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**Ministry of Education and Science of the Republic of Kazakhstan**  
**KEJSC "Caspian University of Technology and Engineering named after Sh. Yessenov"**



## **RULES OF INTERNAL ORDER**

**APPROVED** by the decision of the Scientific Council  
(20.01.2021 Protocol No. 7)

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## 1. PURPOSE AND FIELD OF APPLICATION

1.1 . Rules of internal order ( hereinafter - Rules ) - developed for the purpose of defining and approving internal (labor and academic) rules at Yesenov University (hereinafter - the University).

1.2. The rule is based on the following rationale:

- Law of the Republic of Kazakhstan "On Education" with amendments dated 07.27.2007.
- Labor Code of the Republic of Kazakhstan with changes and additions dated 23.11.2015 . culture of KEJSC "Caspian University of Technologies and Engineering named after Sh. Yesenov" .
- "Sh. Charter of non-commercial joint-stock company Caspian University of Technologies and Engineering named after Yesenov.
- Academic policy of the University approved by the decision of the Scientific Council on the basis of protocol No. 10 dated 05/29/2019 .

1.3. The work and study order at the university is based on the faithful performance of their duties by employees (teachers and employees) and students (students, students, masters, doctoral students).

## 2. ABBREVIATIONS AND SIGNS

Ministry of Education and Science of the Republic of Kazakhstan - Ministry of Education and Science of the Republic of Kazakhstan.

POK - Professor-teaching staff.

JSC – Academic service.

ZD – Research and development.

ASzhSKB - Department of Academic Standards and Quality Assurance.

SC - Scientific Council .

Yesenov University - KEJSC "Caspian University of Technologies and Engineering named after Sh. Yesenov" .

ARB - Human Resources Department.

Distance education technologies.

ABO - Environmental Management Center.

KKK - Service worker.

OKK - Educational support worker.

KEAK is a non-commercial joint-stock company.

## 3. MEANING AND DEFINITIONS

3.1. Oralman is a stateless foreign citizen who permanently resides outside the borders of the Republic of Kazakhstan upon independence, and a Kazakh national who was born and permanently resides after the independence of the Republic of Kazakhstan. A citizen of the Republic of Kazakhstan who came (arrived) to the Republic of Kazakhstan for the purpose of permanent residence in his historical homeland and received (received) the appropriate status in accordance with the procedure established by the Law.

3.2. A residence permit is a document confirming the right of a person who is not a citizen of the state, that is, a foreign citizen or a stateless person, to live in the territory of the state for a long time.

#### **4. WORKING TIME AND REST TIME**

4.1. A five-day working week with two days off (Saturday and Sunday) is established for university employees. The working hours of all employees are 40 hours per week.

4.2. Working time for disabled workers of groups I and II is 36 hours a week.

4.3. The teaching staff of the university works according to the schedule of training sessions and individual study load.

4.4. Pedagogical staff must conduct all types of educational, methodological, scientific, research, organization-methodical, educational work in accordance with the curriculum, scientific work plan and personal plan within the working day.

4.5. Control of the implementation and accuracy of the academic work is assigned to the vice-president for academic work.

4.6. The department heads, deans of faculties and ASzhSKB directly monitor the observance of the schedule of training sessions, the schedule of working hours of the teaching staff, and the implementation of individual plans.

4.7. In order to ensure the educational process, it is possible to create a schedule of individual working hours to optimally organize the work of the educational institution.

4.8. The following working hours have been established for the employees of ABP and KKK: Monday - Friday, working hours from 09.00 to 18.00, lunch break from 13.00 to 14.00.

4.9. With the exception of the cases stipulated by the current labor legislation of the Republic of Kazakhstan, overtime work is allowed only with the consent of the employee.

4.10. Night working hours are from 22.00 to 06.00 in the morning.

4.11. Shift work is established for guards and senior shifts of the Public Security Center, commandants of educational buildings, dormitories and Zerde housing complex, with a cumulative calculation of working time for one year (12 months).

4.12. The duration of the work shift, the transition from one shift to another is determined by the established shift schedules. The rest period between shifts should be at least 12 hours.

4.13. It is prohibited to employ an employee for two consecutive work shifts.

4.14. The holiday schedule for each calendar year is created by department heads no later than January of the current year, agreed with personnel and notified to the employee after approval by senior vice presidents.

4.15. Annual paid leave is granted to the teaching staff and KKB usually during the summer vacation period.

4.16. On the basis of the Code of the Republic of Kazakhstan and the collective agreement, annual paid leave is provided for the employee to rest, restore work capacity, improve health and fulfill other personal needs of the employee, while maintaining the main job and average salary.

4.17. In the cases stipulated in the collective agreement, the Labor Code of the Republic, employees are granted annual paid additional holidays and unpaid leave.

4.18. In case of industrial necessity, the employer may call the employee from the annual paid leave with the written consent of the employee.

