



**СӘТБАЕВ**  
УНИВЕРСИТЕТИ

**NON-PROFIT JOINT STOCK COMPANY  
"KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY  
NAMED AFTER K.I.SATPAYEV".**

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Reg 029-05-01.8.01-2023

## **REGULATION**

**for the allocation of the places in the dormitories NJSC «Kazakh National  
Research Technical University named after K.I. Satbayev»**

**Reg 029-05-01.8.01-2023**

Almaty 2023

**PREDICTION**

English translation prepared by the by the Department of Youth and Sports of  
NJSC "KazNRTU named after K.I. Satpayev"

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## **1 Main purpose**

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, employees) of KazNRTU.

1.2 Places in the dormitory, with the exception of basements, are allocated for accommodation during the entire academic period, excluding the holiday period.

1.3 During the holidays, under separately agreed conditions, certain categories of students may be allowed to live in dormitories (according to priorities: orphans, construction team “Zhasyl El”, volunteers of the Admissions Committee, etc.).

1.4 The cost of living in a dormitory is approved by the committee for the distribution of places, agreed with the planning department of the Department of Finance and Accounting.

## **2 Normative bases of operations**

The cost of living in a dormitory is approved by the committee for the distribution of places, agreed with the planning department of the Department of Finance and Accounting.

## **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:

- 1) The Chairman of the the Decision-Making Commission is the university student Dean;
- 2) Director of the Department of Youth and Sports;
- 3) Head of the section for work with students of the Department of Finance and Accounting^

- 4) Deputy Director of the School of Transport Engineering and Logistics;
- 5) Deputy Director of the Institute of Automation and Information Technologies;
- 6) Deputy Director of the Institute of Energy and Mechanical Engineering;
- 7) Deputy Director of the Mining and Metallurgical Institute named after O.Baikonurov;
- 8) Deputy Director of the Institute of Geology and Oil and Gas Business named after K. Turysov;
- 9) Deputy Director of the Institute of Architecture and Construction named after T. Basenov;
- 10) Deputy Director of the Institute of Project Management;
- 11) Deputy Director of the Department of Youth and Sports Affairs.

3.4 considering at the beginning of the academic year the issue of mass occupancy in dormitories for the coming academic year (including the occupancy of newly admitted students), a meeting of the The Decision-Making Commission is held.

3.5 The results of the Decision-Making Commission is documented in a protocol, which is signed by the Chairman, all members of the commission, the secretary of the commission and approved by the Member of the Board - Vice-Rector for Administrative, Social and Educational Work.

3.6 The Decision-Making Commission has the right to decide on eviction from the hostel for non-compliance with the clauses of the Accommodation Agreement, the Residence Rules or the organization's charter upon a reasonable request.

3.7 Enrolled students who have not received a place in the dormitory at the beginning of the academic year may apply for these places as they become available during the year in the prescribed manner. The reserve of those wishing to move in after the dormitories are fully occupied is maintained by the deputy directors of the university institutes.

3.8 Commission meetings are possible offline and online. Time: Thursday of every month. Results of the commission's decisions - Minutes: Friday of every month.

3.9 The main tasks of the Decision-Making Commission are to objectively and publicly consider the issues of settling students in dormitories and making decisions on settling in accordance with the requirements of the legislation of the Republic of Kazakhstan and these Rules.

3.10 Accounting for residents of student dormitories and registration is carried out by the chief specialist of the Department of Youth and Sports (passport officer).

#### **4 The procedure for allocating places in dormitories for 1st year undergraduate students of KazNRTU**

4.1 The competition committee distributes places in the dormitory for 1st year undergraduate students whose application indicates a desire to live in the dormitory (marked when submitting documents to the Admissions Committee). Next, the priority is filled in in the Dormitory program. Places in dormitories are provided according to the available capacity of the university, according to the Priorities. Based on the results of the Order for enrollment (except for the city of Almaty), the secretary of the commission for the distribution of places in the hostel creates a list, then sends it to the commandants of the hostels.

4.2 1st year student included in the list for a place in a dormitory must check in within 5 days or notify the dormitory commandant about valid reasons for extending the check-in period. Otherwise, the occupancy order will be cancelled.

4.3 The order for check-in/check-out of 1st year undergraduate students is formed by the chief manager-secretary of the Commission for Settlement of the Youth Policy Department of the Department of Youth Affairs and Sports.

4.4 Based on the results of consideration of applications, the competition commission makes a decision on the provision of places in the hostel within 5 (five) working days. The results of the Decision-Making Commission is documented in a protocol, which is signed by the Chairman, all members and the secretary of the commission.

