INTERNAL REGULATIONS
NJSC “Kazakh National Research Technical University named after K.I. Satpayev”

IR 029-06.11-2-01 – 2016

Almaty 2016
FOREWORD

1 DEVELOPED by the Administrative Department of the NJSC "Kazakh National Research Technical University named after K.I.Satpayev"

2 AGREED

Responsible for translation
Head of the English Language Department A.Turlybekova
"11" 2016

3 APPROVED by the decision of the Board "12 " 2016 № 35

4 INTRODUCED for the first time

Approved: by the decision of the Board of KazNRTU « » 2016 № 35
CONTENT

1 General provisions 4
3 Procedure for hiring and dismissing employees 6
4 Basic rights and obligations of employees and students 7
5 Fundamental rights and obligations of the administration 12
6 Time of work and rest 14
7 Rewards for success in work and study 15
8 Responsibility for violation of labor and academic discipline 16
9 Organization of the educational process 17
10 Order in the premises and on the campus of the University 18
11 Final clauses 19
List of change registration 20
1 General provisions

1.1 These Rules of Internal Regulations of the NJSC “Kazakh National Research Technical University named after K.I. Satpayev” (hereinafter - KazNRTU, the University) are developed in accordance with the Labor Code of the Republic of Kazakhstan, the Law on Education of the Republic of Kazakhstan, the Charter of KazNRTU and other internal documents of the University and determine the internal labor and educational regulations of the University, the procedure for hiring and dismissal of employees, the main responsibilities of the employer (KazNRTU), employees and students of the University, working hours and rest time, conditions for ensuring labor and academic discipline, incentives and disciplinary measures applied for violation of labor / academic discipline, other issues of regulation of labor relations and relations of KazNRTU with students.

1.2 Employees and students of the University are obliged to observe labor and academic discipline, strictly follow these Rules, consciously, creatively relate to work and study, ensure their high quality, productive use of working and study time.

Labor and academic disciplines are based on the conscientious fulfillment by employees and students of their labor and educational duties.

1.3 These Rules are designed to promote the behaviour of the team in the spirit of comprehensive strengthening of labor and academic discipline, the introduction of a scientifically based organization of labor and educational process, the rational use of working and study time, and the achievement of high quality of labor, educational and scientific processes.

2 Scope of the regulations

2.1 These Rules apply in full to all structural divisions of the University, as well as to all categories of employees of the University (including those working on a part-time basis and hourly wages).

2.2 In terms of maintaining the work regime, order and discipline, ensuring the safety of premises, equipment and other material values, compliance with the rules of fire safety and labor protection, industrial sanitation and hygiene, established at the University, these Rules apply to representatives and employees of third-party organizations working at the University, using the premises and equipment of the University on lease or other bases provided for by the current legislation, as well as on students and visitors of the University.
3 Procedure for hiring and dismissal of employees

3.1 The decision on hiring, transferring, moving and dismissing employees is made by the Rector of KazNRTU or another person authorized to make such decisions in the manner prescribed by law.

3.2 Admission to teaching staff positions is carried out using the procedures of the Rules for the competitive replacement of positions of the teaching staff of KazNRTU, developed by the University in accordance with the requirements of the legislation of the Republic of Kazakhstan.

Employees are hired for other positions based on the results of an interview and/or testing, which reveals the professional suitability of a candidate for filling a vacant position.

3.3 When recruiting, KazNRTU adheres to the principle of providing support to talented young specialists. This category includes graduates of leading universities in Kazakhstan and abroad (including those who studied under Bolashak program) with a GPA of at least 3.5 points or other outstanding academic/scientific achievements. When hiring, these specialists may be granted the right to have a position one step higher than that corresponding to the qualification characteristics of a young specialist.

3.4 To conclude an employment contract, the following documents are required:

1) application for employment admission;
2) identity card or passport (birth certificate for persons under the age of sixteen); oralman present an oralman certificate issued by local executive bodies;
3) a residence permit or certificate of a stateless person (for foreigners and stateless persons permanently residing in the territory of the Republic of Kazakhstan);
4) documents on education, qualifications, including documents on the assignment of scholar titles and degrees (if any);
5) documents on the availability of special professional training, including templates of documents, permitting the admission of workers to certain types of work that require special knowledge, skills and abilities;
6) a document confirming labor activity (for persons with work experience);
7) a document of military registration (for persons liable for military service and persons subject to conscription);
8) a document on the passing of a preliminary medical examination (including fluorographic examination) for the teaching staff and other persons obliged to undergo such an examination in accordance with the legislation of the Republic of Kazakhstan;
9) a certificate of the presence or absence of information about the commission of a criminal offense.
The application for admission is also included a resume and a photo of 3x4 size.

