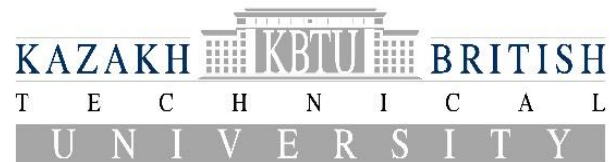


KBTU IMS CS 714-1-19



**INTEGRATED MANAGEMENT SYSTEM CORPORATE STANDARD
OF KAZAKH-BRITISH TECHNICAL UNIVERSITY JOINT-STOCK COMPANY**

**PROCEDURE OF PROVIDING PLACES AND LIVING AT THE HOUSE OF
POSTGRADUATES AND STUDENTS OF KAZAKH-BRITISH TECHNICAL UNIVERSITY
JOINT-STOCK COMPANY**

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Almaty

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Preface

This corporate standard “Procedure of providing places and living at the House of Postgraduates and Students of KBTU JSC” is an essential component of the documentation of integrated management system (hereinafter referred to as IMS) of Kazakh-British Technical University Joint-Stock Company and complies with requirements of international standards of series ISO 9001:2015, ISO 14001:2015, and ISO 45001:2016.

General Data

DEVELOPED AND INTRODUCED BY

The House of Postgraduates and Students

APPROVED AND ENTERED INTO EFFECT BY

Decision of the Management Board of Kazakh-British Technical University Joint-Stock Company dated July 2, 2019, No16

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1. DESIGNATION AND GENERAL PROVISIONS

1.1 This Corporate Standard of Kazakh-British Technical University Joint-Stock Company “Procedure of providing places and living at the House of Postgraduates and Students of KBTU JSC” (hereinafter referred to as the Procedure) establishes requirements upon the Procedure of providing places and living at the House of Postgraduates and Students (hereinafter referred to as HOP&S).

1.2 HOP&S is a structural division of Kazakh-British Technical University Joint-Stock Company (hereinafter referred to as KBTU) providing with places for temporary living for nonresident students, master’s students, PhD students and employees for the period of study/work.

1.3 HOP&S provides with proper sanitary and hygiene conditions for living and fire safety, provides premises with required equipment, inventory, furniture, and the holding of repair of the premises.

2. AREA OF APPLICATION

2.1. Requirements of this Procedure shall apply to students (students, Master’s students, PhD students) and employees of KBTU JSC.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

3.1. In this Procedure the following terms, definitions and abbreviations are applied:

- 1) **HOP&S, dormitory** is the House of Postgraduates and Students of KBTU;
- 2) **IMS CS (Corporate Standard)** is general norms and principles upon formation of internal documents of KBTU IMS in accordance with requirements of international standards in the field of management systems and also the collection of the regulating documents of KBTU;
- 3) **Procedure** is the established method of execution of activity or process;
- 4) **Risk** is possibility of occurrence of unfavorable events which can negatively impact the KBTU ability to successfully achieve its strategic goals;
- 5) **IMS (Integrated Management System)** is management system for control and management of KBTU as regard to quality ISO 9001:2015, ecology ISO 14001:2015 and occupational safety ISO 45001:2016;
- 6) **Working body of the Commission** is a structural division which functional obligations include issues of provision with places at the KBTU dormitories. The working body is responsible for collection and formation of materials on issues to be submitted to the Commission for consideration;
- 7) **KBTU, University** is Kazakh-British Technical University Joint-Stock Company;
- 8) **SD** is a structural division(s) of KBTU;
- 9) **RK** is the Republic of Kazakhstan;
- 10) **AC&FD** is the Accounting, Reporting and Finance Department.

4. REQUIREMENTS UPON THE PROCEDURE

4.1. The procedure of providing students with places at the HOP&S

4.1.1. Places at the KBTU dormitories (HOP&S buildings) shall be provided to **nonresident students (students, Master’s students, PhD students) and employees of KBTU in need for housing**, not having their own residential unit (apartment, house) in Almaty city, in the order of precedence defined by this Procedure, within limits of the accommodation resources of HOP&S.

4.1.2. Place at the dormitory shall be provided to a student/employee on the basis of the decision of the commission for distribution of places at HOP&S (hereinafter referred to as the Commission) formed in accordance with the Rector’s Order (Chairman of the Management Board).

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4.1.3. The Commission shall include:

- 1) Prorectors;
- 2) Deputy Prorector (on organizational and upbringing work);
- 3) Director of the Department on Student Issues;
- 4) representatives of Bodies of Student Self-Governance;
- 5) Director of HOP&S.

4.1.4. The Commission shall execute distribution of places at HOP&S taking into account the grounds and precedence in the following priority order:

- 1) persons with disabilities, handicapped persons, and persons disabled from childhood, disabled children, orphaned children and legally free children, persons whose one or both parents are disabled persons;
- 2) persons from among the youth without parental care under the majority age, persons with benefits and guarantees to be equal to those of participants and disabled veterans of the Great Patriotic War, persons from among rural youth admitted to study upon educational programs specifying the socio-economic development of rural areas, and also repatriates not being citizens of the Republic of Kazakhstan;
- 3) students within the framework of the project “Mangilik el zhastary - industriyaga” (“Serpin – 2050”);
- 4) students enrolled to the first year having the badge “Altyn belgi”, students having the certificate of a winner or prizor of a Presidential, International or Republican Olympiad and (or) contest, and also enrollee having completed the study with honor and having confirming documents on education (certificate, diploma);
- 5) students from among undergraduates having high results in academic, scientific and social work;
- 6) KBTU students studying upon state educational grant;
- 7) students from needy families (including families with many children);
- 8) other students of KBTU.