#### **5 The procedure for allocating places in dormitories for undergraduate students at KazNRTU**

5.1 The Decision-Making Commission distributes places in the dormitory for undergraduate students of 2-5 years based on the electronic submission of the student's application in the Dormitory program, submitted electronically through the university portal, with the attachment of documents available in accordance with the Priorities (Appendix 1).

5.2 Information on application deadlines is posted electronically through the university portal, as well as on the official social networks of the university.

5.3 Based on the results of consideration of online applications, the competition commission makes a decision on the provision of places in the hostel within 7 (seven) working days. The commission's decision will be sent to the student's email address, which is indicated when filling out the application.

5.4 The protocol is submitted to the Commandant of the hostels and is the basis for check-in or refusal of check-in. List of required documents for check-in, according to Appendix 3.

5.5 The order for check-in/check-out of undergraduate students is formed by the chief manager - the secretary of the Decision-Making Commission.

5.6 Registration of accommodation contracts is formed by the commandant of the hostel.

## **6 The procedure for allocating places in the dormitory “House of Young Scientists of KazNRTU”**

6.1 The Decision-Making Commission considers applications for accommodation in dormitories for KazNRTU employees from among young scientists (teachers, researchers), persons studying at KazNRTU in full-time advanced training courses, and other categories of persons, subject to availability of places in the dormitory.

6.2 Consideration of applications from master’s students, doctoral students, and university employees on the basis of a written application in the prescribed form (Appendix 2), agreed upon by the head of the interested structural unit. Provided to the secretary of the commission for the distribution of places in the university dormitory, with documents attached.

6.3 The priority for settlement is the status: master's student/doctoral student. Other applications are considered subject to availability of beds. The protocol is submitted to the Commandant of the hostels and is the basis for check-in or refusal of check-in.

6.4 The protocol is submitted to the Commandant of the hostels and is the basis for check-in or refusal of check-in.

6.5 The applicant included in the list for a place in the hostel is obliged to check in within 5 days or notify the Commandant of the hostel about valid reasons for extending the check-in period. Otherwise, the occupancy order will be cancelled.

6.6 The order for the check-in/eviction of residents and the registration of contracts is formed by the commandant of the DMU dormitory.

## **7 The procedure for allocating places in the basement of dormitories No. 1, 2, 3 of KazNRTU.**

7.1 The Decision-Making Commission considers applications for accommodation in the basements of dormitories No. 1, 2, 3 to KazNRTU technical staff.

7.2 The decision on settlement is made by the Chairman of the Commission on the basis of a written application in the prescribed form (Appendix 2).

7.3 Provided to the secretary of the commission for the distribution of places in the university dormitory, with documents attached.

7.4 The order for the occupancy/eviction of employees into the basement and the registration of accommodation contracts is formed by the chief manager - the secretary of the Decision-Making Commission.



APPENDIX 1

**PRIORITIES FOR STUDENT ACCOMMODATION**

Priorities	№	Priority name	Required documents
№1	1.1.	Minor 1st year students	1. Student's identity card
	1.2.	Students enrolled in the first year of study who have the «Altyn Belgi» badge	1. Student's identity card; 2. Confirmation document «Altyn belgi»
	1.3.	Students who have a certificate of 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 supporting document of education	1. Student's identity card; 2. Certificate(s)/Confirmation document(s)
	1.4.	Students accepted for study in the first year of study in accordance with the state educational order, who have a high score based on the results of the Unified National Testing or comprehensive testing, entrance exams in subjects or in the form of testing conducted by the university	1. Student's identity card; 2. Certificate(s)/Confirmation document(s)
	1.5.	Adult 1st year students	1. Student's identity card 2. Certificate(s)/Confirmation document(s)
№2	2.1.	Foreign students studying in accordance with international and intergovernmental treaties (documents are submitted offline)	1. Passport/identity card; 2. Letter from the Ministry of Science and Higher Education of the Republic of Kazakhstan that the foreigner is sent to KazNRTU for training under an intergovernmental agreement/agreement; 3. Medical certificate of health condition in the form 075/u; 4. Confirmation of grant training documents; 5. Service note from the supervising Department; Review of documents by the board (offline)