To conclude an employment contract for part-time work, the employee also submits a certificate of the nature and conditions of work at the main work place (place of work, position, working conditions).

3.5 Hiring is formalized by the order of the Rector or other authorized person, issued on the basis of the concluded employment contract.

The employer is obliged to familiarize the employee with the order for admission to work, which is certified by the employee’s signature.

3.6 When hiring an employee, a probationary period of 3 months is established. A shorter probationary period (or lack thereof) may be provided for individual employees by decision of the Rector or other official signing the application for employment admission.

3.7 The beginning of the performance of the employee’s labor functions is the date of commencement of work specified in the employment contract. In cases of absence and (or) failure to properly formalize the employment contract on the part of the employer, the validity of the employment contract begins with the actual admission to work.

3.8 After concluding an employment contract with an employee, the employer acquaints him with the following documents:

- these Rules;
- position instruction which stipulates the rights and obligations of the employee;
- rules of safety and labor protection, fire safety, sanitary safety and other internal documents of the University.

3.9 At the request of the employee, the personnel department maintains and stores his/her record of service. At the request of the employee, when concluding a labor contract, for the first time, the personnel department can issue a record of service.

3.10 Transfer to another job, changes in the working conditions of the employee are made in accordance with the provisions of the Labor Code.

It is not a transfer to another job and does not require the employee’s consent to move him/her to another workplace, to another structural unit (or renaming a unit or position) or assigning another job within the position, specialty, profession, qualification stipulated by the employment contract, except for cases when such movement (work) contains other working conditions.

3.11 In connection with changes in the organization of the educational process and (or) a reduction in the volume of work for any reason, it is allowed to change the working conditions of the employee while continuing to work in the position, specialty or profession of the relevant qualifications, stipulated by the employment contract, including introduction in the prescribed manner of a part-
time regime with a corresponding decrease in wages.

The employer must notify the employee in writing about the changes in working conditions not later than one month in advance.

In the event of a written refusal by the employee to continue working due to a change in working conditions, the employment contract with the employee shall be terminated.

3.12 Transfer, relocation, changes of working conditions are formalized by the order of the Rector or another authorized person and the introduction of appropriate changes / additions to the employment contract.

3.13 The grounds for termination of an employment contract are:
- expiration of the term of the employment contract;
- termination of an employment contract by agreement of the parties;
- termination of the employment contract at the initiative of the employee;
- termination of the employment contract at the initiative of the employer;
- in connection with the transfer of an employee to another employer;
- circumstances beyond the control of the parties;
- the employee’s refusal to continue the employment relations;
- violation of the conditions for concluding an employment contract;
- the transfer of an employee to an elective job (position) or his/her appointment to a position that excludes the possibility of continuing labor relations, except for the cases provided for by the laws of the Republic of Kazakhstan;
- other grounds provided for by the Labor Code.

13.14 An employment contract on the initiative of the University (the employer) may be terminated in the following cases:
1) liquidation of the employer;
2) reduction of the number or staff of employees;
3) a decrease in the volume of performed work and provided services, resulting in a deterioration in the economic condition of the employer;
4) inconsistency of the employee for the held position or performed work due to insufficient qualifications or due to a state of health;
5) a negative result of work during the trial period;
6) absence of an employee from work without a valid reason for three or more hours in a row in one working day;
7) the employee is at work in a state of alcoholic, drug and other intoxication, including cases of consumption of drinks and substances during the working day that cause the specified state; refusal to undergo a medical examination to establish the fact of the use of these substances;
8) violation of the rules of labor protection or fire safety by the employee, which has entailed or could entail serious consequences, including work-related injuries and accidents;
9) an immoral offense incompatible with the continuation of this work
committed by an employee performing educational functions;
  10) the employee has committed a corruption offense;
  11) committing theft by the employee, as well as in the case of culpable actions or inaction of the employee serving monetary or commodity values, giving grounds for the loss of trust in him/her on the part of the employer;
  12) repeated non-performance or repeated improper performance without valid reasons of labor duties by an employee who has a disciplinary sanction;
  13) submission by the employee to the employer of knowingly false documents or information when concluding an employment contract;
  14) the employee reaches the retirement age established by the legislation of the Republic of Kazakhstan;
  15) the employee is absent at work for more than one month due to reasons unknown to the employer.
  16) in other cases established by the Labor Code of the Republic of Kazakhstan.

