

## **MEMO**

### **ON THE PROVISION OF MEDICAL CERTIFICATES**

This memo is intended for students of joint-stock companies

"ALT University named after Mukhamedzhan Tynyshpayev" when submitting medical certificates to the health center.

In case of absence from classes for health reasons, the student is obliged to provide supporting documents (certificates) to the health center, issued in accordance with the following requirements and within the established time limits:

1. Deadline for providing supporting documents: the health center accepts the certificate within 3 (three) working days from the date of its issue;
2. It is allowed to provide a signal sheet from an ambulance to the health center, while in the signal list the time of the call must correspond to the interval from 900 to 1800;
3. It is allowed to provide a certificate from a dentist with a validity period of 1 to 5 days, with the seal of the organization and the dentist;
4. If the student received inpatient treatment, then for the period of illness a certificate from the hospital must be provided in the form No037/e (Appendix 1);
5. If the student has been ill for more than 21 (twenty-one) days, certificates must be provided in the following forms: certificate No037/e (Appendix 1) and certificate No026/y VKK (Medical Advisory Commission) (Appendix 2);
6. The certificates provided must be drawn up in accordance with the annexes to this memo, and also contain the following information:
  7. Number No of the certificate;
  8. Identifier of the medical organization (name, seal);
  9. Identifier of the doctor of the polyclinic (full name, seal);
  10. Diagnosis;
  11. QR;
  12. In case of providing students with inaccurate information and/or forged documents (certificates), the health center undertakes to send information about the student's illegal actions to the relevant institute in order to bring such a student to disciplinary responsibility in the manner regulated by the internal regulatory documents of ALT University JSC.

