



«APPROVED»
Chairman of the Board – Rector
«Mukhametzhan Tynyshbayev ALT
University» JSC
M. Zharmagambetova
«25» september 2025

WORK INSTRUCTION

RULES FOR ORGANIZING WORK WITH YOUTH
WI-ALT-68

Almaty 2025

CONTENTS

1.	General Provisions	3
2.	Main Objectives	3
3.	Key Activities of the Student Government (SG)	4
4.	Organizational Structure	5
5.	Functions	6
6.	Rights	6
7.	Responsibilities	7
8	Analysis and Updating of the Work Instruction (WI)	7
9	Identification, Assessment, and Management of Risks	7
10	Approval and Implementation	8
11	Storage, Protection, Recovery, and Withdrawal of Documents	8
12	Document Revisions	8
13	Access to Documents. Confidentiality	8

1. GENERAL PROVISIONS

Student self-governance at JSC “ALT University named after M. Tynyshpaev” is an independent social movement and represents a socio-democratic institution, without which full social and professional development of future specialists would not be possible.

The activities of student self-governance contribute to the self-realization of youth, the enhancement of social activity, and the personal engagement of students. The University administration supports student initiatives aimed at developing managerial and organizational skills, as well as active participation in the social life of the University.

The Student Government (SG) of the University is established in accordance with the youth policy concept of the Republic of Kazakhstan with the purpose of organizing student leisure activities, providing conditions for comprehensive personal development, and realizing the potential of young people.

2. MAIN OBJECTIVES

The main objectives of the University’s Student Government (SG) are as follows:

2.1. To enhance the civic engagement of students at JSC “ALT University named after M. Tynyshpaev.”

2.2. To implement the youth policy of the Republic of Kazakhstan and strengthen social stability through the efforts of active youth.

2.3. To support students in self-determination, the choice of life values, and personal development in the spirit of patriotism and civic responsibility.

2.4. To protect the rights and interests of student youth.

2.5. To jointly study and address student issues, ensuring inter-institute coordination of student interaction.

2.6. To organize student leisure activities, including meetings with writers, scientists, cultural and art figures, well-known bloggers, as well as intellectual games, competitions, and other cultural-mass events.

2.7. To establish effective feedback between students, faculty, and the University administration.

2.8. To actively involve SG members in the cultural and social life of the University and its institutes, engaging a wide circle of students.

2.9. To study the views and opinions of students and promptly inform the administration about the state of affairs in this area.

2.10. To promote the values of a democratic society: mutual understanding, equality, tolerance, prevention of discrimination, and respect for rights and freedoms in accordance with the Constitution of the Republic of Kazakhstan.

2.11 Promoting the implementation of the Sustainable Development Goals (SDGs) within the university environment, including the development of social responsibility, environmental awareness, and inclusive education.

2.12 Fostering sustainable values among students, focused on responsible consumption, careful treatment of the environment, and active participation in addressing social issues.

2.13 Developing student volunteer activities within the framework of the SDGs, supporting social, environmental, and educational initiatives.

3. KEY ACTIVITIES OF THE STUDENT GOVERNMENT (SG)

3.1. Implementation of activities to realize the state youth policy of the Republic of Kazakhstan within the University.

3.2. Ensuring the observance of rights as set forth in the legislative acts of the Republic of Kazakhstan, including the Law on State Youth Policy of the Republic of Kazakhstan.

3.3. Conducting preventive work to prevent offenses and combat corruption among the student body.

3.4. Promoting the development of student self-governance and organizing meaningful leisure activities for students.

3.5. Organizing activities of a patriotic, legal, moral, ethno-cultural, and socio-political nature.

3.6. Conducting activities to prevent religious extremism.

3.7. Promoting a healthy lifestyle, as well as the development of physical culture and sports among students.

3.8. Supporting the development of individual and collective entrepreneurial activities of students.

3.9. Providing opportunities for secondary employment of students during their free time.

3.10 Implementation and support of projects and activities aimed at achieving the Sustainable Development Goals (SDGs), including in the fields of education, ecology, social justice, and well-being.

3.11 Organization of informational and educational activities aimed at increasing students' awareness of the SDGs and their role in the sustainable development of society.

3.12 Participation in environmental initiatives, campaigns, and projects aimed at promoting responsible consumption and production and reducing negative impacts on the environment.

3.13 Development of partnerships with governmental, public, and youth organizations for the implementation of joint projects within the framework of the SDGs.

3.14 Support for youth initiatives focused on social innovation, entrepreneurship, and the sustainable development of the university community.

4. ORGANIZATIONAL STRUCTURE

4.1. The Student Government (SG) carries out its activities at the level of the entire University.

4.2. The SG includes all student bodies of the University's institutes, including student directors, student councils, and other forms of student self-governance.