13.15 The employment contract for part-time work may be terminated at the initiative of the employer in the case of an employment contract signing with an employee for whom this work will be the main one.

3.16 The employment contract may be terminated at the initiative of the employee with a written warning to the employer about this at least one month before the termination date.

By agreement between the employee and the employer, the employment contract may be terminated before the expiry of the specified warning period.

3.17 Stopping or termination of an employment contract is carried out in accordance with the procedure established by the Labor Code of the Republic of Kazakhstan, and is formalized by an order of the Rector or another authorized person.

A copy of the order to terminate the employment contract is handed to the employee or sent to him/her by a letter with notification within three working days from the date of the order publication.

4 Basic rights and obligations of employees and students

4.1 Students at the University have the right to:
  - obtain quality education in accordance with state compulsory standards of education;
  - training within the framework of state compulsory standards of education on individual curricula, reduced educational programs by decision of the council of the educational organization;
  - participation in the management of the University;
  - restoration and transfer from one educational institution to another, from
one specialty to another, from a paid basis to training on a state educational order;
- free use of information resources, sports, reading, assembly halls, computer labs and a library;
- respect for their human dignity, free expression of their own opinions and beliefs;
- combining study with work in their free time.
- encouragement and reward for success in studies, scientific and creative activities.

4.2 Employees of the University have the right to:
- safety and labor protection;
- obtaining complete and reliable information on the state of health and safety conditions;
- get acquainted with the internal regulations of the University related to the labor process and affecting his/her rights, obligations and guarantees;
- timely and full payment of wages in accordance with the terms of the employment contract;
- rest, including paid annual leave;
- association, including the rights to create a trade union or other associations, as well as membership in them, to represent and protect their labor rights, unless otherwise provided by the laws of the Republic of Kazakhstan;
- vocational training, retraining and advanced training in the order prescribed by the current legislation and acts of the University;
- compensation for harm caused to his/her health in connection with the performance of labor duties;
- participation in the work of the collegial management bodies of the University;
- protection of their professional honor and dignity;
- a workplace equipped in accordance with the requirements of safety and labor protection;
- other rights in accordance with the Labor Code of the Republic of Kazakhstan.

4.3 Students and employees are obliged to:
- conscientiously fulfill their labor and educational duties, comply with labor and academic discipline, timely and accurately fulfill the orders of the university administration and the direct supervisor, use all working and study time for productive work and gaining knowledge;
- comply with the requirements of the legislation of the Republic of Ka-
zakhstan, regulatory documents of the University, fulfill the conditions of concluded labor contracts and contracts for training;

- comply with the norms of the code of business ethics, the code of behavior of the teaching staff, the ethical code of students, the generally accepted norms of ethics, morality and morality;

- carry out work assignments and educational tasks efficiently and on time;

- maintain cleanliness and order at your workplace, classrooms, office and other premises;

- comply with the established procedure for storing documents and material values;

- take good care of the property and other material values of the University: building, premises, equipment (personal computers, office equipment, etc.), tools, measuring instruments, etc., books received from the University library, other property, monetary and material funds reported to the employee/student. In case of damage to the property of the University, it is necessary to compensate for the damage in accordance with the established procedure;

- economically and rationally spend the material resources of the University;

- comply with the norms, rules and instructions on labor protection, industrial sanitation, fire safety rules;

- not to use information obtained by virtue of official position for speeches and publications in the media, not to disclose information defined by special documents of the University as a commercial or official secret;

- constantly work to improve their professional level and qualifications;

- immediately inform the immediate supervisor about this if it is impossible to come to work or if other reasons arise that make it difficult or impossible for the employee to fulfill his/her job duties;

- bear other obligations established by the Labor Code, normative legal acts in the field of education, concluded labor contracts and contracts for training.