4.1.5. Registration of applications from students shall be executed by the Secretary of the Commission in the special Book for Registration of Applications in the form of **Appendix 1** hereto.

4.1.6. The Commission shall execute acceptance of applications and shall carry out distribution of places at HOP&S stage-by-stage:

- 1) at the end of the academic year (May, June) – to students which will study at the next academic year, for all years except for the first year;
- 2) at the beginning of the academic year (August) - to students enrolled to study at the first year and to those transferred from other educational organizations;
- 3) during the academic year as and when required – in accordance with changes of the population of students living at the dormitories, and also for justified check-in of transferred or re-enrolled students.

4.1.7. A student shall submit the following package of documents to the Commission for consideration:

- 1) an application on receipt of a place at HOP&S to the name of the Commission according to **Appendix 2** hereto;
- 2) a copy of the identity document;
- 3) an address certificate;
- 4) a certificate on availability (absence) of real estate in Almaty city for a student/employee and members of its family;
- 5) a permit from the KBTU Medical Service with the mark of the HOP&S doctor;
- 6) a copy of the death certificate for both parents or a sole parent or a certificate from the orphan asylum (if any);
- 7) a copy of the identity card of the repatriate (if any);

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- 8) certificate confirming the inclusion of the applicant (family) in category of the recipients of targeted social support from portal egov.kz / Akimat/ Employment Center or a certificate on incomes for parents from the job place / excerpt from the pension account for the last year;
- 9) a certificate of the family membership or certificate on birth of children and marriage/divorce certificate and also copies of identity cards of parents (for families with many children);
- 10) disability certificate (if any);
- 11) other documents confirming the status of the applicant.

4.1.8. With the positive decision of the Commission regarding provision with a place at HOP&S, on the basis of the formed list for living at the dormitory under signature of the Chairman of the Commission, Agreements on Living shall be concluded according to the form of **Appendix 3** hereto, and the process of check-in to HOP&S shall be executed (see check-in block scheme).

4.2. Check-in and check-out procedures

4.2.1. The amount of payment for living at HOP&S shall be approved by the Decision of the Management Board of KBTU.

4.2.2. Payment shall be charged from the date stated in the Agreement for Living, in the established procedure.

4.2.3. In case of check-in, the students are to submit the confirmation of payment for living for the period of the forthcoming semester (a payment receipt or other payment document). In case of refusal from living at HOP&S due to reasons not depending on KBTU, after check-in, the payment made for the semester shall not be returned.

4.2.4. Check-in of persons to HOP&S shall be executed separately upon relevant categories (students, Master's students, and PhD students shall be accommodated separately from employees having families).

4.2.5. Every year from June 20 to August 15, in buildings of HOP&S regular repair and restoration works shall be held. During this period in accordance with norms of the safety rules and sanitary requirements, the living in the buildings of HOP&S is prohibited. Students, which academic period has not finished by the stated date, can be provided with other place in the other building of HOP&S.

4.2.6. Check-out from HOP&S shall be executed in the following cases:

- 1) according to the wish of the occupant;
- 2) on completion of the academic year;
- 3) in case of expulsion of a student from KBTU JSC (for students);
- 4) as a disciplinary measure;
- 5) in case of termination of the Agreement for Living or an Employment Contract (for employees of KBTU);
- 6) due to other reasons provided for by the internal documents of KBTU JSC.

4.2.7. In case of check-out due to own wish, an occupant is to write an application on refusal from the place at the dormitory to the Director of HOP&S.

4.2.8. The date of check-out shall be defined as:

- the date of receipt of the application on refusal from the place at the dormitory, by the HOP&S Director or its deputy;

- date of making a relevant decision by the Management of KBTU JSC regarding the check-out as a disciplinary measure against an occupant;

- date of termination of the Agreement for Living or Employment Contract (for employees of KBTU).

4.2.9. In case of check-out, an occupant is to hand over the premise and property received for personal use, in clean and serviceable state, under the exit checklist, to the Director of HOP&S or authorized employee of HOP&S.

4.2.10. In cases of check-out of an occupant due to reasons not depending on KBTU (on own wish, for violation, etc.) prior to expiration of the term of validity of the Agreement, the paid amount of advanced payment shall not be returned.

4.3. The procedure of providing KBTU employees with places at HOP&S

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4.3.1. In case of availability of free places at HOP&S, places at the dormitories can be given to KBTU employee on conditions provided for by this Procedure.

4.3.2. The application from KBTU employees which need a residential space, under approval of the Head of the structural division and approval of the Department of staff management, shall be accepted and registered by the Secretary of the Commission in the Book for Registration (Appendix 1).

4.3.3. Certificates on availability (absence) of a residential space in Almaty city for all members of the family, data on the membership of the family, copies of identity documents of an employee and members of its family shall be attached to the application by the employee.

4.3.4. When the Commission is making a decision on providing a KBTU employee with a place at HOP&S, the following criteria shall be taken into account:

- 1) absence of a residential space with an employee and members of its family on the ownership right in Almaty city;
- 2) indices of labor activity (significance of contribution of an employee to KBTU activity, observance of labor and performance discipline, absence of disciplinary reprimands, etc.);
- 3) social and financial status of an employee (availability of minor children, the amount of income per each member of the family, etc.).

4.3.5. Employees having the right to benefits in payment for living at HOP&S are obliged to submit relevant confirming documents (notarized copies) to the HOP&S Administration prior to the moment of check-in.

4.3.6. The decision of the Commission regarding provision of employees with residential places at HOP&S has recommendation nature; the final decision shall be made by the first head – KBTU Rector (Chairman of the Management Board).