	2.2.	Persons with developmental disabilities, disabled people of groups 1, 2, 3 and disabled people of groups 1, 2, 3 since childhood, disabled children of groups 1, 2, 3, regardless of the student's year of study	1. Identity card of the student; 2. Certificate of disability of 1,2,3 groups
	2.3.	Orphans and children left without parental care (not living in families). Persons left without parental care until adulthood (not living in families)	1. Identity card of the student; 2. Guardianship order; 3. Guardian identity card; 4. Death certificate of both parents or a document depriving parents of parental rights; 5. Certificate of absence of the trustees (graduates of the orphanage). (Note: student at confirmation of all documents, the place is provided free of charge)
	2.4.	Persons whose one/both parents are disabled people of groups 1 and 2	1. Student identity card; 2. Identification of the parent (disabled); 3. Certificate of disability of the parent; 4. Birth certificate of the student.
	2.5.	Persons receiving state social benefits in case of loss of a breadwinner	1. Student's identity card; 2. Death certificate; 3. Certificate of receipt of survivor's allowance 4. The student's birth certificate.
№3	3.1.	Persons equal in benefits to participants and disabled people of the Great Patriotic War	1. Student identity card; 2. Document of confirmation; 3. Identity card for whom the document was issued (Parent)
	3.2.	Individuals from among rural youth enrolled in educational programs that determine the socio-economic development of the village	1. Student identity card; 2. Certificate/confirmation document
	3.3.	Persons with «Kandas» status	1. Passport/identity document; 2. Confirmation of status of «Kandas» (Oralman); 3. Residence permit.
	3.4.	Students within the framework of the project «Mangilik el zhastary - industry! » («Serpin – 2050»)	1. Student identity card; 2. Certificate
№4	4.1.	Students who are part of the student dean's office	1. Student's identity card; 2. The order/Protocol on joining the Student Dean's Office

	4.2.	Students who are members of the student council of dormitories	1. Student's identity card; 2. The order/Protocol on joining the student council in the dormitory
	4.3.	Students who are part of the student construction team	1. Student identity card; 2. Order/Protocol on joining the student construction team
	4.4.	Student volunteers of the Admissions Committee	1. Student's identity card; 2. The order/Protocol on joining the Selection Committee volunteers
	4.5	Students who are part of student government	1. Student identity card; 2. Order/Protocol on inclusion in the student self-government
	5.1.	Senior students with high academic results	1. Student identity card; 2. GPA transcript (above 3.5)
	5.2.	Senior students who have high results in educational, scientific and social work. (Scientific articles, diplomas, certificates)	1. Student's identity card; 2. Transcript of scientific articles; 3. Certificates; 4. Certificates; 5. Diplomas
Приоритет №6	6.1.	A student from a large family (at least 2 minors, 2 students, one of whom is the student submitting the application)	1. Student identity card; 2. Birth certificate of minor family members (children: brothers/sisters); 3. Certificate of education of a brother/sister student; 4. Document «Altyn Alka»; 5. Paper «Kumys Alka» 6. Student's birth certificate 7. The identity card of the parents (to confirm the certificate)
Приоритет №7	7.1.	Single-parent family	1. Student identity card; 2. Divorce Document
Приоритет №8	8.1	Other students	1. Student identity card;

## APPENDIX 2

Chairman of the competition commission on the distribution of places in  
dormitories \_\_\_\_\_

From: \_\_\_\_\_

Status: \_\_\_\_\_

Institute: \_\_\_\_\_

Course: \_\_\_\_\_

Year of study: \_\_\_\_\_

Form of study \_\_\_\_\_

IIN: \_\_\_\_\_

Full name \_\_\_\_\_ (fully)

Contact tel: \_\_\_\_\_

## STATEMENT I,

\_\_\_\_\_, who came from  
\_\_\_\_\_, ask you to allocate a place in the dormitory of  
\_\_\_\_\_ NAO KazNRTU named after K.I. Satpayev, due to the fact that  
\_\_\_\_\_ (specify  
the reason) \_\_\_\_\_. For the period from “\_\_\_” \_\_\_\_\_ to “\_\_\_” \_\_\_\_\_

Required documents are attached: 1. Identity card (copy) 2. Application (original)  
4. Certificate of absence of real estate in Almaty, Almaty region. 5. Marriage  
certificate (copy if available) 6. Spouse’s ID (copy, if available) 7. Birth certificate  
of children (copies of each, if available) 8. Certificate from place of study or place  
of work (original) 9. A certificate of a clean epidemiological environment (passing  
fluorography) is required at the time of check-in 10. SZ (original) or petition

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX 3

**Required documents for check-in**

- |   |        |
|---|--------|
| 1. Identity card (copy)   | 3 pcs. |
| 2. Photo 3*4  | 4 pcs  |
| 3. File 2 pcs   |        |
| 4. Certificate of a clean epidemiological environment<br>(availability of fluorography) | 1 pc.  |
| 5. Payment receipt with the following details:  |        |

## Payment details:

NJSC "KazNRTU named after K.I. Satpayev"

050013, Almaty, st. Satpayeva, 22

BIN 150140008602, Code 16

IIK KZ62856000006968618 JSC "Bank CenterCredit" Almaty city branch

BIC KCJBKZKX, Kbe 16

**List of changes**

Order number changes	Section in document	Type of change (replace, cancel, add)	Number and date notice	Change made	
				Date	Surnames and initials, signature, position