4.4 Employees of the teaching staff are also obliged to:

- ensure high efficiency of research, teaching and methodological and educational work;

- strictly observe the requirements of anti-corruption legislation; if the teacher becomes aware of the facts of corruption, academic dishonesty, inform the head of the chair, the director of the institute or the administration of the University;
- carry out the work stipulated by the employment contract in accordance with the individual work plan, documented decisions of the chair, orders of the University administration;

- carry out educational work with students in the spirit of the national traditions of the peoples of Kazakhstan, to foster patriotism for their native country, the University, respect for the national dignity of other peoples, for parents, ethnocultural values, instill a respectful attitude to the world around them;

- ensure the quality of educational services provided in accordance with the requirements of state compulsory education standards;

- identify the reasons for students’ poor progress, to assist them in organizing independent studies;

- communicate with the graduates of the University, to study their production activities and, on the basis of its analysis, to improve the work on teaching and educating students;

- improve theoretical knowledge, practical level, methods of scientific work, pedagogical skills;

- participate in vocational guidance work of the HEI;

- strive to develop students’ life skills, competencies, independence, creative and individual skills;

- be honest and fair in relation to all students, treat students of all races, nationalities and religions equally, encourage free exchange of opinions between teachers and students;

- constantly improve their professional skills, intellectual, creative and general scientific level;

- pass certification at least once every five years;

- comply with the norms of pedagogical ethics and rules of etiquette, respect the honor and dignity of students and their parents;

- lead a healthy lifestyle and promote it among students;

- attend chair meetings and other chair events.

4.5 The duties of each employee of the University are determined by the Instruction on job responsibilities, approved in the prescribed manner.

4.6 Students of KazNRTU are obliged to:

- gain theoretical knowledge, skills, practical skills and competencies, to fulfill the individual curriculum within the established time frame;

- comply with the requirements of anti-corruption and other legislation of the Republic of Kazakhstan, ethical standards of behaviour;
- respect the honor and dignity of teachers and other employees, the tradition of the University;
- wear a business dress code when visiting the University (wearing short skirts, shorts, sportswear, hijabs, etc. is not allowed);
- comply with the rules of residence in a student dormitory;
- observe public order in educational buildings and dormitories;
- be responsible for the safety of the issued documents (student card, library card, etc.);
- comply with the academic discipline, attend all types of training sessions.
When missing classes, the student is obliged to immediately notify the directorate of the institute and submit supporting documents about the reasons for missing classes. In case of illness, the student must submit a temporary incapacity for work or a certificate of the established form of the relevant medical institution.

**4.7 Students are strictly prohibited from:**
- removing equipment, materials and other material values that are the property of the University from the educational building and dormitories of KazNRTU without the permission of the administration;
- using alcoholic beverages, drugs, smoke, gamble, making loud noise, shouting or using foul language in the premises of the University and dormitories;
- unauthorized access to the electronic database and other documents of the University (journals, statements, etc.) personally or through intermediaries in order to increase grades (points), obtain correct answers to test tasks, with other unseemly and / or purposes contrary to the established order;
- commit other acts that violate the established requirements of the legislation of the Republic of Kazakhstan, moral and ethical standards of behaviour.

**5 Fundamental rights and obligations of the university**

**5.1 The university has the right to:**
- freedom of choice when hiring an employee;
- change, supplement, terminate labor contracts with employees in the manner and on the grounds provided for by the Labor Code;
- issue, within the limits of its authority and in compliance with the current legislation internal regulations of the University (orders, writs, rules, etc.);
- demand from each employee to fulfill the terms of the employment contract signed with him, these rules and other acts of the University;
- encourage employees, impose disciplinary sanctions on them, hold them liable in accordance with the legislation of the Republic of Kazakhstan;
5.2 The university is obliged to:
- provide favorable conditions for work / study, living in dormitories and recreation for employees and students;
- create conditions for high-quality training of specialists, taking into account the requirements of modern production, the latest achievements of science and technology, to promote the introduction of advanced teaching methods;
- provide the employees of the University with jobs, equipment, tools and materials necessary for the performance of official duties;
- contribute to the creation of a business, creative environment in the team;
- timely consider and promote the implementation of the proposals of employees and students aimed at improving the work of the University;
- carry out internal control over labor safety and protection, to suspend work and the educational process, if their continuation creates a threat to the life, health of employees and students;
- acquaint employees and students with the acts of the University in the prescribed manner;
- timely pay wages to employees, students - a scholarship in the established amounts and in accordance with the procedure;
- provide employees with the opportunity for vocational training, retraining and advanced training in the prescribed manner;
- fulfill other obligations established by the Labor Code, normative legal acts of the Republic of Kazakhstan in the field of education, signed by labor contracts and contracts for training.