4.4. Internal procedures of HOP&S

4.4.1. For organization of domestic life, leisure and upbringing work among students living at HOP&S, the Student Board shall be elected. The upbringing, mass cultural, sports and other events at HOP&S shall be held in accordance with the plan developed by the Student Board and KBTU Structural Division responsible for work with students, and to be agreed with the HOP&S Management.

4.4.2. The occupants of HOP&S are obliged to observe the procedure of living and internal procedures, and terms and conditions of the Agreement concluded with them. For provision of favorable academic and social atmosphere at HOP&S, all occupants are to demonstrate relevant civil liability.

4.4.3. Access control mode shall be established at HOP&S for occupants and visitors in accordance with the Regulations on organization of access control and internal modes at objects of KBTU JSC.

4.4.4. In entrance to the territory and building of HOP&S, the occupants are to use the embossed proximity card. Occupants are provided with access to HOP&S and to their building. The entrance to HOP&S shall be permitted until 12.00 am for occupants. An employee on duty responsible for safety provision is to make a record in the Book for Registration of Late Occupants (Appendix 4) about all occupants having come from 12.00 am to 06.00 am and receive an explanatory report from an occupant on reasons of late coming.

4.4.5. Visitors can be admitted to the building / territory of HOP&S after their registration by an employee on duty responsible for safety provision in the presence of the occupant of the HOP&S. Data on visitors shall be entered in the Books of Visitors' Registration (Appendix 6).

4.4.6. In case if an occupant of HOP&S to whom visitors have come is absent in the building, visitors are denied access to the territory and building of HOP&S.

4.4.7. Presence of outsiders at HOP&S and also of students or employees of KBTU not living at HOP&S shall be permitted from 09.00 am to 09.00 pm. Responsibility for timely departure of visitors and for their observance of the relevant procedures at HOP&S shall be born by the occupants having invited them.

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4.4.8. At each building, the Student Board of HOP&S shall appoint monitors or responsible persons which are to watch the observance of the procedures of living at HOP&S and conditions of the Agreement for Living, demand careful attitude of the occupants to the property of HOP&S, control the keeping of cleanness and order in residential premises and common areas.

4.4.9. The occupants shall bear personal pecuniary liability for individual and common property received by them against signature.

4.4.10. Prior to check-in to the HMS&S, the occupants are to get acquainted with documents defining the rules and procedures of residence at HOP&S. The Procedure of providing places and living at HOP&S, the sample of the Agreement for Living, Fire Safety Rules and other internal documents shall be placed at the public place in the building of HOP&S and also shall be kept at the library of the University.

4.4.11. For the purposes of provision of observance of the Rules of Living at HOP&S, inspection of equipment, inventory, furniture, and communication means, and for revealing of outsiders, the HOP&S employees on duty (not less than 2 persons) shall be entitled to hold the regular check (inspection) of premises and rooms. The inspection shall be held after preliminary notification, in the presence of the occupants. In case of revealing the facts of causing damage to the KBTU property, and violation of the procedures of living at HOP&S, the authorized person shall fix relevant facts in wiring and shall submit the report to the HOP&S Management for consideration. In case of absence of an Occupant in the room, the check/inspection shall be held without its participation;

4.4.12. In exceptional cases (emergences, fire, accident situation), for holding deratization and desinsection, and also if it is required to carry out urgent repair or inspection of equipment (prevention/elimination of accident consequences), the HOP&S employees shall have the right to access rooms during absence of the occupants, in group (not less than 3 persons), with making a relevant act.

4.4.13. For the purposes of rational use of places in the buildings, the HOP&S Administration shall have the right to transfer the occupants to other rooms/buildings.

4.4.14. The HMS&S Administration shall not bear liability for preservation of personal items of the occupants.

4.4.15. The parking of cars in the internal territory of HOP&S shall be strictly prohibited. Short-time arrival of special machinery (utility service, emergency service, ambulance, etc.) shall be permitted.

4.5. Rights and obligations of the HOP&S occupants

4.5.1. The HOP&S occupants shall be entitled to:

- 1) demand from the HOP&S Administration efficient functioning of systems and equipment, timely repair and replacement of unserviceable furniture, inventory, and other property;
- 2) present, to the Student Board, Management of HOP&S and/or University, proposals on improvement of domestic conditions, organization of leisure, and on other issues regarding the living at HOP&S;
- 3) elect members of the Student Board and to be elected to the Student Board (for students).
- 4) use, free of charge, equipment, library collection, computer and Internet resources of HOP&S;
- 5) submit a request for free of charge elimination of breakages and defects of the property and equipment of KBTU in their rooms and in common areas of HOP&S.
- 6) refuse from living at HOP&S having preliminarily notified the Director of HOP&S

4.5.2. HOP&S occupants are obliged to:

- 1) get acquainted with and strictly observe this Procedure;
- 2) after receipt of the Order for Living to accommodate at HOP&S within one working day;
- 3) strictly observe conditions of the Agreement for Living concluded with them;
- 4) use the provided place for personal living (without the right to transfer it to other persons, without settling persons not stated in the Agreement for Living);
- 5) carefully treat property of HOP&S (premises, equipment, furniture, inventory, and greenery in the

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territory of HOP&S and other property);

- 6) observe sanitary norms and keep cleanness in the premises and in the territory of HOP&S;
- 7) participate in events for cleaning, improvement and planting in the territory of HOP&S;
- 8) economically use electric power and water at HOP&S;

observe the Safety Rules and Fire Safety Rules, observe Rules of use electric devices installed at HOP&S, and also Military Registration Rules, Rules of Registration and Visa Regime (for foreign and nonresident students), other requirements of the legislation of the Republic of Kazakhstan;

