

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p>INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p>Edition 01 Date: Page 1 of 29</p>
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«APPROVED»
Chairman of the Board – Rector
«Mukhametzhan Tynyshbayev ALT
University» JSC
M. Zharmagambetova
«25» september 2025

WORK INSTRUCTION

**RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION
IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC**

WI-ALT-83

Almaty, 2025

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 2 of 29</p>
--	--	--

CONTENTS

1.	SCOPE OF APPLICATION	3
2.	NORMATIVE REFERENCES	3
3.	TERMS, DEFINITIONS, AND ABBREVIATIONS	4
4.	RESPONSIBILITIES AND AUTHORITIES	4
5.	General Provisions	5
6.	Procedure for the Allocation of a Place in the Student Residence	5
7.	Procedure for Move-In and Move-Out	7
8.	Internal Regulations of the Student Residences	9
9.	Rights and Obligations of Residents of the Student Residence	11
10.	Ensuring the Sanitary and Epidemiological Regime in the Student	12
11.	Residence of JSC “ALT University”	14
12.	Assessment of Students Residing in the Student Residence	15
13.	Liability and Disciplinary Measures	16
14.	ANALYSIS AND UPDATING OF WI	16
15.	IDENTIFICATION, ASSESSMENT, AND RISK MANAGEMENT APPROVAL AND ENACTMENT	16
16.	STORAGE, PROTECTION, RECOVERY, AND WITHDRAWAL OF DOCU- MENTS	16
17.	AMENDMENTS TO DOCUMENTS	17
18.	ACCESS TO DOCUMENTS. CONFIDENTIALITY	17
	Appendix 1 Application Form for the Allocation of a Place in the Student Resi- dence	16
	Appendix 2 Form of the Accession Agreement for Accommodation in the Stu- dent Residence. Consent to Accession	18
	Appendix 3 Application Form for Voluntary Move-Out	26
	Appendix 4 Assignment for the Allocation of a Place in the Student Residence of JSC “ALT University”	27
	Appendix 5 ACT No. _____ for the Acceptance and Transfer of Property in Student Residence No. ____	28
	Appendix 6 Assessment Card of a Student Residing in Student Residence No. ____, Room No. ____	29

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 3 of 29</p>
--	--	--

1. SCOPE OF APPLICATION

1.1. These Rules for the Allocation of Places and Accommodation in the Student Residences of JSC “ALT University named after Mukhamedzhan Tynyshpaev” (hereinafter referred to as JSC “ALT University”) establish the requirements for the procedure of allocating places and accommodation in the Student Residences of JSC “ALT University”.

2. NORMATIVE REFERENCES

The following normative documents are referenced in this working instruction:

2.1. Normative References to International and National Standards:

- | | |
|----------------------|--|
| ISO 9000:2015 | - Quality management systems. Fundamentals and vocabulary |
| ST RK ISO 9001-2016 | - Quality management systems. Requirements |
| ISO 50001:2018 | - Energy management systems. Requirements with guidance for use |
| ST RK ISO 50001-2019 | - Energy management systems. Requirements with guidance for use |
| ST RK ISO 14001-2016 | - Environmental management systems. Requirements with guidance for use |
| ST RK ISO 45001-2019 | - Occupational health and safety management systems. Requirements |

2.2. National Legislative Framework of the Republic of Kazakhstan:

Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III	- On Education
Law of the Republic of Kazakhstan dated November 18, 2015 No. 410-V	- On Combating Corruption
Law of the Republic of Kazakhstan dated May 13, 2003 No. 415-II	- On Joint-Stock Companies
Law of the Republic of Kazakhstan dated November 23, 2015 No. 414-V	- Labour Code
Law of the Republic of Kazakhstan dated April 15, 2013 No. 88-V	- On Public Services (subparagraph 1, Article 10)
Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 No. 66	- Rules for the Allocation of Places in Dormitories of Educational Organizations

2.3. Normative References to Internal Regulatory Documents:

CF-ALT-01	-	Management of Documented Information
CF-ALT-02	-	Internal Audit
CF-ALT-03	-	Management of Nonconformities and Corrective Actions
CF-ALT-04	-	Management Review of the Integrated Management System (IMS)
CF-ALT-05	-	Identification, Assessment, and Risk Management
CF-ALT-06	-	Communication, Engagement, and Consultation
CF-ALT-07	-	Identification, Access, and Evaluation of Compliance with Legal and Other Requirements in the Field of EnMS

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--	--	--

CF-ALT-08	-	Management of Operations Related to Significant Energy Consumption
CF-ALT-09	-	Monitoring of Performance Indicators Based on EnMS Criteria
CF-AJIT-10	-	Methodology for Energy Review and Energy Performance Indicators
CF-ALT-11	-	Identification of Hazards, Environmental Aspects, and Risk Assessment. Management of Legal and Other Requirements in Environmental Management
CF-ALT-12	-	Monitoring Compliance with Occupational Health, Safety, and Environmental Legislation
CF-ALT-13	-	Incident Investigation. Emergency Management and Response
CF-ALT-14	-	Waste Management
PM-ALT-17	-	Infrastructure and Working Environment
WI-ALT-31	-	Occupational Health and Safety Rules
WI-ALT-32	-	Procedure for Preventive Measures and Actions in Case of Emergencies
WI-ALT-83	-	Rules for Student Accommodation in Student Residences

3. TERMS, DEFINITIONS, AND ABBREVIATIONS

3.1. The terms and definitions used in this working instruction are applied in accordance with international and national standards ST RK ISO 9001-2016, ST RK ISO 50001-2019, ST RK ISO 14001-2016, ST RK ISO 45001-2019, the regulatory legal acts of the Republic of Kazakhstan, and the internal regulatory documents of the University.

3.2. The following designations and abbreviations are used in this working instruction:

IMS	-	Integrated Management System
WI	-	Working Instruction
JD	-	Job Description
DIM	-	Department of Infrastructure Management
OH, HS, ES, FB	-	Occupational Health, Health and Safety, Emergency Situations, and Fire Protection
TA	-	Tangible Assets
DAA	-	Department of Academic Affairs
PPE	-	Personal Protective Equipment
SCL	-	Student Council of Learners
DESA	-	Department of Educational and Social Affairs
SCSR	-	Student Council of the Student Residence

4. RESPONSIBILITIES AND AUTHORITIES

4.1. All University employees are responsible for the proper implementation of the requirements of this working instruction in their activities.

4.2. Responsibility for the implementation of the working instruction “Rules for the Allocation of Places and Accommodation in the Student Residences of JSC ‘ALT University’” is assigned to the heads of structural divisions in accordance with this working instruction.

4.3. The Management Representative is authorized to require the elimination of non-conformities with the criteria of this working instruction, both on an operational basis and based

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 5 of 29</p>
--	--	--

on the results of certification, inspection, and internal audits of the University’s integrated quality management system.

5. GENERAL PROVISIONS

5.1. These Rules for the Allocation of Places and Accommodation in the Student Residence of JSC “ALT University” (hereinafter referred to as the Rules) regulate the procedure for allocating places and move-in, internal regulations, as well as the rights and obligations of residents of the Student Residence of JSC “ALT University”.

5.2. These Rules have been developed in accordance with the Laws of the Republic of Kazakhstan “On Public Services” and “On Education”, the Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan “On Approval of the Rules for the Allocation of Places in Dormitories of Educational Organizations”, the Charter of the University, the Internal Regulations, as well as the sanitary and epidemiological and fire safety requirements and standards of the University.

5.3. These Rules regulate and define the conditions of residence in the Student Residences of JSC “ALT University” for students occupying the residential premises allocated to them.

5.4. The requirements of these Rules apply to students (undergraduate students, master’s students, and doctoral students).

6. PROCEDURE FOR THE ALLOCATION OF PLACES IN THE STUDENT RESIDENCE

6.1. Places in the Student Residence are allocated to non-resident students (undergraduate, master’s, and doctoral students) in need, who do not own residential property (apartments or houses) in the city of Almaty, in accordance with the priority order established by these Rules.

6.2. A place in the Student Residence is allocated to a student based on the decision of the Competitive Commission for Allocation to Student Residences, formed in accordance with the order of the Chair of the Management Board – Rector.