6 Work schedule. Time of work and rest

6.1 KazNRTU has a 5-day working week with two days off - Saturday and Sunday.

For the academic staff of the University, depending on the curriculum and the approved schedule of classes, a 6-day work week with one day off (Sunday) can be established.

For individual workers with a shift organization of work (dispatchers, watchmen, inspectors, etc.), the work schedule (work days and days off, work duration) is determined in accordance with the approved shift work schedule.
6.2 Working hours for employees of all categories - 40 hours per week (for 1 rate).

The duration of work for an employee is determined on the basis of the specified time norm, depending on the volume of work performed (non-full rate or more than 1 rate).

For certain categories of workers (invalids of the first and second groups), in accordance with the Labor Code of the Republic of Kazakhstan, a shorter working time is established.

Also, a shorter working day can be established by the decision of the University for Master and doctoral students enrolled in full-time education.

For employees who have signed an employment contract for part-time work, the total duration of daily work must not exceed the standard for the duration of daily work established by these Rules by more than 4 hours.

6.3 The following working hours are established at KazNRTU:

working hours for employees: from 8.30 am to 5.30 pm - with a 5-day working week;

break for rest and eating - from 13.00 to 14.00

For students, academic staff and training support staff, the beginning of classes is set from 7.50 am from January 1, 2017.

6.4 For workers with a shift mode of work, the working time regime is established within the limits specified in clause 6.2 of the Rules for weekly working hours in accordance with the shift schedule approved in accordance with the established procedure.

6.5 Other than specified in these Rules, working hours of the academic staff and the training support staff can be established with a 6-day working week, taking into account the approved schedule of training sessions. In this case, the working time (within the total 40-hour weekly duration) is determined by the teacher’s work schedule, which is drawn up by the head of the relevant chair and approved by the director of the institute.

6.6 Employees of the academic staff, according to their position, must perform all types of educational, methodological, behaviour and research work within the duration of working hours established by these Rules.

In the case of a temporary absence of a teaching load of an employee of the academic staff due to vacations or other objective reasons, such a teacher, in agreement with the head of the relevant chair, is obliged to perform other types according to the teacher’s individual plan, being at the workplace during the period established by these Rules and / or new working hours contract.

Heads of chairs and directors of institutes monitor compliance with the established schedule of training sessions, the implementation of individual work plans by teachers.
6.7 Overtime work, work on holidays and weekends (with the exception of workers with a shift schedule) is regulated by orders of the Employer in accordance with the current labor legislation of the Republic of Kazakhstan. Engaging in these types of work is allowed with the consent of employees (with the exception of cases established by the Labor Code).

Work on weekends and holidays is allowed at the initiative of the employee on the basis of the permission of the Employer.

For work on weekends and holidays, the Employee may, at his request, be given another day of rest.

Payment for overtime work, work on holidays and weekends is made in the amount and in the order established by the Regulations on salary of KazNRTU.

6.7 If an employee does not appear for work, the head of the corresponding structural unit is obliged to take measures to replace the absent employee with another employee and to clarify the circumstances of the employee’s absence for work.

If an employee does not appear for work for unjustifiable reasons, without warning the immediate supervisor, as well as in cases where it is impossible to establish the reasons for the failure to appear, the head of the structural unit must immediately bring the information about the employee’s failure to the personnel of the HR department and record the employee’s absence at workplace by the relevant act.

6.8 All employees of the University have the right to annual paid labor leave with the preservation of their place of work (position) and average wages. The procedure, conditions, terms, priority and other conditions for the provision of annual labor leave are determined in accordance with the labor legislation of the Republic of Kazakhstan and the Law on the Education of the Republic of Kazakhstan.

6.9 The regulation of the educational process is determined by the schedule of training sessions, which is drawn up on the basis of approved curricula.

