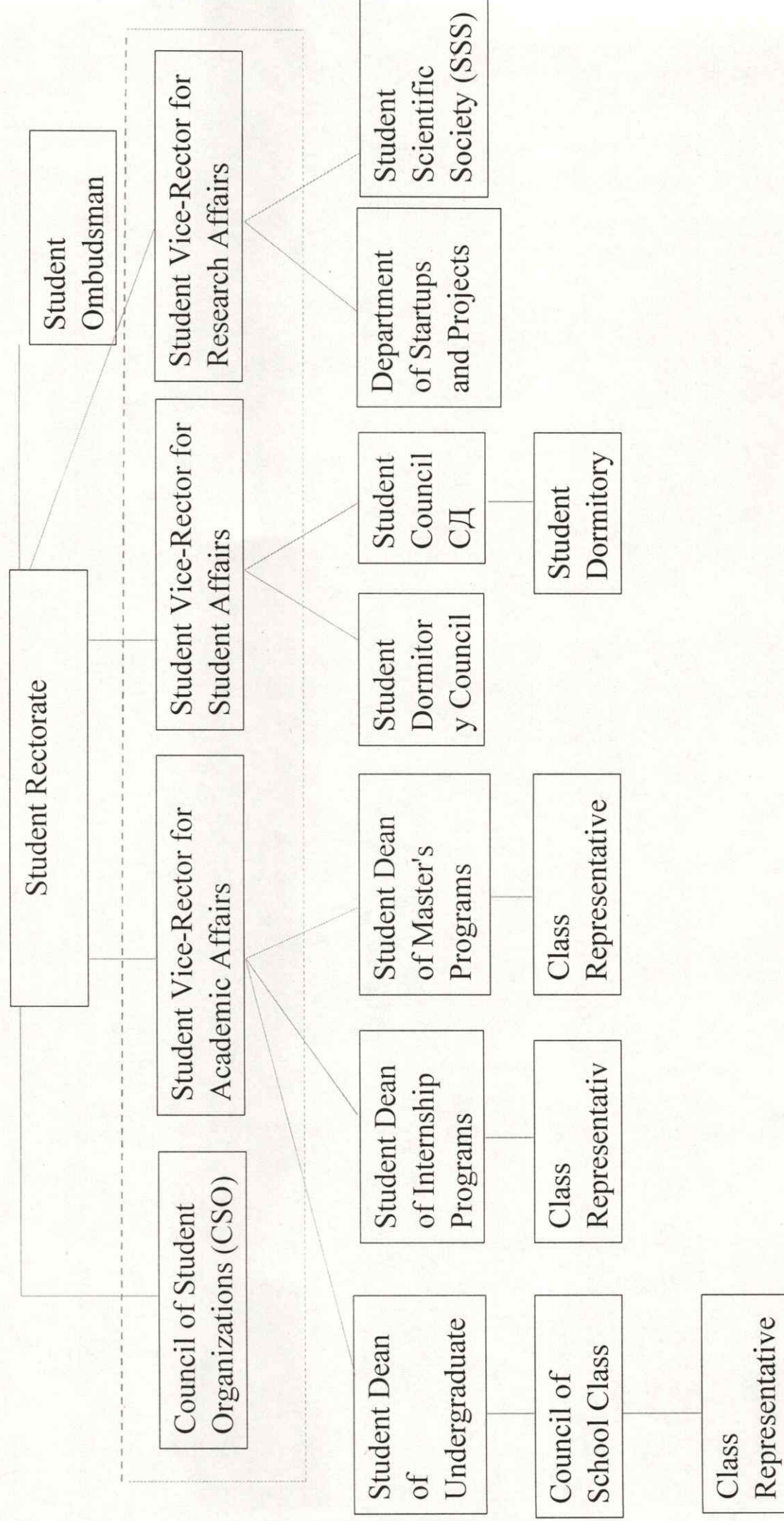
maintained by the Department of Accreditation and Quality Management.

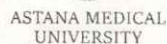
80. A scanned version of the approved Regulations shall be published in three languages on the official website of the University under the “Employees” section, as well as under the “Students” – “Regulatory Documents” section.



Appendix 1

Structure of Student Self-Government



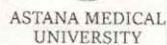


Approval Sheet

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Record of Revisions

№	Page Number(s)				Total Number of Pages	Section, Subsection, and Clause Number(s) to Which the Revisions Apply	Signature of the Person Making Changes	Date of Revision
	Revised.	Replaced	New	Cancelled				
1	4				1	Section 1. General Provisions	3/10, -	
2	4				1	Section 2. Terms, Definitions and Abbreviations	3/10, -	
3	5-6				2	Clauses 7-14. Structure of Student Self-Government	3/10, -	
4	6-7				2	Clauses 15-32. Procedure for the Election of the Student Rector	3/10, -	
5	7				1	Clauses 33-35. Student Ombudsman	3/10, -	
6	7-8				2	Clauses 36-42. Council of Student Organizations	3/10, -	
7	8-9				2	Clauses 44-46. Academic Affairs Block	3/10, -	
8	9-10				2	Clauses 47-50. Research Affairs Block	3/10, -	
9	10-11				2	Clauses 51-70. Student Affairs Block	3/10, -	
10	11				1	Clauses 71-72. Rights and Responsibilities	3/10, -	
11	12				1	Section 4. Revision, Amendment, Storage and Distribution	3/10, -	
12	13				1	Appendix 1. Organizational Structure of Student Self-Government	3/10, -	

[illegible]