4.3. The President of the Student Government is elected by open vote for a one-year term from among active students who demonstrate academic excellence and enjoy authority among students and faculty. The same student may not hold the office of President for more than two consecutive terms.

4.4. The highest body of student self-governance is the General Assembly. The executive body consists of the President, their deputies, and members of the Student Government.

4.5. A student of the University who acknowledges this Regulation and complies with its rules and requirements may become a member of the Student Government.

4.6 The Student Government includes the following committees:

4.6.1 Committee on Sustainable Development

Carries out activities aimed at promoting the Sustainable Development Goals (SDGs), developing volunteer and social initiatives, and fostering environmental awareness and social responsibility among students. The committee participates in implementing projects in the areas of ecology, inclusion, well-being, and the sustainable development of the university community.

4.6.2 Committee on Innovation and Projects

Responsible for the development, support, and implementation of student projects, as well as for promoting innovative ideas and startup initiatives. The committee coordinates student project activities, contributes to the development of entrepreneurial and creative skills, and interacts with internal and external partners.

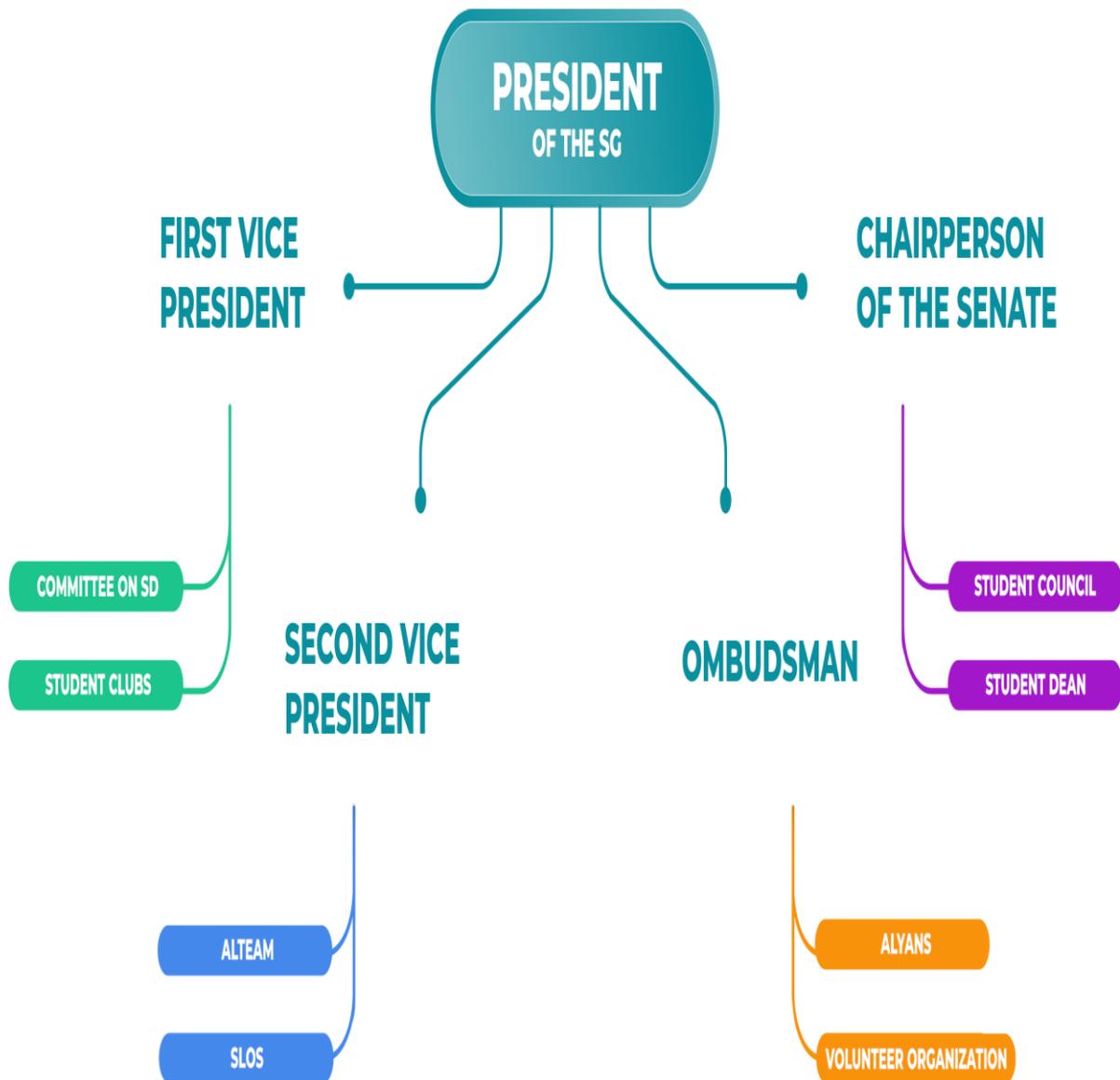
4.6.3 Information and Media Committee

Responsible for providing informational support for the activities of the Student Government, covering events, and managing official social media and media platforms. The committee shapes the image of student self-government, ensures timely information for students, and develops media culture within the university.