6.3. The composition of the Competitive Commission for Allocation to the Student Residence includes:

1) Chairperson of the Commission for Allocation of Places in the Student Residence – Vice-Rector for Corporate and Social Development;

2) Deputy Chairperson of the Commission – Director of the Department of Educational and Social Affairs;

3) Secretary of the Commission – Chief Specialist-Expert of the Chancellery;

4) Directors of Institutes;

5) Chairperson of the University Trade Union Committee;

6) Deputy Directors;

7) Director of the Marketing Department;

8) Chairperson of the Student Government.

6.4. The main tasks of the Competitive Commission are:

1) determining the schedule of meetings of the Competitive Commission;

2) objective and transparent consideration of applications and adoption of decisions based on the results thereof, without infringing upon the rights and interests of students;

3) making decisions based on the outcomes of the meetings of the Competitive Commission.

<p>«<i>Mukhametzhan Tynyshbayev</i> <i>ALT University</i>» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 6 of 29</p>
--	--	--

The Competitive Commission allocates places in the Student Residences taking into account the grounds and priority order as follows:

1) orphans and children left without parental care, as well as citizens of the Republic of Kazakhstan from among young people who lost or were left without parental care before reaching adulthood; persons with disabilities of Group I or II; persons with disabilities since childhood; children with disabilities;

2) persons receiving state social benefits due to loss of a breadwinner; veterans equated in benefits to veterans of the Great Patriotic War; persons from among rural youth admitted to educational programs aimed at the socio-economic development of rural areas; as well as kandas;

3) students participating in the project “Mäñgilik El Zhastary – Industry!” (“Serpin-2050”);

4) first-year students awarded the “Altyn Belgi” distinction; students holding certificates as winners or prize-winners of Presidential, international, and national Olympiads and/or competitions; as well as applicants who graduated with honors and have a supporting education document (certificate, diploma);

5) first-year students admitted under the state educational grant who achieved high scores based on the results of the Unified National Testing, Comprehensive Testing, entrance examinations in subjects, or testing conducted by the educational organization.

In the event of equal scores, the financial status of the student is taken into account in accordance with the Rules for the formation, use, and accounting of funds allocated for financial and material assistance to students from families eligible for state targeted social assistance, as well as from families not receiving such assistance but whose per capita income is below the subsistence minimum, and to orphans, children left without parental care, children living in families, children from families requiring emergency assistance due to emergency situations, and other categories of students, approved by the Resolution of the Government of the Republic of Kazakhstan dated January 25, 2008 No. 64;

6) senior-year students demonstrating high achievements in academic, research, and social activities;

7) other students of JSC “ALT University”;

8) foreign students are provided with places in the Student Residence in accordance with international and intergovernmental agreements.

6.5. To obtain a place in the Student Residence, a student must submit an online application via the Automated Information System (AIS) Platonus, attaching a scanned copy of an identity document. Instructions for students regarding the “DORMITORY” module are available on the University’s website.

6.6. Upon move-in to the Student Residence, students submit the following set of documents for review by the Competitive Commission:

- an electronic application form (online via the “DORMITORY” module) addressed to the Chair of the Management Board – Rector of JSC “ALT University”, in accordance with Appendix 1 to these Rules;

- a document confirming Kandas status (if applicable);

- an identity document (for identification purposes).

6.6.1. Students belonging to socially vulnerable categories must additionally submit supporting documents confirming their status specified in Clause 6.5, including:

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 7 of 29</p>
--	--	--

1) *persons with disabilities, persons with disabilities since childhood, children with disabilities, and persons whose one or both parents are persons with disabilities:*

- disability certificate in the form approved by the Order of the Deputy Prime Minister – Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated June 29, 2023 No. 260 “On Approval of the Rules for Conducting Medical and Social Examination” (registered in the State Register of Regulatory Legal Acts No. 32922);

2) *orphans and children left without parental care:*

- death certificate of the parent(s) (for orphans) or a certificate from a children’s home;
- guardianship decision;

3) *persons from large families:*

- *certificate of receipt of age-related pension payments/benefits;*

4) *persons from single-parent families:*

- death certificate of one parent.

6.6.2. After submitting documents online, the student must obtain medical clearance from the University’s medical service with a nurse’s endorsement at the place of residence in the Student Residence.

6.7. Following a positive decision of the Competitive Commission on the allocation of a place in the Student Residence, based on the approved list for residence in the Student Residence signed by the Chairperson of the Commission:

- a Student Residence Accommodation Agreement No. ___ is concluded in accordance with the form set out in Appendix 2 to these Rules;
- the move-in process to the Student Residences is carried out;
- the student is issued an Assignment for the Allocation of a Place in the Student Residence of JSC “ALT University” in accordance with the form set out in Appendix 4 to these Rules.

After the application is approved in their personal account in Platonus, the student concludes the accommodation agreement and pays the fee for residing in the Student Residence.

6.8. The Competitive Commission allocates places in the Student Residences in stages:

1) at the end of the academic year (June) — for students of all years except first-year students for the following academic year;

2) at the beginning of the academic year (August) — for students admitted to the first year and those transferred from other educational institutions;

3) during the academic year as necessary — in accordance with changes in the number of students residing in the Student Residences, as well as for the justified accommodation of transferred or reinstated students.

7. PROCEDURE FOR MOVE-IN AND MOVE-OUT

7.1. Move-in to the Student Residences is carried out based on the documents specified in Clause 6.6 of these Rules, as well as the receipt for payment of the accommodation fee. On the day of signing the Student Residence Accommodation Agreement, students must pay 50% or 100% of the annual accommodation fee (for 10 months) in advance. The remaining 50% of the annual fee must be paid by January 28 (prepayment). A security deposit is collected to cover potential damages. Upon move-in, the heads of the Student Residences complete an Acceptance Certificate of Property in the Student Residence in the form set out in Appendix 5 to these Rules.

7.2. The amount of the accommodation fee in the Student Residences is approved by the order of the Chair of the Management Board – Rector.

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 8 of 29</p>
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7.3. Payment is charged from the date specified in the accommodation agreement, in accordance with the established procedure.

7.4. Accommodation in the Student Residences is not granted to students (undergraduate, master's, or doctoral) who:

- have previously been subject to disciplinary sanctions involving eviction from the Student Residence, or have received disciplinary sanctions for violating the rules and regulations of residence or internal regulations of the Student Residence;

- must, upon move-in, familiarize themselves with these Rules, the terms of the Accommodation Agreement, and undergo safety instruction regarding the use of electrical appliances, household radio equipment, personal electrical devices, and procedures in case of emergencies, pandemics, natural disasters, and evacuation procedures. Instruction is provided by the head of the Student Residence and deputy directors of the Institute for Educational and Social Affairs;

- are affected by annual maintenance and repair works, conducted from July 1 to August 25. During this period, in accordance with safety and sanitary regulations, students are not allowed to reside in the Student Residences.

7.5. **Move-Out Procedure.** Move-out from the Student Residence is carried out:

- at the resident's request;
- at the end of the academic year;
- upon expulsion from JSC “ALT University”;
- as a disciplinary measure;
- for violation of the Accommodation Agreement (e.g., late payment);
- on other grounds provided by the internal documents of JSC “ALT University”.

7.6. For voluntary move-out, the resident must submit an electronic application via the “Dormitory” module to the Chairperson of the Competitive Commission, in accordance with Appendix 3 to these Rules. In case of voluntary relinquishment of the assigned place, the remaining accommodation fee will be refunded within 15 calendar days, or, at the student's request, credited toward tuition fees.

7.7. The move-out date is determined as:

- the date of the Commission's decision to enforce move-out as a disciplinary measure;
- the date of termination of the Accommodation Agreement;
- the resident must vacate the premises within three (3) calendar days from the end of the academic year, the issuance of the expulsion order from JSC “ALT University”, the decision to move-out from the Student Residence, or termination of the Accommodation Agreement.

7.8. The student may terminate the Accommodation Agreement early by submitting a written notice to the University online via the “Dormitory” module at least seven (7) calendar days prior to the intended move-out date.

7.9. Upon move-out, the resident must return the premises and any property provided for personal use in clean and proper condition, in accordance with the check-out sheet completed by the head of the Student Residence, and settle any outstanding accommodation fees.

8. INTERNAL REGULATIONS OF THE STUDENT RESIDENCE

8.1. Residents of the Student Residence are required to comply with the rules of residence, internal regulations, and the terms of the Accommodation Agreement. To ensure a favorable academic and social environment, all residents must demonstrate civic responsibility, treat staff and fellow residents with respect, and maintain cleanliness and order.

