

«ТҰРАН»
УНИВЕРСИТЕТИ»
МЕКЕМЕСІ




INSTITUTION
«TURAN»
UNIVERSITY»

APPROVED
By the order of the rector of
“Turan University” institution
No.162 of 01.11. 2022

REGULATIONS

FOR RESIDENCE IN THE STUDENT DORMITORY OF TURAN UNIVERSITY

Copy	Code	Edition	Developed by	Agreed upon by	
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1 GENERAL PROVISIONS

- 1.1 This local regulatory act (hereinafter referred to as the Rules) is part of the organizational and legal documents of the institution "Turan University" and has been developed in accordance with the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319-III ZRK, the Model Rules for the Activities of Higher and/or Postgraduate Education Organizations, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595 (as amended), the Fire Safety Rules approved by the Order of the Minister for Emergency Situations of the Republic of Kazakhstan dated February 21, 2022, No. 55, the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan "On Approval of the Rules for the Distribution of Places in Dormitories of Higher and/or Postgraduate Education Organizations" dated December 30, 2022, No. 219, the Charter of the institution "Turan University," and the Regulations on Ensuring and Adhering to the Sanitary and Epidemiological Regime by Students and Staff of Turan University (hereinafter referred to as the University).
- 1.2 These Rules establish the procedure for allocating places based on eligibility criteria and priority order, as well as regulate the procedures for accommodation, residence of students in "Student House No. 1" (hereinafter referred to as the Dormitory), and eviction
- 1.3 These Rules are intended for application and are mandatory for all residents of the Dormitory and University employees involved in the educational process and the operation of the Dormitory.

2 ADMISSION TO STUDENT HOUSE NO. 1


- 2.1 Places in the Dormitory (SD) are allocated to those in need of housing—individuals arriving from remote regions of the Republic of Kazakhstan and foreign citizens. Accommodation in the Dormitory is provided for a specific academic period, excluding holidays for first- and second-year students.
- 2.1.1 Dormitory places are allocated on a competitive basis by a specially designated commission.
- 2.2 The Selection Committee distributes dormitory places based on eligibility and priority order as defined by the Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Rules for the Distribution of Places in Dormitories of Higher and/or Postgraduate Education Organizations" dated December 30, 2022, No. 21
- 2.2.1 Each year, the University allocates up to one place free of charge for accommodation. The application submission period is from August 1 to August 25 annually.
- If two or more applications are submitted, the Selection Committee for Accommodation determines candidates based on academic performance (Unified National Testing results), contributions to the university's reputation (achievements in research, creative competitions, etc.).
- 2.3 The process of place allocation is as follows:**
- 2.3.1 The student submits an application addressed to the First Vice-Rector of the University, which is registered in the faculty dean's office.

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- 2.3.2 During the summer, the Admissions Committee handles applications from prospective students addressed to the First Vice-Rector. These applications are then forwarded to the faculty dean's office, where they are recorded in the Journal of Incoming and Internal Documents.
- 2.3.4 All applications received from the Admissions Committee and deputy deans are consolidated by the technical secretary and forwarded for review to the Selection Committee for Accommodation in Student House No. 1 of Turan University, which is established by the Rector's order for a one-year term. The committee consists of: Vice-Rector (Chairperson), Deans, Director of the Marketing and Admissions Department, Director of Administrative Services, Head of the Student Affairs Committee, One student representative, Administrator of Dormitory No. 1, Secretary. The committee's decision (subject to available places) is documented in a protocol.
- 2.3.5 Based on the Selection Committee's decision, the faculty dean prepares a submission addressed to the First Vice-Rector.
- 2.3.6 Based on the dean's submission and the attached student applications, the First Vice-Rector issues an Accommodation Order.
Student applications with the First Vice-Rector's approval serve as the basis for issuing the Accommodation Order and are processed by the Student Affairs Department. If there are not enough places to meet all incoming requests, a waiting list is created, prioritizing applicants based on submission date and social status, and is handed over to the Dormitory Administrator for record-keeping.
If a place becomes available, the Dormitory Administrator notifies students from the waiting list strictly in order of application submission.
- 2.4 Based on the Accommodation Order, the faculty methodologist issues a Move-in Authorization to the Dormitory, which must be approved by the Head of the Medical and Wellness Center and signed by the faculty dean. The Move-in Authorization specifies the period of residence.
- 2.5 The Move-in Authorization and Accommodation Order serve as the basis for concluding a Housing Lease Agreement in the Dormitory, which is processed by the Dormitory Administrator. Contract are recorded by the Dormitory Administrator in the Journal of Housing Lease Agreements, maintained in accordance with the Dormitory's document classification system.
- 2.6 According to the lease agreement, the student granted accommodation in the Dormitory must pay for their stay and present a payment receipt to the Dormitory Administrator. The Administrator then issues the room key.
- 2.7 Before moving into the Dormitory, the student is required to:
- Familiarize themselves with the rules of residence and internal regulations.
 - Undergo a safety briefing on the use of electrical appliances.
 - Undergo a fire safety briefing.
 - Acknowledge receipt of necessary living inventory by signing for it.