4.6.4 Committee on Organizational Affairs

Coordinates and organizes Student Government activities, manages internal communications, documentation, and planning. The committee ensures effective interaction among the structural units of the Student Government.

4.7 Structure of the Student Government



5. FUNCTIONS

The main functions of the Student Government (SG) are as follows:

- 5.1 Developing the SG work plan and ensuring its implementation.
- 5.2. Making proposals for organizing various events that correspond to students' interests.
- 5.3. Engaging students in participation in events and organizing leisure activities.

5.4. Organizing and conducting meetings, honoring war and labor veterans, meetings with prominent scientists and cultural figures, round tables, debates, thematic and creative evenings at institutes, student dormitories, and other venues.

5.5. Participating in district, city, and national seminars, conferences, competitions, sports events, and other activities.

5.6. Supporting the development of student initiatives and projects aimed at improving the social, cultural, and educational environment of the University.

5.7. Coordinating interaction between student associations and the University administration.

6. RIGHTS

Members of the Student Government (SG) have the right to:

6.1. Elect and be elected to the governing bodies of the SG.

6.2. Receive complete and timely information regarding the activities of the Student Government and matters of student life.

6.3. Participate in the development and implementation of projects, programs, and initiatives of the University, its institutes, and other structures.

6.4. Represent the interests of students in the governing bodies of the University and its institutes.

6.5. Initiate discussions, submit proposals, and participate in decision-making related to academic and extracurricular activities.

6.6. Conduct inspections in student dormitories to monitor compliance with residence rules and ensure comfortable learning and living conditions.

7. RESPONSIBILITIES

Members of the Student Government (SG) are responsible for:

7.1. Complying with the approved Regulations on the Student Government of the University.

7.2. Timely and high-quality performance of the tasks and duties assigned to them.

7.3. Observing work discipline, the University's internal regulations, and ensuring the safety of property entrusted to them or used in the educational and operational process.

7.4. Complying with the legislation of the Republic of Kazakhstan and the provisions set forth in these Regulations.

8. ANALYSIS AND UPDATING OF THE WI

Based on the results of the analysis conducted at the end of the academic year by the Director of the Department for Educational and Social Work (DESW), a report on educational and social activities of JSC "ALT University" is prepared and approved by the Chairperson of the Management Board – Rector of JSC "ALT University."

The report is presented at the Academic Council of JSC “ALT University” and is prepared in the form of a presentation report.

The report contains consolidated data and reporting materials on the activities of the Student Government (SG), including decisions aimed at improving the effectiveness of the organizational structure and QMS processes in the field of youth engagement, as well as human and organizational-technical resources. The report must include detailed information on the following aspects:

- activities conducted at the city and university levels during the reporting period (by key areas of educational work);
- information on meetings between the University management and students and staff, indicating the issues raised during such meetings;
- assessment of the activities of student clubs, student associations, sports sections, and other student initiatives operating within the University;
- measures taken to improve students’ learning, living, and daily conditions (actions undertaken by institute management to improve study and accommodation conditions).

Updating of this Work Instruction shall be carried out as legislative and regulatory legal acts of the Republic of Kazakhstan, as well as internal regulatory documents of the University, are amended or supplemented.

9. IDENTIFICATION, ASSESSMENT AND MANAGEMENT OF RISKS

9.1 Identification, assessment, and management of risks under this Work Instruction shall be carried out in accordance with CF-ALT-05.

10. APPROVAL AND IMPLEMENTATION

10.1 Approval of this Work Instruction is carried out with the PRC and the specialist responsible for the Integrated Management System (IMS).

11. STORAGE, PROTECTION, RECOVERY AND WITHDRAWAL OF DOCUMENTS

11.1 Responsibility for transferring the approved original (hard copy) and the electronic Word version of this Work Instruction for storage to the Department of Academic Policy and Quality (DAPQ) lies with the head of the developer unit.

11.2. Storage, protection, recovery, and withdrawal of documents under this Work Instruction shall be carried out in accordance with CF-ALT-01.

12. AMENDMENTS TO DOCUMENTS

12.1 Amendments to this Work Instruction shall be made in accordance with CF-ALT-01.

13. ACCESS TO DOCUMENTS. CONFIDENTIALITY

13.1 Working copies of this Work Instruction are stored electronically in all units whose activities affect the effectiveness of the IMS documented information.

13.2. Access to documents and confidentiality of this Work Instruction shall be ensured in accordance with CF-ALT-01.