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 9 of 29</p>
--	--	--

8.2. The Student Residence operates a controlled access system for residents and visitors. Residents enter using a contactless card. Entry is permitted until 23:00 hours. Between 23:00 and 06:00 hours, silence must be maintained. If a resident arrives late, the security guard/warden must record the late arrival in the Late Arrivals Log and obtain a written explanation from the resident. Upon the third late arrival within the academic year, the resident is subject to eviction. The head of the Student Residence, together with the director of the Institute, submits a recommendation to the Disciplinary Council regarding the resident’s responsibility.

8.3. Visitors may be admitted to the building/territory of the Student Residence only after registration by the security guard in the presence of the resident. Visitor details are recorded in the Visitor Log. Visitors must present an identity document upon registration. The resident must personally accompany the visitor and ensure a corresponding entry is made in the log. Evicted persons are strictly prohibited from entering the Student Residence. If the resident is absent, access is denied to the visitor. Intoxicated visitors are not allowed.

8.4. Presence of unauthorized persons in the Student Residence is prohibited. Residents who invite such persons are responsible for any violations. In exceptional cases, parents of students may visit the Student Residence with written permission from the Institute Director, limited to 12:30–21:00 hours, for a maximum of 1 hour. Any violations must be explained in writing to the Director of the Institute. Repeat violations are referred to the Disciplinary Council.

8.5. At the start of the academic year, floor monitors are appointed on each floor. They ensure compliance with these Rules, proper use of Student Residence property, monitor kitchen duty schedules, and maintain cleanliness in common areas. Residents must follow duty schedules and the instructions of floor monitors. Residents participate in “Clean Thursday” weekly cleaning activities organized by the Student Residence administration. Heads of Student Residences provide detailed reports on residents’ performance to the Department of Educational and Social Work.

8.6. Residents are personally responsible for property assigned to them, both for individual and communal use, as recorded in the Property Acceptance Certificate signed with the administration. In case of damage or destruction of property (e.g., faucets, sinks, siphons, toilets, doors, locks, handles, sockets, switches), residents must fully compensate for the damage. Heads of Student Residences must prepare a Damage Report.

8.7. The Rules, Accommodation Agreements, Fire Safety Rules, and other internal documents of the Student Residence are displayed in public areas of the building and on the JSC “ALT University” website.

8.8. A Student Council is elected to organize daily life, leisure, and educational activities. Cultural, sports, and other events are conducted according to plans developed by the Student Council and the University department responsible for student work, approved by the DVSR leadership.

8.9. To ensure compliance with internal regulations, authorized personnel or security guards may inspect rooms, equipment, furniture, and communications, and identify unauthorized persons. Inspections are conducted in the presence of residents. Any damage to University property is documented in writing and submitted to the Department of Infrastructure Management (DUI) and DESW.

8.10. Residents are not allowed to change locks independently. The head of the Student Residence ensures that one set of keys to all premises is available at the security post. During pest control, disinfection, maintenance, or inspections, staff may enter rooms with a minimum of three staff members present and document the visit in an official act.

8.11. In exceptional situations (emergencies, fire, accidents, terrorist threats, etc.), security personnel and DUI staff have the right to access all premises at any time, regardless of the presence or absence of residents.

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 10 of 29</p>
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8.12. The administration of the Student Residence is not responsible for the safety of residents' personal belongings.

9. RIGHTS AND RESPONSIBILITIES OF RESIDENTS IN THE STUDENT RESIDENCE

9.1. Residents of the Student Residence have the right to:

- demand from the Student Residence administration the proper functioning of equipment, timely repair, and replacement of worn-out furniture, inventory, and other property;
- use the equipment of the Student Residence;
- submit requests for repair of malfunctions or defects in property and equipment in their rooms and common areas, which must be addressed by the assigned staff of the Department of Infrastructure Management within three (3) working days;
- make proposals to the Student Council, the Student Residence administration, and/or JSC “ALT University” for improving living conditions, leisure organization, and other matters concerning residence in the Student Residence;
- elect members of the Student Council and be elected as members.

9.2. Residents of the Student Residence are obliged to:

- familiarize themselves with and strictly comply with these Rules;
- treat Student Residence property (premises, equipment, furniture, inventory, greenery, etc.) with care;
- maintain cleanliness in their rooms and on the territory of the Student Residence;
- leave keys at the security post, and if absent for more than 24 hours, notify the head of the Student Residence or the security guard, providing the following information: full address, full name of the person being visited, and expected return date;
- turn off lights and close windows and doors when leaving the room;
- follow the rules for using electrical stoves and appliances installed in the Student Residence;
- participate in cleaning activities (subbotniks, “Clean Thursdays”), and in landscaping and greening of the Student Residence territory;
- use electricity and water economically;
- comply with safety, fire, and electrical regulations, as well as rules concerning military registration, registration, and visa regime (for foreign and non-local students);
- maintain ethical and moral behavior in interactions with Student Residence staff and other residents, avoid rudeness, respect the rights and interests of others, and contribute to a positive psychological climate in the Residence;
- pay accommodation fees on time to the designated account of JSC “ALT University”;
- upon termination of the Accommodation Agreement, vacate the assigned place within three (3) days, returning the premises and all inventory in clean and proper condition to the head of the Student Residence;
- strictly follow the access control system, avoid being late, and enter the building only through the designated security checkpoint.

9.3. Residents are prohibited from:

- moving rooms or transferring furniture and inventory without permission;
- removing furniture, inventory, equipment, or other property from the Student Residence;

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 11 of 29</p>
--	--	---

- bringing, storing, or using firearms, cold weapons, traumatic or gas weapons, ammunition, flammable, explosive, poisonous substances, or other items that may pose significant risk to the health and life of residents;
- giving keys to rooms to third parties;
- smoking, consuming alcohol, or using drugs in the Residence, or being under the influence of alcohol, drugs, or toxic substances in the Residence;
- bringing or storing alcohol, drugs, or other prohibited items in the Residence;
- engaging in fights, causing physical harm, or violating public order;
- damaging Student Residence property;
- independently modifying or repairing electrical wiring or equipment;
- using high-power electrical appliances, including microwave ovens, air grills, multicookers, etc.;
- using water heaters, electric kettles, or heaters without thermal protection devices in rooms;
- making noise after 23:00 hours;
- being in another resident’s room after 23:00 hours;
- leaving unauthorized persons overnight;
- keeping or housing pets or birds in the Residence;
- being absent for more than three (3) days without notifying the Residence administration;
- entering the Residence through windows or other unauthorized means;
- violating the internal regulations of JSC “ALT University” or the laws of the Republic of Kazakhstan.

10. ENSURING SANITARY AND EPIDEMIOLOGICAL REGIME IN THE STUDENT RESIDENCE

10.1. At JSC “ALT University,” students study in on-campus, remote, or blended formats in accordance with the decisions of local executive authorities and with the approval of the Chief State Sanitary Doctors of the respective territories.

10.2. The following anti-epidemiological measures are implemented in the Student Residences of JSC “ALT University”:

- adherence to proper ventilation regimes in the Student Residences;
- simultaneous presence of students in rooms is limited to 4 beds in large rooms and 2 beds in small rooms;
- occupancy of sports halls and reading rooms is limited to no more than 50% of design capacity;
- daily cleaning of rooms using bactericidal lamps for 15 minutes, wet cleaning, and subsequent ventilation;
- rooms and small halls (capacity less than 40 people) are disinfected every 4 hours daily using bactericidal lamps for 15 minutes, wet cleaning, and subsequent ventilation.

10.3. JSC “ALT University” also implements:

- organization of sanitary posts in Student Residences to monitor proper handwashing with liquid soap upon entering the Residence, after using toilets, and in other cases of contamination;
- provision of isolation rooms for daily temperature checks, symptom monitoring, and isolation of suspected cases, equipped with necessary medical tools and medications (thermometers, spatulas, masks);

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 12 of 29</p>
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- weekly instruction of residents on personal hygiene rules and monitoring their compliance;
- designated disposal points for used masks, gloves, tissues, and other items used for sneezing and coughing;
- admission to the Student Residence of students who have recovered from illnesses or had contact with COVID-19 patients only with a medical certificate confirming no contraindications for residence at JSC “ALT University”;
- wet cleaning of rooms with virucidal disinfectants at least twice a day, including door handles, switches, railings, stairs, and shared equipment (tables, chairs) in common areas (sports halls, reading rooms, cloakrooms, bathrooms);
- general cleaning of premises at least once a week;
- proper treatment and storage of cleaning equipment (buckets, brushes, cloths) in designated areas;
- suspension of recreational and other mass events in the Residence, with strengthened sanitary monitoring and enforcement of the access control system;
- installation of contactless dispensers or sanitizers with refillable disinfectant solutions on each floor;
- provision of conditions for distance learning (including household facilities, computers, internet access);
- restriction of residents from leaving the Residence for their permanent residence or other locations, except for essential trips to grocery stores or pharmacies during distance learning;
- residents temporarily leaving the Residence during distance learning must notify the University in writing or electronically, specifying departure and return times and destination;
- monitoring of the health status of returning students for 14 calendar days after leaving the Residence.