- 9) observe, in relations with the HOP&S employees and other occupants, ethic and moral norms, not to allow themselves rudeness or disrespect towards rights and interest of surrounding persons, to keep positive psychological climate at HOP&S;
- 10) on timely basis to make payment for living at HOP&S to the bank account of KBTU with indication of the payment purpose code;
- 11) during check-in to produce required documents for registration, and during check-out, on their own, to register at the actual place of further residence;
- 12) during check-out from HOP&S, an occupant is to observe the check-out procedure established in clause 4.2. of this Procedure;
- 13) not to hand over access cards and keys to rooms to any third parties;
- 14) bear responsibility for observance, by visitors of an Occupant, of the established internal procedures of HOP&S, Procedure of providing places and living at HOP&S (observance of the access control mode, prohibition for bringing prohibited items by visitors, timely withdrawal from the territory of HOP&S, observance of the public order, etc.);
- 15) with departure from HOP&S for more than 3 (three) days (due to any reasons), to warn the Director or other authorized person of HOP&S;
- 16) provide the HOP&S employees with free access to the living room, in case of occurrence of emergencies, and also for check / inspection of the premises, and elimination of violation. During holding the regular check/inspection of the premises, an Occupant is to be in the premise occupied by it. In case of absence of an Occupant in the room, the check/inspection shall be held without its participation;
- 17) upon demand of the HOP&S Administration, to release the occupied premise for the period of holidays (within 2 (two) calendar days from the date of the beginning of holidays), and also in case of expulsion from KBTU, and termination of labor relations with KBTU, and in case of making the decision by the KBTU Administration regarding the check-out of an occupant (as a disciplinary measure or due to other reasons);
- 18) after coming back from winter / summer holidays or absence for more than 15 days at the dormitory, a student is to submit the certificate of the KBTU doctor.

4.6. The following shall be prohibited to HOP&S occupants:

- 1) re-settle on their own, and also to transfer furniture and inventory from one room to another one;
- 2) take furniture, inventory, equipment and other property of HOP&S (KBTU) out of HOP&S;
- 3) bring, keep, apply (use) at HOP&S, fire weapons, cutting weapons, non-lethal weapons and gas weapons, and ammunition thereto, inflammable substances, poisonous substances, and also other items and materials which due to their characteristics can bring harm to health and life of the occupants at HOP&S and/or property of KBTU;
- 4) hand over keys to rooms and embossed access cards to any third parties / outsiders;
- 5) smoke;
- 6) brings, keep and use (alcohol) hard drinks, narcotic agents and other psychoactive drugs to HOP&S;
- 7) bring (keep) flammable, explosive, highly flammable substances, fire weapons, non-lethal weapons, pneumatic weapons, and ammunition thereto, and also other items, which can cause harm to health and life of the occupants, and damage to HOP&S property;
- 8) come to HOP&S in the state of alcohol, narcotic, toxic or other inebriation;

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- 9) organize and participate in a scuffle (causing physical damage) and in violation of public order;
- 10) perform works in the premise or perform other actions creating strong noise and vibration which violate normal conditions of living in other residential premises;
- 11) cause damage to HOP&S (KBTU) property;
- 12) on their own to make alterations and repair of Internet access points, electric wiring, and electric equipment;
- 13) use in rooms electric heaters (irons, electric kettles, electric stoves, etc.). If required, an occupant shall have the right to use the above items in special premises (ironing rooms, kitchen rooms, etc.);
- 14) break silence after 11.00 pm;
- 15) keep visitors (outsiders) after 09.00 pm;
- 16) bring and/or keep pets and birds in the premises and territory of HOP&S;
- 17) violate rules of internal procedures of HOP&S and KBTU, and also requirements of the legislation of the Republic of Kazakhstan.

5. RISKS UPON THE PROCEDURE

5.1. In the course of performance of actions regulated by this Procedure the following risks can arise:

No	Risk name	Preventing actions	Correcting actions	Risk owner
1	Weak organization of applications' acceptance	To approve the plan of acceptance of applications from students with indication of the date, time, and responsible persons	To review the form of application submission	Chairman of the Commission for distribution of places at HOP&S
2	Absence/error of/in the last name of the applicant having submitted an application for check-in, in the Book for registration	Registration of each application with indication of the faculty, year, date of the application submission	To additionally make a record in the Book for registration and to approve the form of the Book	Deputy Director of HOP&S, Secretary of the Commission
3	Loss/ spoilage of applications	After registration to file to the folder	Re-filling in	Secretary of the Commission
4	Property spoilage	Development of this Procedure, the holding of regular and extraordinary checks for observance of requirements of this Procedure	Elimination of the reason of the revealed inconformity	HOP&S Director
5	Untimely payment or living without payment	1. Check of availability of payment receipts; 2. Monthly verification of accounts receivable	1. Notification to the occupants of availability of indebtedness; 2. Repeated acquaintance of the occupants with the terms and conditions of payment	1. HOP&S Director 2. HOP&S Director jointly with AR&FD of KBTU
6	Destructive behavior of an occupant threatening safety of other occupants	To introduce relevant clauses to the job description of the Security Manager with description of their actions	Elimination of the reason of the revealed inconformity	HOP&S Director jointly with KBTU Security Service
7	Absence of an occupant without reasonable excuse for a month	The manager's obligations include weekly check of presence/absence of each occupant	Check through the access control system	HOP&S Director

6. RECORDS UPON INTEGRATED MANAGEMENT SYSTEM

6.1. This Procedure includes the below records which in writing and/or electronic form confirm interim and final results of activity on the Procedure:

No	IMS record name	Place for record keeping	A person responsible for records
1	Application (for receipt of a place at HOP&S)	HOP&S	Secretary of the Commission
2	Minutes of the Commission	Office	Secretary of the Commission
3	Agreement for Living at HOP&S	HOP&S	HOP&S Director
4	Order on creation of the Commission for distribution of places at HOP&S	Office	HOP&S Director
5	A Book for registration of applications for the check-in to HOP&S (Appendix 1)	HOP&S	Secretary of the Commission
6	A Book for registration of late occupants (Appendix 4)	HOP&S	Security Sector of HOP&S
7	A Book for registration of occupants having checked-in at HOP&S (Appendix 5)	HOP&S	HOP&S Director
8	A Book for visitors' registration (Appendix 6)	HOP&S	Security Sector of HOP&S

7. RESPONSIBILITY

7.1. Students, Master's students, PhD students, and employees shall bear liability for:

- reliability of information stated in an application;
- timely submission an application for living;
- timely payment for living;
- timely and true informing of reasons of their absence for the terms of more than 3 days.

7.2. HOP&S shall bear liability for:

- timely informing of all alterations in the check-in plan;
- timely informing of the occupants of all alterations of this Procedure;
- quality of services for the occupants;
- high quality organization of the check-in procedure;
- violation of the check-in procedure without receiving payment;

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- informing HOP&S of mass check-out of the occupants 5 days prior to the planned date of check-out.

7.3. Members of the Commission shall bear liability for:

- decisions made by the Commission;
- disclosure of confidential information which have become known to them in connection with participation in meetings of the Commission, in accordance with the legislation of the Republic of Kazakhstan and internal documents of KBTU;
- provision of transparency in issues of distribution of places at HOP&S of KBTU;
- objective consideration of applications and also for making, upon results of consideration, decisions not prejudicing rights and interests of the students and employees;
- timely fulfillment of made decisions;
- correctness and completeness of use of entrusted powers;
- timeliness of informing the KBTU Management of the course of fulfillment of entrusted powers.

7.4. The occupants having committed damage or destruction to/of HOP&S property are to completely indemnify the caused damage.

7.5. For violation of requirements to living at HOP&S and the Agreement for Living, the following disciplinary measures can be applied to an occupant in the established procedure: reprimand, reproof, severe reproof, check-out from HOP&S, and expulsion of KBTU.

8. REFERENCES TO DOCUMENTS

8.1. This Procedure has been developed in accordance with the following documents:

- 1) ISO 9001:2015 Quality Management System. Requirements;
- 2) ISO 14001:2015 Environmental Management Systems. Requirements and guidelines to/on their application;
- 3) ISO 45001:2016 Health Protection and Occupational Safety Management Systems. Requirements;
- 4) Law of the Republic of Kazakhstan dated July 27, 2007 "On Education";
- 5) Rules of distribution of places at dormitories of educational organizations approved by Order No 66 of the Ministry Education and Science of the Republic of Kazakhstan dated January 22, 2016;
- 6) Regulations on the House of Postgraduates and Students of Kazakh-British Technical University Joint-Stock Company approved by Order No13-II of KBTU JSC Rector on February 23, 2017.
- 7) Regulations on organization of the access and internal modes at objects of KBTU JSC approved by Order No 76-II of the Rector dated September 06, 2017.

9. BLOCK SCHEME:PROCEDURE OF DISTRIBUTION OF PLACES AT HOP&S

Action	Performed by	Record
<div style="border: 1px solid black; padding: 5px; text-align: center;">Application for receipt of a place at HOP&S на</div> <p style="text-align: center;">↓</p>	Persons stated in clause 4.1.1. of the Procedure	Filling in a standard application (Application 2)
<div style="border: 1px solid black; padding: 5px; text-align: center;">Meeting of the Commission for Distribution of Places at HOP&S</div> <p style="text-align: center;">↓</p>	Commission for Distribution of Places at HOP&S	On the basis of the Order on creation of the Commission
<div style="border: 1px solid black; padding: 5px; text-align: center;">Decision on distribution of places</div> <p style="text-align: center;">↓</p>	Commission for Distribution of Places at HOP&S	Minutes of the Commission meetings
<div style="border: 1px solid black; padding: 5px; text-align: center;">Issue of the Order for living</div> <p style="text-align: center;">↓</p>	A person responsible for distribution of places	Order for living
<div style="border: 1px solid black; padding: 5px; text-align: center;">Submission of data on payment for living</div> <p style="text-align: center;">↓</p>	Persons stated in clause 4.1.1 of the Procedure	Payment receipt
<div style="border: 1px solid black; padding: 5px; text-align: center;">Check-in</div> <p style="text-align: center;">↓</p>	Chief Manager of Record Management at HOP&S	A Book for registration of occupants having checked-in to HOP&S
<div style="text-align: center;"> <pre> graph TD A{Observance of requirements on living at HOP&S} -- Yes --> B[Living] B --> C[Check-out] </pre> </div>	Occupant	Acts of inspections

