

 SATBAYEV UNIVERSITY	MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN NON-PROFIT JOINT-STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K. I. SATBAYEV”	
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REGULATIONS

**for the allocation of places in the dormitories
NJSC “Kazakh National Research Technical University named after
K.I. SATBAYEV”**

Reg 029-06-15.8.02-2021

Almaty 2021

INTRODUCTION

1 DEVELOPED by the Student Dormitory Service of NJSC KazNRTU named after K.I.SATBAYEV

2 AGREED

Responsible for translation

Head of the English Language

Department

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3 APPROVED by the order of the Rector " 01 " 04 2021 № 120-17

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CONTENT

1 General provisions	4
2 Normative references	4
3 The procedure for the formation of the Decision-Making Commission	4
4 The order of allocation of places in the dormitories of KazNRTU	5
Appendix	8
Amendment record sheet	10

1 General provisions

1.1 The regulations for the allocation of places in the dormitories of NJSC “KazNRTU named after K.I.Satbayev” (hereinafter referred to as the Regulations) determine the procedure for allocating places in the dormitories of NJSC “KazNRTU named after K.I.Satbayev” (hereinafter referred to as KazNRTU), taking into account the grounds and order of allocation of places accommodation in the dormitories for students (undergraduates, postgraduates) of KazNRTU.

1.2 Places in the dormitories are allocated for living during the whole study period, excluding the vacation period.

1.3 During vacation time, certain categories of students (members of the SSO and “Zhasyl El” (“Жасыл ел”), students studying at the military department, as well as students undergoing educational / industrial practice) may be allowed to live in dormitories on separately agreed conditions.

1.4 The cost of living in a dormitory is established by the internal documents of KazNRTU.

1.5 Information about the availability of vacant places in the dormitories is posted on the official website of KazNRTU.

2 Normative references

2.1 These Regulations are developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”, Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 № 66 “On Approval of the Regulations for the Allocation of Places in the Dormitories of Educational Organizations” (as amended and supplemented by as of December 30, 2020).

3 The procedure for the formation of the Decision-Making Commission

3.1 Places in the dormitory are allocated on a competitive basis by the Decision-Making Commission for the allocation of places in the dormitories (hereinafter - the Decision-Making Commission), created at each profile institute of KazNRTU.

3.2 The quantitative and personal composition of the Decision-Making Commission, as well as the terms of their powers, are determined by the Rector’s order.

3.3 The Decision-Making Commission includes:

- a representative of the management team of KazNRTU (Vice-Rector / Head of the Administration of the Board), who oversees the accommodation of students in the dormitory - Chairman of the Decision-Making Commission;

- director of the relevant institute;
- Head of the Student Affairs Department;
- Head of the Student Dormitory Service;
- representative(s) of student self-government unities and/or the trade union of students.

3.4 When considering at the beginning of the academic year the issue of mass settlement in dormitories for the upcoming academic year (including the settlement of newly enrolled students), a joint meeting of the Decision-Making Commission of all institutions is held.

3.5 The main tasks of the work of the Decision-Making Commission are an objective and transparent consideration of the issues of settling students in the dormitories and making decisions on settling in accordance with the requirements of the legislation of the Republic of Kazakhstan and these Regulations.

4 The order of allocation of places in the dormitories of KazNRTU

4.1 The Decision-Making Commission allocates places in the dormitory on the basis of a written application of the student in the prescribed form (Appendix 1), submitted to the university office or electronically through the university portal, or on the basis of an application submitted electronically to the e-government web portal www.egov.kz (hereinafter referred to as the portal), with attached documents confirming the status and social status of the student.

On the day of application, the Office accepts and registers documents and within 1 (one) working day submits the application for consideration by the Decision-Making Commission.

4.2 Places in dormitories are allocated among students in need of accommodation who have provided certificates of the absence of real estate in the city of Almaty on the basis of ownership.

4.3 The Decision-Making Commission allocates places in the dormitory, taking into account the grounds and sequence in the following priority order:

1) people with disabilities, disabled and disabled from childhood, disabled children, orphans and children left without parental care, people whose one or both parents are disabled;

2) young people left without parental care until adulthood, people equated in benefits to participants and disabled of the Great Patriotic War, people from among rural youth enrolled in educational programs that determine the socio-economic development of the village, as well as qandas;

3) students, within the framework of the project “Mangilik el zhastary - industriyaga!” (“Мәңгілік ел жастары - индустрияға!”) (“Serpin – 2050”) (“Серпін – 2050”);

4) students enrolled in the first year who have the sign “Altyn belgi”, (“АЛТЫН БЕЛГІ”) students who have a certificate of the winner or prize-winner of the Presidential, international and republican Olympiad and (or) competition, as well as applicants who graduated from the organization with honors with a confirming document of education (birth certificate, high school completion certificate, diploma);

5) students accepted for first-year studies in accordance with the state educational order, who have a high score on the results of the Unified National Testing or comprehensive testing, entrance examinations in subjects or in the form of testing conducted by the university.