10.4. Specific Measures in the Student Residence

- shared meals are prohibited;
- continuous wet cleaning with disinfectants in toilets, washrooms, showers, and utility rooms;
- provision of handwashing facilities and antiseptics in common areas;
- increased frequency and quality of cleaning;
- entry and exit of residents are recorded in a logbook;
- in case of elevated body temperature or other symptoms of acute respiratory viral infections (ARVI), incidents are logged and managed according to the approved algorithm;
- special control over residents with chronic diseases or at-risk groups;
- all entrance doors are equipped with disinfection tunnels;
- maintenance of social distancing of 1.5–2 meters in corridors and rooms;
- installation of hand sanitizers with skin antiseptic on each floor in accessible locations;
- provision of disinfectants in bathroom dispensers and posters with handwashing instructions.

11. ATTESTATION OF STUDENTS RESIDING IN THE STUDENT RESIDENCE

11.1 Attestation of students residing in the Student Residence (SR) is conducted at the end of the academic year in June for the purposes of:

- strengthening control over the fulfillment of contractual obligations by the resident;
- increasing responsibility of residents for the condition of the SR;

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 13 of 29</p>
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- confirming the student’s right to reside in the SR in the following academic year.

11.2. Before the attestation, floor monitors and members of the Student Council of the SR, together with the SR manager, fill out the Student Attestation Card, the form of which is provided in Appendix 6 to these Rules.

11.3. The attestation results are summarized at a meeting of the Institute Commission chaired by the Director of the Institute. The Commission includes:

- Deputy Director of the Institute responsible for educational work;
- SR Manager;
- Floor Monitors;
- Members of the Student Council of the SR;
- Student Dean of the Institute.

11.4. Based on the attestation results, the Institute Commission makes a decision to extend or deny the student’s right to reside in the SR in the following academic year.

11.5. The minimum score required to pass attestation is 30 points. Students scoring below this threshold lose the right to reside in the SR.

11.6. Students who fail attestation are required to vacate the SR within 3 days after the end of the academic year.

12. RESPONSIBILITIES AND DISCIPLINARY MEASURES

12.1. Residents are responsible for:

- Damage or destruction of SR property – full compensation is required;
- Violations of the Rules may result in the following disciplinary measures: warning or expulsion from the SR;
 - Students expelled for violating the Rules lose the right to be re-admitted to the SR;
 - Students with legal, academic violations or penalties during the past academic period may be denied residence in the SR in the current or subsequent years;
 - Students who provoke a fight: strict warning;
 - Students who provoke a fight a second time: expulsion from the SR;
 - Students who provoke a fight causing serious consequences: expulsion from the University;
- Damage to inventory/property: compensation and strict warning;
- Deliberate damage to inventory/property: expulsion from the SR;
- Smoking in unauthorized places: expulsion from the SR;-
- Violation of safety rules (intentional disabling of fire detectors, unauthorized installation of electrical heaters, damage to fire equipment): strict warning; repeated violations: expulsion from the SR;
 - Violation of sanitary-hygienic condition of the room: warning; repeated violation: strict warning;
 - Violation of sanitary condition of the floor (littering corridors, dirtying walls, floors, sinks, tiles, common areas): warning;
 - Failure to attend duty once without valid reason: warning; twice: strict warning;
 - Failure to attend clean-up activities, sanitation hours, or other cleanliness-related events: strict warning;
 - Failure to show access pass upon entry: warning;
 - Intentional falsification or transfer of access pass to others: strict warning;
 - Loss of access pass: warning; repeated loss: warning;

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 14 of 29</p>
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- Failure to attend Student Council of SR (SS SR) without valid reason: warning;
- Non-compliance with SS SR or floor monitor instructions: warning;
- Insulting, rude, threatening, or violent behavior toward residents, staff, or SS SR members: strict warning;
- Unauthorized transfer of room keys: strict warning;
- Presence of unauthorized persons in the room: strict warning;
- Storage, use, or distribution of alcohol or narcotics: expulsion from the SR and University;
- Storage or carrying of any type of weapon: expulsion from the SR and University;
- Unauthorized room change: strict warning; repeated unauthorized room change: expulsion from the SR;
- Receiving two warnings: strict warning.

Decisions on violations not explicitly listed above are made at SS SR meetings. All disciplinary measures are recorded and considered throughout the entire period of residence in the University SR.

13. ANALYSIS AND UPDATING OF THE WORKING INSTRUCTION (WI)

13.1. The updating of this Working Instruction (WI) shall be carried out as changes and additions are made to the legislative and regulatory acts of the Republic of Kazakhstan and the internal regulatory documents of the University.

14. RISK IDENTIFICATION, ASSESSMENT AND MANAGEMENT

14.1 The identification, assessment, and management of risks related to this WI shall be conducted in accordance with CF-ALT-05.

15. APPROVAL AND IMPLEMENTATION

15.1 The approval of this WI is carried out in coordination with the PRC (Policy and Regulatory Committee) and the responsible IMS specialist.

16. STORAGE, PROTECTION, RECOVERY, AND WITHDRAWAL OF DOCUMENTS

16.1 The head of the developing unit is responsible for transferring the approved original and electronic Word version of this WI to storage in the DAPC (Document Archive and Processing Center).

16.2 Storage, protection, recovery, and withdrawal of documents of this WI shall be carried out in accordance with CF-ALT-01.

17. AMENDMENTS TO DOCUMENTS

17.1 Amendments to this WI shall be made in accordance with CF-ALT-01.

<i>«Mukhametzhan Tynyshbayev ALT University» JSC</i>	INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83	Edition 01 Date: Page 15 of 29
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18. ACCESS TO DOCUMENTS AND CONFIDENTIALITY

18.1 Working copies of this WI are stored electronically in all units where activities occur that affect the effectiveness of the ISM documented information.

18.2 Access to documents and confidentiality of this WI shall be ensured in accordance with CF-ALT-01.

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p align="center">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p align="right">Edition 01 Date: Page 16 of 29</p>
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Appendix 1

**APPLICATION FORM FOR ACCOMMODATION
IN THE STUDENT DORMITORY**

**To the Chair of the Management
Board – Rector of
“ALT University” JSC**

(Full Name)
**from a student of _____ year
Educational Program**

(code and name of the EP)

(Full name of the student)

(Place of residence)

(Contact details)

APPLICATION

I kindly request to be provided with one place in the Student Dormitory of ALT University.

I arrived from the city (village) _____,
_____ (district),
_____ (region).

I confirm that I am familiar with the Rules for allocation of places and residence in the Student Dormitory of JSC “ALT University”.

List of attached documents:

- 1) Identity document (for identification purposes);
- 2) Document confirming “Kandas” status (if applicable);
- 3) Certificate of family composition; death certificate of parent(s) (for orphans), or certificate from a children’s home; certificate confirming that the family has four or more children (for students from large families); certificate confirming disability in the form approved by the Order of the Minister of Healthcare and Social Development of the Republic of Ka-

<p>«Mukhametzhah Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 17 of 29</p>
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zakhstan dated January 30, 2015 No. 44 “On Approval of the Rules for Conducting Medical and Social Expertise”; certificate confirming the right to receive State Targeted Social Assistance.

(Signature)

(Date)

(Contact phone)

*** An alternative to this application is an electronic application submitted through the personal account in the AIS Platonus system.**

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p>INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p>Edition 01 Date: Page 18 of 29</p>
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Appendix 2

КОММЕРЦИЯЛЫҚ НЕГІЗДЕ СТУДЕНТТЕР ҮЙІНДЕ ТҰРУ КЕЛІСІМ-ШАРТЫ

№ _____

Алматы қ.