3 СОЦИАЛЬНЫЕ УСЛОВИЯ ДЛЯ ОБУЧАЮЩИХСЯ

- 3.1 The social, living, and cultural-leisure conditions for students residing in the Student House (SD) include:
- Facilities for rest and relaxation;

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- Spaces for independent study;
 - Venues for extracurricular activities;
 - Opportunities for cultural and leisure events;
 - Dining facilities.
- 3.2 The Dormitory Administrator ensures and monitors compliance with the necessary sanitary, epidemiological, social-living, and cultural-leisure conditions required for residence.
- 3.3 The Student Affairs Committee (KDM) regularly conducts inspections to monitor compliance with dormitory rules and the established living and social-cultural conditions. Additionally, once a year, a survey is conducted to assess student satisfaction with the living conditions in the dormitory.
- 3.4 Faculty advisors and curators conduct scheduled inspections (as per a schedule approved by the Deputy Dean) to verify the adequacy of social, living, and cultural conditions in the dormitory, as well as student compliance with dormitory rules

4 PAYMENT FOR ACCOMMODATION

- 4.1 The conditions for payment for accommodation in the Student Dormitory (SD) are established by the order of the Rector of the institution "Turan University" and are specified in the Rental Agreement for Residential Premises in the Student Dormitory.
- 4.2 In case of voluntary refusal to reside in the SD, the student is refunded the remaining amount for the following months, but the amount for the current month is non-refundable.

5 RIGHTS AND RESPONSIBILITIES OF RESIDENTS

- 5.1 Residents of the SD have the right to:
- Make suggestions for improving cultural and living conditions;
 - Use educational and cultural-living facilities, as well as dormitory inventory;
 - Form associations to monitor and improve living and socio-cultural conditions (SD Council) and be elected to its composition.
- 5.2 Residents of the SD are required to:
- Present their student/graduate student identification card (which replaces the student ID and graduate student certificate) to the duty guard when entering the SD;
 - Take care of the premises, equipment, and inventory;
 - Maintain cleanliness in residential areas, common spaces, and blocks;
 - Pay accommodation fees in the prescribed amounts on time;
 - Ensure the safety of assigned property and inventory;
 - Compensate for any material damage caused at market value or replace the damaged items;
 - Observe safety rules and fire safety regulations when using electrical appliances;
 - Use electricity and water economically;
 - Notify the SD administration when leaving the dormitory for holidays or weekends;
 - Participate in landscaping and greening activities around the SD;
 - Return the issued inventory upon eviction;

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- Comply with the Regulations on Sanitary and Epidemiological Safety for students and staff of "Turin" University;
- Follow these rules.

5.3 Residents are prohibited from:

- Moving from one room to another without permission;
- Moving furniture and other inventory items from one room to another without authorization;
- Making repairs or modifications to electrical wiring;
- Playing televisions or radios at a volume exceeding the room's audibility level after 22:00;
- Turning off the lights in common areas;
- Entering or leaving the dormitory between 00:00 and 06:00;
- Smoking in residential rooms and common areas;
- Damaging property and inventory (e.g., drawing on furniture and walls, etc.);
- Keeping pets;
- Consuming alcoholic beverages or narcotic substances inside the dormitory premises or on its territory.

6 GROUNDS FOR EVICTION

6.1 A resident may be evicted from the SD for the following reasons:


- Non-compliance with and/or gross violation of these rules, including property damage;
- Violation of the Internal Regulations of the University;
- Using the residential premises for unintended purposes;
- Failure to pay accommodation fees for three months;
- Unauthorized occupancy without proper documentation and/or unauthorized relocation to another dormitory room.

6.2 Eviction from the SD is carried out by order of the Dean of the Faculty without alternative housing provided, based on a request from the SD Administrator..

7 MEASURES FOR PREVENTION AND SUPPRESSION OF VIOLATIONS IN STUDENT DORMITORY NO. 1

To prevent and suppress violations of these Rules, the following penalties are introduced:

Violation of Rules :	Type of Penalty
<i>Physical assault or threats against another student or staff member of Turan University</i>	Immediate expulsion from Turan University and eviction from the dormitory

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<i>Being intoxicated/possessing prohibited substances in the dormitory (including consuming alcohol – alcohol is prohibited)</i>	Immediate confiscation of prohibited substances (conducted by internal security staff) 1st offense: Strict reprimand 2nd offense: Automatic eviction from the dormitory without the right to return
<i>Smoking inside the dormitory and on its premises</i>	Strict reprimand
<i>Theft of property within the dormitory</i>	Immediate eviction from the dormitory
<i>Vandalism or intentional damage to dormitory property or others' belongings</i>	Strict reprimand
<i>Anti-social or offensive behavior (e.g., spitting, loud shouting, swearing, disrespectful behavior towards students or staff, insults based on ethnicity, religion, or race, etc.)</i>	1st offense: Strict reprimand 2nd offense: Automatic eviction from the dormitory without the right to return
<i>Littering on dormitory premises</i>	Reprimand
<i>Moving to another room without proper authorization</i>	1st offense: Strict reprimand 2nd offense: Automatic eviction from the dormitory
<i>Loud noise or music (after 10 PM)</i>	1st offense: Strict reprimand 2nd offense: Automatic eviction from the dormitory

8 FINAL PROVISIONS

- 8.1 The update of these Rules is carried out by the University administration and the dormitory administrator.
- 8.2 The Rules are approved by the order of the Rector.
- 8.3 These Rules come into effect upon approval and remain valid until replaced by a new version, but for no more than five years.
- 8.4 Amendments and additions may be made to the Rules if necessary.
- 8.5 These Rules must be replaced and re-approved in the following cases:
 - change of the university's name;
 - reorganization of a department or the university;
 - more than three amendments or additions have been introduced to the document;
 - five years have passed since the date of approval.