10. BLOCK SCHEME: CHECK-IN OF STUDENTS AND EMPLOYEES TO HOP&S

Action	Performed by	Record
<div style="border: 1px solid black; padding: 5px; text-align: center;">Permit from doctor of HOP&S</div> <div style="text-align: center;">↓</div>	Doctor of HOP&S	A Book for registration of issue of certificates for occupants
<div style="border: 1px solid black; padding: 5px; text-align: center;">Order receipt</div> <div style="text-align: center;">↓</div>	HOP&S Deputy Director	Check-in Program in Uninet
<div style="border: 1px solid black; padding: 5px; text-align: center;">Agreement conclusion</div> <div style="text-align: center;">↓</div>	HOP&S Deputy Director	Agreement
<div style="border: 1px solid black; padding: 5px; text-align: center;">Payment for living – for 1 semester (by transfer to KBTU requisites).</div> <div style="text-align: center;">↓</div>	Occupant	Payment receipt
<div style="border: 1px solid black; padding: 5px; text-align: center;">Registration in the Book</div> <div style="text-align: center;">↓</div>	HOP&S Chief Manager	A Book for registration of occupants having checked-in to HOP&S
<div style="border: 1px solid black; padding: 5px; text-align: center;">Receipt of a key to the room (HOP&S Security Sector)</div> <div style="text-align: center;">↓</div>	HOP&S Security Sector	List
<div style="text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; transform: rotate(45deg); position: relative;"> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; border: 1px solid black;"></div> </div> <p style="text-align: center; margin: 5px 0;">Observance of requirements to living at HOP&S</p> <div style="text-align: center;">↓</div> <div style="display: flex; align-items: center;"> Yes <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100%;"> Receipt of a key to the room (HOP&S Security Sector) </div> </div> <div style="text-align: center; margin-top: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100%;"> Living </div> </div>	Occupant	Acts, explanatory reports

Book for registration of applications for check-in to HOP&S

No	Full name	Faculty/ structural division	Year of study	Date of application submission	Note

(Compulsory)

**Attention: Chairman of the Commission for
distribution of places at the House of
Postgraduates and Students of KBTU JSC
Mrs. Shakulikova G.T.**

from student

Last name

First name

Patronymic

Faculty _____

Specialty _____

_____ **year**

Studying at the expense of:

- State Grant (Ministry of Education and Science
of the Republic of Kazakhstan);
- parents;
- company;
- KBTU Grant

APPLICATION

I hereby ask you to give me a place for living at the House of Postgraduates and Students of KBTU JSC

Permanent place of residence _____

Relation to reduced payment groups _____

I hereby attach the following documents confirming my social status:

Signature _____

Date _____

**Agreement
for living at the House of Postgraduates and Students of KBTU JSC**

Almaty city _____, 201__

Kazakh-British Technical University Joint-Stock Company, hereinafter referred to as KBTU, represented by Prorector of Infrastructure and Business Support _____, acting on the basis of Power of Attorney _____, on the one part, and _____ (Occupant's full name), hereinafter referred to as the Occupant, on the other part, have entered into this Agreement (hereinafter referred to as the Agreement) as follows:

1. SUBJECT MATTER OF THE AGREEMENT

1.1. KBTU shall grant a place for living in a room / shall grant a room (hereinafter referred to as the Premise) to the Occupant for temporary use in the building of the dormitory of the House for Postgraduates and Students of KBTU JSC (HOP&S) located in room No _____, building No _____, quantity of beds in the room of _____.

1.2. The place for living shall be granted to the Occupant for the term from _____ to _____.

1.3. The list of family members of the KBTU employee residing with the employee at HOP&S is as follows:

- 1) _____,
- 2) _____,
- 3) _____.

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. KBTU undertakes to:

2.1.1. grant a place for living to the Occupant upon the Card of Acceptance and Handing Over the Property and the Place, after signing it by the Occupant and the HOP&S Director or by other authorized person according to the terms and conditions hereof;

2.1.2. grant the right to access HOP&S, to the Occupant, taking into account the Procedure of providing places and living at HOP&S, and the internal procedures;

2.1.3. make the Occupant acquainted with the Procedure of providing places and living at HOP&S by way of placement of the Procedure on informational stands in the territory of HOP&S or by other way.

2.2. KBTU shall be entitled to:

2.2.1. demand from the Occupant the observance of the terms and conditions hereof, sanitary norms, Safety Rules and Fire Safety Rules, Procedure of providing places and living at HOP&S, requirements of careful treatment of HOP&S property;

2.2.2. alter the cost of payment for living, having preliminarily notified the Occupant, in the procedure provided for by clause 3.3. hereof;

2.2.3. carry out regular (not less than once per month) inspections/checks of the rooms for the purpose of control of sanitary and fire safety conditions of the premises, serviceability of engineering

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and electric equipment and devices, and observance of the living terms and conditions by the Occupant as provided for by this Agreement.

The notification to the Occupant of the planned holding of the check shall be executed by way of displaying a relevant announcement on the informational board of HOP&S with indication of the date and time of check. The checks shall be held by the Commission with participation of representatives of the HOP&S Administration.

2.2.4. terminate this Agreement having notified the Occupant in writing or verbal form 5 (five) calendar days prior to the proposed date of termination (check-out) in cases of Occupant's failure to perform / improper fulfillment of the obligations hereunder (including payment for living), violation of public order, norms of morality and ethics, causing harm to KBTU or other occupants, visitors, and employees of HOP&S, violation of the Procedure of providing places and living at HOP&S and other documents of KBTU, norms of legislation of the Republic of Kazakhstan, expulsion from KBTU or termination of labor relations with KBTU, whereon the previously paid amount for living shall not be returned.

In case of making a decision by the KBTU Management on termination of this Agreement due to other reasons (necessity of release of places, holding a repair, etc.), the notification shall be made in writing or verbal form one month prior to the proposed date of termination (check-out).

2.2.5. involve the Occupant in participation in public city events on cleaning (planting) of the adjacent territory and in other labor, cultural and upbringing events, and other events held by HOP&S;

2.2.6. With occurrence of emergencies (accidents, fire, etc.), the employees of KBTU HOP&S shall be entitled to enter the room without preliminary warning the Occupant, for the purposes of elimination/prevention of the emergency.