The organization of the educational process is governed by the Rules of Education on Credit Technology in the NJSC “Kazakh National Research Technical University named after K.I. Satpayev”.

7 Measures of promotion and disciplinary sanctions

7.1 For the conscientious fulfillment of functional duties, continuous flawless work, active participation in the scientific-research work and social life of the University and for other achievements in work and study, the following incentive measures can be applied to employees and students:
- announcement of gratitude;
- awarding the prize;
- rewarding with a valuable gift;
- other types of incentives not prohibited by law.

7.2 Incentives are announced by order of the Rector or another authorized person, brought to the attention of the labor / student collective and entered into the work record booklet of employees / student transcript.

7.3 For special labor merits, documents for individual employees of the University can be submitted in the established manner to the relevant bodies for awarding them orders, medals, certificates of honor, as well as for conferring honorary titles on them.

7.4 For committing a disciplinary offense, violation of labor / academic discipline, improper fulfillment of labor / training duties, conditions of concluded labor contracts / training contracts, violation of the Charter, these Rules, the Rules of credit technology of training at KazNRTU, the Ethical Code of Students, other internal acts and documents of the University, the norms of the legislation of the Republic of Kazakhstan, the University has the right to apply the following types of disciplinary sanctions to employees / students:

1) a remark;
2) a reprimand;
3) a severe reprimand;
4) a termination of the employment contract with the employee / expulsion of the student from the University.

Disciplinary action in the form of termination of an employment contract is applied to employees in the cases established by the Labor Code.

The application of disciplinary sanctions to students in the form of expulsion from the University is carried out in the cases established by the Charter and the Rules of credit technology of education at KazNRTU.

7.5 A disciplinary penalty is imposed by issuing a corresponding act (order) of the University, which is announced to the employee / student subjected to the penalty, against signature within three working days from the date of its publication.

If the employee refuses to confirm his/her acquaintance with the act with his/her signature, a corresponding entry is made in the act on the imposition of a disciplinary penalty. If it is impossible to familiarize the employee personally with the employer’s act on the imposition of a disciplinary sanction, the employer is obliged to send the employee a copy of the act on the imposition of a disciplinary sanction by letter with a notification within three working days from the date of the issuance of the employer’s act.

7.6 An explanation in writing must be requested from the employee / student prior to the application of disciplinary action. The refusal of the employee /
student to give an explanation cannot be an obstacle to the application of a penalty. In case of refusal to give the specified explanation, an appropriate act is drawn up.

7.7 Disciplinary sanctions are applied immediately after the discovery of a misconduct, but not later than one month from the date of its discovery.

A disciplinary penalty cannot be applied later than six months from the date of the commission of the disciplinary offense (except in cases established by the Labor Code).

The course of the specified terms for imposing a disciplinary sanction / familiarization with the order on disciplinary sanction is suspended for the period of absence of the employee / student at the University due to temporary disability, release from work to fulfill state or public duties, being on a business trip, on leave (on vacation).

7.8 When determining the type of disciplinary sanction, the content, nature and severity of the committed disciplinary offense, the circumstances of its commission, the previous and subsequent behavior of the employee / student, his/her attitude to work / study must be taken into account.

7.9 The term of the disciplinary sanction imposed on the employee is within six months from the date of its application.

The disciplinary sanction imposed on the student is valid for one academic year (until the beginning of the next academic year).

7.10 The university has the right to prematurely withdraw the disciplinary sanction at the request of the direct / supervising head of the employee, the head of the Chair or the director of the institute (for a student).

8 Final provisions

8.1 The entrance of employees and students into educational buildings, dormitories of the University is carried out using contactless cards.

8.2 In order to strengthen measures to identify, prevent and suppress attempts of terrorist acts on the territory of the University, employees, students and visitors at the entrance to the university building should present bags, diplomats, or other handbags in an open form for inspection at the request of the security personnel of the University checkpoints.
### AMENDMENT RECORD SHEET

<table>
<thead>
<tr>
<th>Sequential number of amendment</th>
<th>Section, paragraph of the document</th>
<th>Type of amendment (amend, cancel, add)</th>
<th>Notification number and date</th>
<th>Amendment made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved: by the decision of the Board of KazNRTU «» 2016 №