«__» _____ ЖЫЛ

1) «Мұхаметжан Тынышбаев атындағы
ALT университеті» акционерлік қоғамы атынан
жарғы негізінде әрекет ететін Корпоративтік және
әлеуметтік даму Проректоры - Басқарма мүшесі
Иванов Андрей Александрович, бұдан ары қарай
«ALT Университеті» немесе «Жалға беруші» бір
тараптан, және екінші тараптан,

2) Аза-
мат(ша) _____

(*Фамилиясы, аты, әкесінің аты (болған жағдайда)*
ары қарай «Жалға алушы» немесе «білім алушы»
деп аталатын, «Тараптар» бірлесе отырып төмен-
дегі келісімшартқа отырды:

1. НЕГІЗГІ ТЕРМИНДЕР МЕН АНЫҚТАМА- ЛАР

1.1. Осы Шартта пайдаланылатын термин-
дер мен анықтамалар мыналарды білдіреді:

Университет - «Мұхаметжан Тынышбаев
атындағы ALT университеті» акционерлік қоғамы.

Заңды өкіл-жалға алушының ата-анасы, бала
асырап алушылар, қорғаншы, қамқоршы, асырап
алушы ата-аналар, Қазақстан Республикасының
заңнамасына сәйкес 18 жасқа толмаған жалға
алушының құқықтары мен мүдделерін қорғауды,
білім беруді, тәрбиелеуді, қорғауды жүзеге асыра-
тын басқа да алмастырушы тұлғалар.

**Шарт-студенттердің үйінде оның барлық қо-
сымшаларымен бірге тұруға арналған осы Шарт.**

Жалға алушы - ALT Университет студент-
терінің үйінде ақылы негізде тұруға ниет білдірген
университет білім алушысы.

Бір төсек-орындық тұру құны- ALT Уни-
верситетінің Веб-сайтында жарияланған студенттер

ACCOMMODATION AGREEMENT IN THE STUDENT DORMITORY

№ _____

Almaty

«__» _____ 20

1) Joint-Stock Company “ALT University named
after Mukhametzhan Tynyshpayev”, represented by
the Vice-Rector for Corporate and Social Development
– Member of the Management Board Ivanov Andrey
Alexandrovich, acting on the basis of the Charter, here-
inafter referred to as the “University” or “Lessor”, on
the one part, and

2) Citizen

(*Full name*)

hereinafter referred to as the “Lessee” or “Student”, on
the other part, collectively referred to as the “Parties”,
have concluded this Agreement as follows:

1. BASIC TERMS AND DEFINITIONS

1.1. The terms used in this Agreement shall
have the following meanings:

1.2. **University** – Joint-Stock Company “ALT
University named after Mukhametzhan Tynyshpayev”.

Legal Representative – the parents of the Lessee,
adoptive parents, guardian, trustee, foster parent, or other
substitute persons who, in accordance with the legislation
of the Republic of Kazakhstan, ensure care, education,
upbringing, and protection of the rights and interests of
the Lessee under 18 years of age.

Agreement – this Accommodation Agreement in
the Student Dormitory with all its appendices.

Lessee – a student of the University who has
expressed the desire to reside in the Student Dormitory on
a paid basis.

Accommodation Fee per Bed Space – the amount
payable for accommodation in the Student Dormitory as

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 19 of 29</p>
--	--	---

үйінде тұру тарифтерінде көрсетілген студенттер үйінде тұру үшін төлем мөлшері (бұдан әрі – тарифтер).

Веб-сайт- еркін көрнекі танысу үшін ашық, жалпыға қолжетімді, ALT Университетіне тиесілі, Интернет желісінде мына мекенжай бойынша орналастырылған ресурс: <https://www.alt.edu.kz>, ол арқылы университет туралы ақпарат көрсетіледі.

"Жатақхана" модулі- қоныстануға/ қоныс аударуға өтініш беру процестерін автоматтандыруға арналған "Platonus" автоматтандырылған ақпараттық жүйесі базасындағы онлайн платформа.

Электрондық құжат айналымы жүйесі – университет электрондық құжаттармен жұмыс істеу үшін пайдаланатын бағдарламалық қамтамасыз ету ол арқылы жалға алушы (және/немесе оның заңды өкілі) осы Шартқа (бұдан әрі-ЭҚЖ) қол қояды.

Қамтамасыз ету депозиті- амортизациялық шығыстарды төлеу, үй-жайды қалпына келтіру, үй-жайдың қажетті санитарлық-гигиеналық жай-күйі ретіндегі міндетті жарна. Қайтаруға жатпайды. Депозит сомасы студенттердің үйлерінде тұру тарифтеріне сәйкес белгіленеді. Жалға алушы оқу немесе тұру қызметтерін төлеу үшін пайдалана алмайды.

1.2. Шарттың осы бөлімінде көрсетілген терминдерді осы Шартқа қатысты басқаша түсіндіруге болмайды.

1.3. Осы бөлімде баяндалған терминдер мен анықтамалар осы Шарттың мәтіні бойынша жекеше де, көпше түрде де пайдаланылуы мүмкін.

2. КЕЛІСІМШАРТТЫҢ НЫСАНАСЫ

2.1. Университет "ALT Университеті" АҚ студенттерінің үйлерінде орын беру және тұру қағидаларына (бұдан әрі-қағидалар) № 5 қосымша болып табылатын мүлікті қабылдау – беру актісіне сәйкес студенттердің үйінде бөлме беріледі, ал Жалға алушы тұру үшін қабылдайды.

3. ТАРАПТАРДЫҢ ҚҰҚЫҚТАРЫ МЕН МІНДЕТТЕРІ

3.1. ALT Университеті құқылы:

1) Жалға алушыдан тұру үшін уақтылы және тиісінше ақы төлеуді, қамтамасыз ету депозитін, Шартта көзделген өзге де төлемдерді талап етуге міндетті;

specified in the Dormitory Tariffs published on the University Website (hereinafter – the Tariffs).

Website – a publicly accessible resource owned by the University located at: <https://www.alt.edu.kz>

"Dormitory" Module – an online platform based on the automated information system "Platonus" intended for automation of applications for check-in / transfer / check-out.

Electronic Document Management System (EDMS) – software used by the University for handling electronic documents through which the Lessee (and/or the Legal Representative) signs this Agreement.

Security Deposit – a mandatory contribution for depreciation expenses, restoration and sanitary maintenance of the premises. The deposit is non-refundable and cannot be used to pay tuition or accommodation fees.

1.2. The terms of this section shall be interpreted exclusively within the context of this Agreement.

1.3. The terms may be used in singular or plural.

2. SUBJECT OF THE AGREEMENT

2.1. The University provides, and the Lessee accepts, a room in the Student Dormitory for accommodation in accordance with the Property Acceptance Act (Appendix No. 5 to the Rules).

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

3.1. The University has the right to:

- 1) require timely payment of accommodation fees, deposit, and other payments;
- 2) require proper maintenance of the premises and careful treatment of University property;
- 3) require compliance with the Rules;
- 4) unilaterally terminate this Agreement without court proceedings by notifying the Lessee.

3.2. The University shall:

- 1) provide accommodation meeting sanitary standards;
- 2) familiarize the Lessee with the Rules.

3.3. The Lessee has the right to:

- 1) use the University property in accordance with this Agreement and the Rules;

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 20 of 29</p>
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2) Жалға алушыдан үй-жайды тиісінше күтіп-ұстауды, ALT Университеті мүлкіне ұқыпты қарауды талап етуге міндетті;

3) Жалға алушыдан белгіленген ережелерді сақтауды талап етуге міндетті.

4) Жалға алушы шарт бойынша өз міндеттемелерін бұзған жағдайда, сот органдарына жүгінбей, қандай да бір айыппұл санкцияларын қолданбай және залалдарды өтемей, Жалға алушыға осы шартты бұзу туралы тиісті хабарлама жіберу жолымен және осы хабарламада көрсетілген мерзімдерде осы Шартты орындаудан бас тартуға құқылы.

3.2. ALT Университеті міндеттенеді:

1) санитариялық нормаларға сәйкес келетін тұрғын үй-жайда орын беруге;

2) жалға алушыны ережелермен таныстыру.

3.3. Жалға алушының құқығы бар:

1) ALT Университетінің мүлкін осы Шартта және Қағидаларда белгіленген шарттарда пайдалануға;

2) ALT Университетінің осы Шарттың талаптарын тиісінше орындауын талап етуге міндетті.