2.2.7. For the purposes of rational use of places in buildings of HOP&S, to transfer the Occupant to another room/apartment (for employees) in the same or in other building with preliminary notification to the Occupant 3 (three) calendar days prior;

2.2.8. If required, to increase the quantity of beds in the room of the Occupant (with relevant recalculation of the payment for living) having notified the Occupant 3 (three) calendar days prior.

2.3. The Occupant shall undertake to:

2.3.1. use the granted place for personal living (without the right to hand over it to other persons not stated in this Agreement);

2.3.2. observe and provide observance by members of its family living with it, of the terms and conditions hereof, all normative documents of KBTU, **including the Procedure of providing places and living at KBTU HOP&S**, and orders (instructions) of the HOP&S Administration, respectfully and correctly treat HOP&S employees and other occupants;

2.3.3. on timely basis, to make payment for living in the procedure and within terms established by chapter 3 hereof;

2.3.4. submit its questionnaire data and contact telephone numbers to the HOP&S Director;

2.3.5. keep the granted place clean and observe the order in common places (kitchen, sanitary conveniences, etc.), make daily cleaning, and also weekly thorough cleaning of the place of living; when leaving the room to close a window in its room, close the balcony, to switch off the light, not to leave electric devices switched on;

2.3.6. get acquainted with and strictly observe Safety Rules, Fire Safety Rules, and also Military Registration Rules, Rules of Registration and Visa Regime (for foreign and nonresident students), other requirements of the legislation of the Republic of Kazakhstan;

2.3.7. carefully treat furniture, inventory, equipment, library collection, and other property of KBTU (HOP&S). In case of causing pecuniary damage to KBTU as a result of actions or negligence of the Occupant (visitors of the Occupant), including actions or negligence having caused failure to provide integrity of material values (property) granted to it as well as theft, loss, destruction, spoilage, breakage or unserviceability of the KBTU property, the Occupant is to indemnify damage in the amount of the caused damage or in other amount established by the legislation of the Republic

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of Kazakhstan and the internal documents of KBTU, including all costs connected with elimination of the caused damage;

2.3.8. not to transfer access cards and key to rooms to any third parties;

2.3.9. bear liability for observance, by the visitors of the Occupant, of the established internal order at HOP&S, Procedure of providing places and living at HOP&S (observance of the access mode, prohibition to bring items stated in clause 2.3.11 of the Agreement by visitors, timely leaving the territory of HOP&S, observance of public order, etc.);

2.3.10. With leaving HOP&S for more than 3 (three) days (due to any reasons), to warn the director or other authorized person of HOP&S;

2.3.11. provide employees of HOP&S with free access to the living room in case of occurrence of emergencies, and also for inspection /check of the premise, and elimination of violations. In case of the holding of the regular inspection / check of the premises, the Occupant is to be in the premise occupied by it. In case of absence of the Occupant in the room, the inspection/check shall be executed without its participation;

2.3.12. upon demand of the HOP&S Administration, to release the occupied premise for the period of holidays (within 2 (two) calendar days from the date of beginning of holidays) and also in case of expulsion from KBTU, termination of labor relations with KBTU, making a decision on check-out of the Occupant as a disciplinary measure, and due to other reasons provided for by this Agreement and the internal documents of KBTU, within the term established by this Agreement;

2.3.13. after coming back from winter / summer holidays or absence for more than 15 days at the dormitory, to submit the permit from the HOP&S doctor.

2.4. The Occupant shall be entitled to:

2.4.1. terminate this Agreement and leave HOP&S having notified KBTU not later than 5 (five) calendar days prior to the date of termination, whereon the Occupant is to take into account that the preliminary paid amount shall not be returned;

2.4.2. freely use equipment, library collection, computer and Internet resources of HOP&S;

2.4.3. elect the Student Self-Governance Board of the dormitory and to be elected to the Student Board (for students);

2.4.4. participate through the Student Self-Governance Board in solution of issues of improvement of living conditions, and organization of upbringing work and leisure;

2.4.5. submit a request for free of charge elimination of breakages and defects of the property and equipment of KBTU in its room and in common places, to plumbers, electricians or joiners, to make a record in special books for acceptance of requests. In case of failure to fulfill the request within 3 (three) days, the Occupants shall be entitled to write a complaint to the name of HOP&S Director.

2.5. It is prohibited for Occupants to:

2.5.1. resettle on their own, and also to transfer furniture and inventory from one room to another one;

2.5.2. take furniture, inventory, equipment and other property of HOP&S (KBTU) out of HOP&S;

2.5.3. bring, keep and apply (use) at HOP&S fire weapons, cutting weapons, non-lethal weapons and gas weapons, and ammunition thereto, inflammable, explosive, and poisonous substances and also other items and materials which due to their characteristics can cause harm to health and life of the Occupants of HOP&S and/or property of KBTU;

2.5.4. hand over keys to rooms and embossed access cards to any third parties / outsiders;

2.5.5. smoke in the premises and in the territory of HOP&S, except for places specially allotted for smoking;

2.5.6. bring, keep and use (alcohol) hard drinks, narcotic agents and other psychoactive substances at HOP&S;

2.5.7. come to HOP&S in the state of alcohol, narcotic, toxicologic and other inebriation;

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2.5.8 organize and participate in a scuffle (causing physical harm) and in violation of the public order;

2.5.9 perform works in the Premise or perform other actions creating strong noise and vibration violating normal living conditions for persons in other living premises;

2.5.10 cause damage to property of HOP&S (KBTU);

2.5.11 on their own to make alteration and repair of Internet access points, electric wiring and electric equipment;

2.5.12 use electric heaters (irons, electric stoves, heating apparatuses, etc.) in the rooms. If required, the Occupant shall be entitled to use the above appliances in special premises (ironing rooms, kitchens, etc.);

2.5.13 break silence after 11.00 pm;

2.5.14 keep visitors (outsiders) after 09.00 pm;

2.5.15 bring and/or keep pets and birds in the premises and in the territory of HOP&S;

2.5.16 violate rules of internal procedures of HOP&S and KBTU and also requirements of the legislation

2.5.17 perform other actions provided for by the Procedure of distribution of places and living at HOP&S.