In case of equality of scores on the results of the Unified National Testing or comprehensive testing, entrance examinations in subjects or in the form of testing conducted by the university, the financial situation of the student is taken into account when providing a certificate confirming that the applicant (family) belongs to the recipients of state targeted social assistance provided by local executive bodies, as well as from families that do not receive state targeted social assistance, in which the average per capita income is below the subsistence minimum, and orphans, children left without parental care living in families, children from families requiring emergency assistance as a result of emergency situations, and other categories of students, approved by the Decree of the Government of the Republic of Kazakhstan dated January 25, 2008 №64;

6) students from among senior students with high results in educational, scientific and social work. The number of places allocated for settling undergraduate students for each of the institutes is determined in proportion to the number of relevant institutes;

7) other learning organizations.

4.4 Foreign students are provided with dormitory places in accordance with international and intergovernmental agreements.

4.5 Based on the results of consideration of applications, the Decision-Making Commission, within 2 (two) working days, decides on the provision of places in the dormitory. The resolution of the Decision-Making Commission is drawn up in a protocol signed by the Chairman, all members and the secretary of the commission.

The protocol is transferred to the head of the Student Dormitory Service and is the basis for settling / refusing to move in.

4.6 The Decision-Making Commission makes a decision on granting a place in the dormitory to a student whose accommodation needs arose due to unforeseen family, material and other circumstances, as well as on eviction from the dormitory for non-compliance with the rules of dormitory or the charter of the organization upon reasonable submission.

When applying through the portal in the “personal account” of the service recipient, the result of providing a place in a dormitory or a reasoned refusal to provide a public service is sent in the form of an electronic document signed by the EDS of the head of the Student Dormitory Service.

4.7 Enrolled students who have not received a place in a dormitory at the beginning of the academic year can apply for these places as they are released during the year in the manner prescribed by paragraph 4.3 of the Regulations.

4.8 A student included in the list for a place in a dormitory is obliged to move in within 3 days or notify the Student Dormitory Service of valid reasons for extending the settlement period. Otherwise, the settlement order will be cancelled.

4.9 Provision of places for living in dormitories to employees of KazNRTU among young scientists (teachers, researchers), people studying at KazNRTU on full-time advanced training courses, and other categories of people (including those specified in paragraph 1.3 of the Regulations) is carried out subject to availability in dormitories.

The decision to move in is made by the Chairman of the Commission on the basis of an application from a person in need of a dormitory, agreed by the head of the interested structural unit.

Appendix 1

**To the Chairman of the Decision-
Making Commission for the allocation of places
in dormitories _____**

From undergraduates / postgraduates

Full Name _____

_____ year of study

Mode of study _____

(grant, tuition based)

Institute _____

(Specialty / Educational program)

IIN: _____

Contact number: _____

E-mail: _____

Place of residence _____

(temporary)

APPLICATION

I would like to ask you to provide me with a place in the dormitory of KazNRTU for the period from _____ to _____.

Required documents are attached (**select one**):

1. Copy of an identity card (2 pcs.);
2. Certificate of absence (presence) of real estate in Almaty;
3. Copies of certificates UNT, CT;
4. A document confirming the training within the framework of the project “Mangilik el zhastary - industriyaga!” (“Мәңгілік ел жастары - индустрияға!”) (“Serpin – 2050”) (“Серпін – 2050”); (if any);
5. Copies of documents confirming the possession of the sign “Altyn belgi” (“Алтын белгі”), certificates of the winner or prize-winner of the Presidential, international and republican Olympiad and (or) competition, a document confirming the completion of the organization of education with honors (birth certificate, high school completion certificate, diploma); (if any);
6. Copies of documents confirming the inclusion in the preferential category - a certificate of disability of the student / parent (s); a document confirming the status of an orphan; certificate of deprivation of parental rights; death certificate of the parent/parents; for families with many children, a copy of the certificate confirming their status;
7. A copy of the document on the status of qandas (if available).
8. Certificate confirming that the applicant (family) is a recipient of state targeted social assistance (if any);

9. Certificate of average per capita family income below the subsistence minimum (if available);
10. Other documents confirming the assignment to the categories of students with the preferential right to receive a place in the dormitory, in accordance with the Decree of the Government of the Republic of Kazakhstan dated January 25, 2008 № 64.

Date: _____

Signature: _____

Amendment record sheet _____

Sequential number of amendments	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and date	Amendment made	
				Date	Surname and initials, signature, position

Approved by the order of the rector " ____ " _____ 2021 № ____