3.4. Жалға алушы міндеттенеді:

1) ФГ суреті бар 075-У нысаны бойынша анықтама беру;

2) танысуға және ережелерді қатаң сақтауға;

3) эпидемиологиялық ортаға медбикенің қарауынан өту;

4) қағидаларды сақтауға, оның ішінде:

- студенттер үйінде алкоголь ішуге, сондай-ақ темекі шегуге тыйым салынады (бұдан әрі-СҮ);

- секцияда тамақ дайындауға арналған электр құралдарын пайдалануға тыйым салынады, тамақ дайындау осы мақсаттарға арналған тұрмыстық үй-жайда ғана жүзеге асырылуы тиіс;

- СҮ мүлкі бүлінген немесе жойылған жағдайда (араластырғыштар, қол жуғыш, сифон, жуу цистернасы бар дәретханалар, есіктер, есік құлыптары, есік тұтқалары, розеткалар, ажыратқыштар) Жалға алушы залалды өз қаражатынан өтеуге міндеттенеді, ал ALT Университеті өз есебінен осы техниканы жөндеуді жүзеге асырады;

5) тұрғын үй-жайда орынды оның мақсаты бойынша пайдалануға;

6) таңдалған тарифке сәйкес Қағидаларда және жеке шартта белгіленген мөлшерде және мерзімдерде тұру үшін ақы, өзге де төлемдер енгізуге міндетті;

2) require proper performance by the University.

3.4. The Lessee shall:

1) submit medical certificate form 075-U with fluorography;

2) pass a nurse epidemiological check;

3) strictly observe the Rules, including prohibitions on alcohol, smoking, and cooking in rooms;

4) compensate for any damage;

- pay fees on time;

- maintain the premises and surrounding territory;

- immediately report emergencies.

5) to use the accommodation space strictly for its intended purpose;

6) to pay the accommodation fee and other payments in the amounts and within the periods established by the Rules and the individual agreement in accordance with the selected tariff;

7) to treat the University property with care and use it rationally;

8) to keep the premises, common areas, and the territory adjacent to the Student Dormitory in proper condition;

9) in case of damage to the University property, to fully compensate for the damage; in case of refusal of voluntary compensation, the damage shall be recovered in accordance with the legislation of the Republic of Kazakhstan;

10) to immediately inform the Head of the Student Dormitory of any possible or occurred emergencies and accidents and to take measures to eliminate and/or minimize the damage;

11) in case of damage to the property of the section specified in the Acceptance and Transfer Act, all residents of the section shall bear joint and several liability for compensation of the damage.

3.5. The Lessee is not entitled to unilaterally terminate this Agreement and vacate the Student Dormitory without submitting an online application in the AIS “Platonus”.

3.6. The University shall not be liable for loss of personal belongings or for the safety of the Lessee’s property.

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 21 of 29</p>
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7) университеттің мүлкіне ұқыпты қарауға және оны ұтымды пайдалануға;

8) үй-жайды, жалпы пайдалану орындарын, сондай-ақ студенттер үйіне іргелес аумақты тиісті жағдайда ұстауға;

9) ALT Университетінің мүлкі бүлінген жағдайда келтірілген залалды ерікті өтеуден бас тартқан кезде толық көлемде өтеуге, залал Қазақстан Республикасының қолданыстағы заңдарында көрсетілген тәртіппен өндірілетін болады;

10) Студенттер үйінің меңгерушісіне барлық ықтимал немесе орын алған төтенше жағдайлар мен авариялар туралы дереу хабарлауға, оларды жою және (немесе) залалды азайту үшін шаралар қолдануға міндетті.

11) мүлікті қабылдау-беру актісінде көрсетілген секцияның мүлкі бүлінген жағдайда, залалды өтеу бойынша осы секцияда тұратындардың барлығы ортақ жауаптылықта болады.

3.5. Жалға алушының осы Шартты біржақты тәртіппен бұзуға, "Platonus" ААЖ-ға онлайн-өтініш бермей СУ-нен шығаруға құқығы жоқ.

3.6. ALT Университеті жеке заттарының жоғалуына, жалға алушының мүлкінің сақталуына жауап бермейді.

3. ТҰРУ ТӨЛЕМІНІҢ МӨЛШЕРІ ЖӘНЕ ТӘРТІБІ

4.1. Қоныстану кезінде студенттердің үйлерінде тұруға қолданылатын тариф негізінде қоныстану күніне есептеледі.

4.2. Жалға алушы алдын ала төлеу тәртібімен төлеуге міндетті:

- тұрғаны үшін біржолғы жылдық құны (10 ай), бұл 300 000 (үш жүз мың) теңгені немесе

- семестр бойынша тұру құны, бұл бір семестрде 175 000 (бір жүз жетпіс бес мың) теңгені құрайды. Төлем тәртібі: Студенттер үйіне қоныстанған күнге дейін бірінші семестрге (5 ай) және екінші семестрге (5 ай) ағымдағы оқу жылына арналған академиялық күнтізбеге сәйкес екінші семестр басталғанға дейін бір ай бұрын төленеді. Жалға алушы шарт жасалған күні 40 000 (отыз мың) теңге сомасында міндетті қамтамасыз ету депозитін төлеуге тиіс.

4.3. Тұру ақысы ALT Университет банктік шотына төленеді.

4. AMOUNT AND PROCEDURE OF PAYMENT FOR ACCOMMODATION

4.1. Upon check-in, the accommodation fee is calculated as of the check-in date based on the applicable tariff for residence in the Student Dormitories.

4.2. The Lessee shall make advance payment as follows:

- a one-time annual accommodation fee (10 months) amounting to 300,000 (three hundred thousand) tenge, or

- a semester-based accommodation fee amounting to 175,000 (one hundred seventy-five thousand) tenge per semester. Payment procedure: the first semester (5 months) shall be paid before the check-in date, and the second semester (5 months) shall be paid one month prior to the beginning of the second semester in accordance with the academic calendar for the current academic year.

On the date of execution of this Agreement, the Lessee shall also pay a mandatory security deposit of 40,000 (forty thousand) tenge.

4.3. Payment for accommodation shall be made to the University's bank account.

4.4. In case the Lessee fails to comply with Clause 4.2 of this Agreement, the Lessee shall be evicted from the Student Dormitory within three (3) calendar days or shall not be checked in.

4.5. After the end of the academic semester, the accommodation fee may be changed by the University unilaterally, including in cases of improvements and increased comfort of the occupied room (repairs, household equipment, etc.).

4.6. Students shall pay a security deposit as a mandatory contribution to cover depreciation expenses, restoration, and required sanitary condition of the premises. This deposit is equal to the accommodation tariff under the Agreement.

4.7. The amount of the accommodation fee in the Student Dormitories is approved by an order of the Chair of the Management Board – Rector.

4.8. The accommodation fee is начисляется from the check-in date specified in the University order on the Lessee's settlement.

4.9. The cost of electricity in dormitory premises equipped with electricity meters shall be paid by the Lessee to the University separately from the accommodation fee, based on meter readings.

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 22 of 29</p>
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4.4. Егер Жалға алушы 4.2-тармақтың талаптарын орындамаса, осы Шарттың негізінде жалға алушы 3 (үш) күнтізбелік күн ішінде Студенттер үйінен шығарылады не қоныстанбайды.

4.5. Оқу семестрі өткеннен кейін тұру ақысын университет біржақты тәртіппен, оның ішінде жақсартулар жүргізілген, тұратын бөлмедегі жайлылық деңгейін арттырған жағдайда (жөндеу, тұрмыстық техника және т.б. бөлігінде) өзгерте алады.

4.6. Білім алушылар қамтамасыз ету депозитін – амортизациялық шығыстарды төлеу ретінде міндетті жарнаны, үй-жайды қалпына келтіруді, үй-жайдың қажетті санитарлық-гигиеналық жай-күйін төлеуі тиіс. Бұл жарна тұру шартына сәйкес тұру тарифінің құнына тең.

4.7. Студенттердің үйлерінде тұрғаны үшін төлемақы мөлшері Басқарма Төрағасы-Ректордың бұйрығымен бекітіледі.

4.8. Төлем университеттің орналастыру туралы бұйрығы бойынша жалға алушы қоныстанған күннен бастап есептеледі.

4.9. СҮ электр энергиясын есепке алу аспаптарымен жарақтандырылған, үй-жайларындағы электрмен жабдықтау қызметтерінің құнын Жалға алушы есепке алу аспабының көрсеткіштері негізінде тұру ақысынан бөлек университетке төлейді.

4.10. Жалға алушы оқу курсы (оқу жылын) аяқтағаннан кейін шартты тек ALT Университет келісімімен (оқу процесінің кестесіне сәйкес) мерзімінен бұрын бұза алады, "жатақхана" модулі арқылы жоспарланған көшіру/тоқтату күнінен кемінде күнтізбелік 7 (жеті) күн бұрын онлайн өтініш бере алады.