3. LIVING COST AND PROCEDURE OF PAYMENT

3.1. The living cost hereunder is _____
(_____) KZT per month taking into account all taxes and duties provided for by the legislation of the Republic of Kazakhstan.

The Occupant has a relief for living: _____

3.2. The payment for living shall be executed in the following order:

3.2.1. The students shall make payment for living for one semester during one calendar year after receipt of the order for living.

3.2.2. The KBTU employees shall make payment for living by way of deduction from the salary on the basis of the application or by way of transfer to the bank account of KBTU.

3.3. The living cost can be unilaterally altered by KBTU, whereof the Occupant shall be notified one month prior to the date of alteration of the cost, by way of placement of an announcement in the buildings of HOP&S or by way of sending a message to e-mail, or by way of a telephone call.

The Parties agree that in case of alteration of the living cost at HOP&S, the Agreement shall be considered concluded on conditions of payment upon the new living cost, and the signing of an additional agreement hereto shall not be required.

4. ALTERATION AND TERMINATION OF THE AGREEMENT

4.1. The Agreement can be terminated or altered upon mutual agreement of the Parties. The party, initiating alteration or termination of the Agreement shall notify the other Party in writing.

4.2. KBTU shall be entitled, at any time, to terminate the Agreement in cases and in the procedure provided for by clause 2.2.4 hereof.

4.3. The Occupant shall be entitled to terminate the Agreement at any time, in the procedure provided for by clause 2.4.1 hereof.

4.4. Issue of the order on expulsion from KBTU / termination of employment relations shall bring to automatic termination of this Agreement and check-out of the Occupant and the members of its family.

5. LIABILITY

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5.1. In case of the Occupant's failure to observe the terms and conditions of this Agreement, Rules of providing places and living at HOP&S, other normative documents of KBTU, and terms and conditions of this Agreement, the Occupant can be checked-out from HOP&S, in the procedure established by this Agreement, or it can be denied the place at HOP&S for the following period.

5.2. KBTU shall not bear liability for safety of personal items of the Occupant (the members of its family, if any), and also for actions (negligence) of any third parties (occupants, visitors, employees, etc.) having caused harm to the Occupant. In case if the above persons have caused harm to the Occupant, the responsibility shall be born by persons having directly caused harm to the Occupant.

5.3. In case of refusal to release the place of living or untimely withdrawal in case of check-out as provided for by this Agreement and internal documents of KBTU, KBTU shall be entitled to demand from the Occupant payment of a penalty at the rate of 10 (ten) times the size of monthly calculation index established by the Law on the Republican Budget for the relevant year.

6. FORCE-MAJEURE CIRCUMSTANCES

6.1. The Parties shall be released from liability for partial or full failure to fulfill their obligations hereunder if such failure has been a result of operation of objectively insuperable (force-majeure) circumstances of natural and man-caused nature such as: disasters (fire, flood, earthquake, etc.), military actions, strikes, resolutions of state authorities, operation of external objective factors (events beyond reasonable control of the Parties), etc.

6.2. Within 24 hours, the Parties are to notify each other in writing of the beginning and completion of force-majeure circumstances precluding from fulfillment of obligations hereunder. The Party claiming force-majeure circumstances is to submit the confirming document issued by the competent authority.

6.3. In case of duration of force-majeure circumstances for more than a month, any of the Parties shall be entitled to refuse from fulfillment of its obligations hereunder. Whereon neither Party shall be entitled to demand indemnification of possible losses from the other Party, except for mutual settlements.

7. FINAL PROVISIONS

7.1. This agreement shall come into effect from the date of its signing by the Parties and shall be valid within the term established by clause 1.2 hereof.

7.2. All disputes or disagreements arising out of or in connection with this Agreement shall be settled by way of negotiations between the Parties.

In case of impossibility to solve disagreements by way of negotiations, they shall be subject to consideration in court in accordance with the current legislation of the Republic of Kazakhstan. The territorial jurisdiction shall be established upon the place of KBTU location.

7.3. This Agreement is made in 2 (two) counterparts in Russian language, one counterpart for each of the Parties.

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8. REQUISITES AND SIGNATURES OF THE PARTIES

KBTU

Occupant

KBTU JSC

59 Tole Bi St., Almaty city

TRN 600700236511

BIN 011140004703

KZ806010131000043902

Halyk Bank of Kazakhstan JSC

BIC HSBKZZKX

Prorector of infrastructure of business support

Full name _____

Identity card No _____

When issued and the issuing authority _____

IIN _____

Date of birth _____

Mobile _____

e-mail _____

Signature of the Occupant

_____ **Full name**

I do hereby confirm my acquaintance with the Procedure of providing places and living at the House of Postgraduates and Students of KBTU JSC

Occupant _____ / Full name

Book for registration of late occupants

No	Occupant's full name	Date and time of coming	Reasons of coming late	Occupant's signature

Book for registration of occupants having checked-in to HOP&S

No	Full name	Faculty, year/division, title	Building-room	Payment per month	Date of check-in

Book for registration of visitors

No	Visitor's full name	Occupant's full name	Building-room	Date and time of coming	Time of leaving	Signature of the employee on duty of the Security Sector