4.11. Осы Шартта және университеттің ішкі нормативтік актілерінде көзделген негіздер бойынша, оның ішінде студенттердің үйлерінде тұру қағидаларын бұзғаны үшін Жалға алушы студенттер үйінен шығарылған кезде, Жалға алушының академиялық демалысқа шығуы негізінде және академиялық ұтқырлық шеңберінде көшіру жағдайларын қоспағанда, енгізілген төлем сомасы қайтарылуға жатпайды.

ALT Университетінің шығындарына (оның ішінде жанама шығындарына), амортизациялық шығындарға, үй-жайды қалпына келтіруге, үй-жайдың қажетті санитарлық-гигиеналық жағдайына

4.10. Upon completion of the course of study (academic year), the Lessee may terminate the Agreement early only with the consent of the University, by submitting an online application through the “Dormitory” Module no later than seven (7) calendar days prior to the planned date of check-out/termination.

4.11. In case of eviction on the grounds provided by this Agreement and the University’s internal regulations, including violation of the Dormitory Rules, the paid accommodation fee is non-refundable, except for cases of eviction due to academic leave or academic mobility.

The paid accommodation fee is non-refundable due to the University’s incurred losses (including indirect losses), depreciation expenses, restoration of the premises, required sanitary condition of the premises, and as a penalty.

In case of eviction due to academic leave or academic mobility, the paid accommodation fee shall be refunded for the remaining months, calculated from the advance payment and the month of eviction; the current month shall be deducted proportionally to the days of residence.

5. GROUNDS FOR EVICTION OF THE LESSEE

5.1. The Lessee shall be deemed evicted from the Student Dormitory in the following cases:

5.1.1. On the basis of an order on eviction from the Student Dormitory.

5.1.2. On the basis of a University order on expulsion and automatic eviction from the Student Dormitory.

5.1.3. Upon the Lessee’s personal application approved by the University.

5.1.4. In case the Lessee, being a student of the University, is granted academic leave and is automatically evicted.

In all other cases, the Lessee shall be considered as residing in the Student Dormitory even in case of actual absence or non-residence (including vacation periods between semesters), and the Lessee shall be charged the accommodation fee in accordance with the applicable tariffs.

6. LIABILITY OF THE PARTIES

6.1. The Lessee shall bear full material responsibility for the safety of the property assigned to them.

<p>«<i>Mukhametzhan Tynyshbayev</i> <i>ALT University</i>» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 23 of 29</p>
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байланысты, сондай-ақ айыппұл санкциясы ретінде тұру үшін төлем сомасы қайтарылмайды.

Жалға алушы академиялық демалысқа шығу негізінде және академиялық ұтқырлық шеңберінде студенттер үйінен шығарылған кезде енгізілген тұру ақысының сомасы енгізілген алдын ала төлем мен көшіру айына сүйене отырып, қалған айлар үшін қайтарылады, ағымдағы ай үшін өмір сүрген күндеріне барабар ұсталады.

5. ЖАЛҒА АЛУШЫНЫ КӨШІРУ НЕГІЗДЕРІ

5.1. Жалға алушы студенттер үйінен келесі жағдайларда шығарылады деп саналады:

5.1.1. Студенттерді үйден шығару туралы бұйрыққа сәйкес;

5.1.2. Университеттің студенттерді үйден шығару және автоматты түрде шығару туралы бұйрығына сәйкес;

5.1.3. ALT Университет бекіткен жалға алушының жеке өтініші бойынша;

5.1.4. ALT Университетінің студенті болып табылатын жалға алушы академиялық демалысқа шыққан және оны автоматты түрде шығарған жағдайда;

Барлық басқа жағдайларда Жалға алушы студенттер үйінде тұрады деп саналады, тіпті ол болмаған немесе Студенттер үйінде тұрмаған жағдайда да (семестрлер арасындағы демалыс кезеңін қоса алғанда) және жалға алушыдан тұру тарифтеріне сәйкес тұру ақысы алынады

6. ШАРТТЫҢ ҚОЛДАНЫЛУ ТӘРТІБІ

6.1. Жалға алушы өзіне бекітілген мүліктің сақталуына толық материалдық жауапты болады.

6.2. Жалға алушы берілген мүліктің жай-күйі қасақана немесе абайсызда нашарлаған немесе бүлінген, инженерлік коммуникациялар істен шыққан жағдайда залалды толық қалпына келтіреді немесе ақшалай қаражатпен өтейді.

6.3. Жалға алушының университет мүлкіне материалдық залалды өтеуі Студенттер үйінің меңгерушісі мүліктің бүлінгені үшін тарифтерге сәйкес жасаған жасалған акт негізінде жүргізіледі.

6.4. Студент СҮ шығарылған кезде студенттер үйінің меңгерушісі көшіру туралы өтініште

6.2. In case of intentional or negligent deterioration, damage to the property, or malfunction of engineering systems, the Lessee shall fully restore or compensate the damage in monetary terms.

6.3. Compensation for material damage to the University property by the Lessee shall be made on the basis of an act drawn up by the Head of the Student Dormitory in accordance with the Tariffs for property damage.

6.4. Upon eviction of the student, the Head of the Student Dormitory shall indicate the amount of damage (if no damage, indicate 0) in the check-out application; this amount shall be recovered from the Lessee.

6.5. In case of late payment, the Lessor has the right to charge the Lessee a penalty of 0.1% per day of the outstanding accommodation fee, but not exceeding 10% of the total debt.

6.6. In case of delayed payments, the Lessee shall be subject to eviction from the Student Dormitory.

6.7. All disputes and disagreements related to this Agreement or arising from it shall be resolved through negotiations. Unresolved disputes shall be referred to the court at the location of the University.

7. TERMINATION OF THE AGREEMENT

7.1. JSC “ALT University” shall have the right to terminate this Agreement before the expiry of its term in the following cases:

7.1.1. In case the Lessee violates the Rules of residence in the Student Dormitory;

7.1.2. In case the Lessee is expelled as a student of JSC “ALT University”;

7.1.3. In case the Lessee, being a student of JSC “ALT University”, goes on academic leave;

7.1.4. In case of late payment for accommodation in the Student Dormitory.

7.2. In case of termination of the Agreement under Clause 7.1, the Lessor shall notify the Lessee via email, SMS, AIS “Platonus”, or through advisor/other chat channels in WhatsApp.

8. ADDITIONAL CONDITIONS

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 24 of 29</p>
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келтірілген залалдың сомасын көрсетеді (залал болмаған жағдайда 0 көрсетеді), бұл сома Жалға алушыдан өндіріп алуға жатады.

6.5. Төлемдер кешіктірілген жағдайда Жалға берушінің жалға алушыға әрбір мерзімі өткен күн үшін тұруға берешек сомасының 0,1%, бірақ берешек сомасының 10% - нан аспайтын мөлшерде өсімпұл есептеуге құқығы бар.

6.6. Төлем мерзімі кешіктірілген жағдайда Жалға алушы студенттердің үйінен шығарылуы керек.

6.7. Осы Шартқа байланысты немесе одан туындайтын барлық даулар мен келіспеушіліктер келіссөздер арқылы шешіледі. Реттелмеген даулар ALT Университеті орналасқан жері бойынша сотта қаралады.

7. ШАРТТЫ БҰЗУ ТӘРТІБІ

7.1. "ALT Университеті" АҚ осы Шартты оның қолданылу мерзімі аяқталғанға дейін мынадай жағдайларда бұзуға құқылы:

7.1.1. Жалға алушы студенттер үйінде тұру ережелерін сақтамаған жағдайда;

7.1.2. "ALT Университеті" АҚ білім алушысы болып табылатын жалға алушыны оқудан шығару кезінде;

7.1.3. "ALT Университеті" АҚ білім алушысы болып табылатын жалға алушы университеттен академиялық демалысқа шыққан кезде;

7.1.4. Студенттер үйінде тұру үшін төлем уақтылы төленбеген жағдайда.

7.2. Шарт 7.1-тармақтың негізінде бұзылған жағдайда Жалға беруші Жалға алушыға электрондық пошта/ смс хабарламалар арқылы / "Platonus" ААЖ жүйесіндегі кураторлық немесе өзге де чаттар арқылы хабарлама жібереді

8. ҚОСЫМША ШАРТТАР

8.1. Осы Шарт жалға алушы студенттер үйіне қоныстанған сәттен бастап күшіне енеді.

8.2. Осы Шарттың талаптары тараптардың өзара жазбаша келісімі бойынша өзгертілуі және толықтырылуы мүмкін.

8.3. Жалға алушының осы Шартқа қол қоюы жалға алушының СҮ-не қоныстандыру / қоныс аудару / шығару бойынша онлайн өтініш беру, сондай-ақ оны СҮ-де тұруға қатысты ережелермен,

8.1. This Agreement shall enter into force from the moment of the Lessee's check-in to the Student Dormitory.

8.2. The terms of this Agreement may be amended or supplemented by mutual written consent of the Parties.

8.3. By signing this Agreement, the Lessee confirms the submission of an online application for check-in / transfer / check-out in the Dormitory, as well as acknowledgment of the Rules and other regulatory documents of the Lessor relating to residence in the Student Dormitory.

9. LEGAL ADDRESSES AND BANKING DETAILS OF THE PARTIES

Lessor	Lessee
Joint-Stock Company "ALT University named after Mukhametzhan Tynyshpayev"	_____
050012, Almaty, 97 Shevchenko St.	_____
BIN 010740000551 JSC "Nurbank"	(Signature / Seal)
ИК KZ6184901KZ5035 55000	IIN _____
NURSKZKX KBE 17	_____
Vice-Rector for Corporate and Social Development – Member of the Management Board Ivanov A.A.	ID document №, date and issued by _____
_____	_____
(Signature)	Place of residence: city _____
	Contact phone number _____
	Email: _____

	(Signature)

<p>«<i>Mukhametzhan Tynyshbayev</i> <i>ALT University</i>» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 25 of 29</p>
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Жалға берушінің өзге де нормативтік құжаттамасымен танысу фактісін растайды.

**9. ТАРАПТАРДЫҢ ЗАҢДЫ
МЕКЕНЖАЙЛАРЫ ЖӘНЕ БАНКТІК
РЕКВИЗИТТЕРІ:**

Жалға беру ұйымы	Жалға алушы
<p>«Мұхаметжан Тынышбаев атындағы ALT университеті» Акционерлік қоғамы 050012, Алматы, Шевченко к-сі, 97 СТН 600700012599 БСН 010740000551 АҚ «Нурбанк» БИК NURSKZKX КБЕ 17 ИИК KZ6184901KZ5035 55000</p> <p>Корпоративтік және әлеуметтік даму Проректоры - Басқарма мүшесі Иванов А.А.</p> <p>_____</p> <p><i>(қолы/мөр)</i></p>	<p>_____</p> <p>_____</p> <p><i>(фамилиясы, аты, әкесінің аты - толық)</i></p> <p>ЖСН</p> <p>_____</p> <p>Жеке куәлік №, берілген күні және жері</p> <p>_____</p> <p>_____</p> <p>Тұрғылықты жері</p> <p>_____</p> <p><i>(тұрғылықты жері мекенжай анықтамасына сәйкес көрсетіледі)</i></p> <p>Байланыс телефоны:</p> <p>_____</p> <p>Электронды пошта: _____</p> <p>_____</p> <p><i>(қолы)</i></p>

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 26 of 29</p>
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Appendix 3

**APPLICATION FORM FOR VOLUNTARY CHECK-OUT
FROM THE STUDENT DORMITORY**

**To the Chair of the Management
Board – Rector
of JSC “ALT University”**

(Full Name)

**from a student of _____ year
Educational Program**

(code and name of the EP)

(Full name of the student)

(Place of residence)

(Contact details)

APPLICATION

I hereby refuse the accommodation in the Student Dormitory of ALT University on my own initiative.

(Signature)

(Date)

(Contact phone)

*** An alternative to this application is an electronic application submitted through the personal account in the AIS Platonus system.**

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 27 of 29</p>
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Appendix 4

REFERRAL
for Accommodation in the Student Dormitory of JSC “ALT University”

JSC “ALT University named after M. Tynyshpayev”, address: 97 Shevchenko St., Almaty
(name and address of the educational organization)

To the citizen _____
(Last name, First name, Patronymic (if any) of the student)

You are referred for check-in to Student Dormitory № _____
Address of the Student Dormitory

You are requested to arrive on « _____ » _____ 20 _____ at _____ o'clock.

Chair of the Management Board – Rector
of “ALT University” JSC
M.S. Zharmagambetova

Director of the Institute _____
(name of the Institute, signature, Full Name)

« _____ » _____ 20 _____

Seal

***An alternative to this referral is an electronic version submitted through the personal account in the AIS Platonus system.**

<p>«Mukhametzhan Tynyshbayev ALT University» JSC</p>	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83</p>	<p style="text-align: right;">Edition 01 Date: Page 28 of 29</p>
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Appendix 5

ACT № _____
of Acceptance and Transfer of Property in Dormitory № _____, Section № _____

№ п/п	Item	Quantity	Availability and Condition
	<u>Large Room</u>		
1	Door, lock		
2	Door handles		
3	Windows		
4	Lighting		
5	Sockets		
6	Beds		
7	Table, chairs		
8	Wardrobe, bedside table		
9	Curtains		
10	Mattresses		
11	Bedding set		
12	Pillows		
13	Blanket		
14	Bedsread		
	<u>Small Room</u>		
1	Door, lock		
2	Door handles		
3	Windows		
4	Lighting		
5	Sockets		
6	Beds		
7	Table, chairs		
8	Wardrobe, bedside table		
9	Curtains		
10	Mattresses		
11	Bedding set		
12	Pillows		
13	Blanket		
14	Bedsread		
	Toilet (toilet bowl, sink)		
	Shower room (mixer tap)		
	Corridor (lighting, switch)		
	Entrance door with lock		

Handed over by: Head of Dormitory № _____

Full Name _____

Received by: _____

- The student bears full financial responsibility for the safekeeping of the assigned property.
- In case of intentional or negligent damage, deterioration of the condition of the transferred property, or damage to engineering/utility systems, the student shall fully compensate the damage or reimburse it financially.

Compensation by the student for material damage to the property of JSC “ALT University” is carried out on the basis of the accommodation agreement in the Student Dormitory signed by the Chair of the Management Board – Rector and the student.

Date of the Act: “” _____ 20

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«Mukhametzhan Tynyshbayev ALT University» JSC	INTEGRATED MANAGEMENT SYSTEM Work Instruction «RULES FOR THE ALLOCATION OF PLACES AND AC- COMMODATION IN STUDENT RESIDENCES OF “ALT UNIVERSITY” JSC» WI-ALT-83	Edition 01 Date: Page 29 of 29
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Appendix 6

STUDENT ASSESSMENT CARD

for a student residing in Student Dormitory № _____ Room № _____

Full Name

(please indicate in full)

Institute _____ Year ____ Group Code _____ Basis of study _____

(state grant / tuition-based)

№ п/п	Performance Indicators	Max. Score	Floor Monitor	Student Council Member	Head of Dormitory	Average Score
1	Condition of the corridor (walls, floor, ceiling, doors and frames, wiring, switches, sockets)	5				
2	Condition of the sanitary unit (doors and frames, serviceability of sink, taps, toilet accessories, shower tray)	5				
3	Condition of the entrance door and room door and frame	5				
4	Condition of room walls, floor, ceiling, window, wiring, switches, sockets	5				
5	Condition of hard (tables, chairs, bedside tables, wardrobes, beds) and soft (mattresses, pillows, blankets) inventory	5				
6	Compliance with contractual obligations (timely payment, fulfillment of obligations)	5				
7	Participation in self-service activities in the Dormitory (as dormitory duty officer, floor duty room, section duty), in clean-up days and community service	5				
8	Participation in the public life of the University	5				
9	Violation of fire safety rules, smoking in the Dormitory	5				
10	Ignoring remarks of the floor monitor, Student Council members, Head of the Dormitory	5				
11	Failure to attend duty shifts and common self-service, improvement and landscaping works in the Dormitory and adjacent territory	5				
12	Violation of the access control regime (including lateness during the academic year)	5				
13	Violation of sanitary conditions of the Dormitory territory	5				
14	Careless handling of Dormitory property	5				
15	Other remarks (specify)	5				

Director of the Institute _____

Deputy Director of the Institute for Student Affairs _____

Head of Student Dormitory № _____ _____

Floor Monitor of Dormitory № _____ _____

Chairperson of the Student Council of Dormitory № _____ _____

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