4.19. According to the Labor Code, employees are given the following social holidays:

- 1) Vacation without pay;
- 2) Study vacation;
- 3) Leave due to pregnancy and childbirth, due to adoption of a newborn child (children);
- 4) leave without pay to take care of the child until he turns three years old.

#### **5. PASSAGE MODE**

5.1. The University has access control: during working hours, entry to the University is carried out only with an access permit: University employees and students are visitors with a mandatory sign on the cards of the electronic access system, in the registration book. Each employee is obliged to indicate that he left the University every day during the working day, and after the end of the working day - with the card of the electronic communication system.

5.2. All employees of the University must always have their electronic cards with them when they find and move around the University area. Electronic cards of the University employee give the right to enter the territory and objects of the University during working hours and to carry out the official duties of the holder.

5.3. The electronic card must show the employee's photo, surname, first name, patronymic and date of issue. When an employee is dismissed, the card must be returned to the Human Resources Development Department. Access to the university building is carried out by an electronic card, for which the card is used for the reader of the remote access control system. Entry is made after a light signal appears on the reader of the remote access control system. In the absence of electronic cards from employees, authorization is carried out after identification, workplace (or study), indicating the time of entry (exit) in the registration log.

5.4. In the absence or loss of the service card, the Employee must show his identity card at the entrance, register in a special log with the employee of the situational control center, and inform his immediate superior about the absence of the service card.

5.5. It is strictly forbidden to give electronic cards to other people, as well as to use someone else's electronic cards that give the right to enter University buildings. The employee is obliged to mark his arrival at work, his departure from the University during the working day, and his departure from work after the end of the working day with the card of the electronic communication system.

5.6. All employees of the University must always have their electronic cards with them when searching and moving around the University area. Electronic cards of the university employee give the right to enter and move around the territory

## **6. ORDER OF STUDY TIME**

6.1. Study sessions at the university are conducted according to the schedule approved by the vice president for academic work in accordance with the approved modular educational programs .

6.2. The schedule of training sessions is made in the division of subjects and teachers, for the academic semester and is posted on the university portal (students' personal account, POK's personal account) no later than 5 days before the start of the academic period.

study time is established for students :

1) according to the schedule of training classes for undergraduate students - from 09:00 to 18:00;

2) according to the schedule of training sessions for students of master's degree and doctorate - from 17:00 to 21:00;

6.3. The schedule of examinations for all types of studies is prepared by the Academy of Sciences and Arts in cooperation with the deans of the relevant faculties and is approved by the vice-president for academic work and is brought to the attention of students and teachers no later than two weeks before the beginning of the examination session.

6.4. One academic hour of classroom work is equal to 50 minutes.

6.5. After the start of the lesson, entering and leaving the classroom is allowed only with the permission of the teacher.

6.6. In each study group, on the recommendation of the heads of the department, the dean appoints a starosta:

- independent registration of students' participation in training sessions;

- to submit information about students' absence or lateness to the dean's office of the faculty, according to the form and within the period specified by the dean's office, indicating the reasons;
- monitoring the condition of the study subject in the group in lectures and other classes, as well as the maintenance of educational equipment;
- informing students about changes to the lesson schedule.

6.7. University students must:

- acquisition of knowledge, skills, practical skills and competences in accordance with the requirements of state mandatory education standards;
- participate in mandatory training sessions and to perform all types of tasks provided for in the curriculum and programs within the specified period;;
- to pass the intermediate and final education attestation in the specified period according to the educational plans, programs and academic calendar;
- the teacher is obliged to respect the honor and dignity of the employee, to observe the code of corporate culture of the university;
- complying with the rules of living in student dormitories, maintaining cleanliness and order in the university territory;
- compliance with the rules of military registration;
- the property of the educational institution (Educational materials, books, instruments, tools, etc.) should be carefully looked after.

6.8. Students are prohibited from taking out various equipment from laboratories, educational and other premises without the permission of the university administration. In case of material damage to the university, students are obliged to compensate it in accordance with civil legislation.

6.9. Observance of safety equipment, fire safety regulations;

6.10. Compliance with the rules of internal order;

6.11. Fulfillment of other requirements stipulated in the University Charter and the contract on provision of educational services.

6.12. In case of absenteeism for a valid reason, the student must report this to the dean of the faculty (school, Academy) no later than the next day and submit documents of the prescribed format (medical certificates, invitations, explanations, etc.) explaining the reasons for absence on the first day of attendance.

6.13. Students must be disciplined and neat in the educational institution.

6.14. Violations of academic discipline include:

- consumption of substances that cause intoxication from alcohol, drugs or other types of intoxication;
- gambling within the university walls;
- antisocial behavior within the university walls;
- Violation of norms of academic honesty;
- violation of the rules of living in a student dormitory;
- Violation of labor protection or fire safety regulations that may lead to serious consequences;
- not returning from a foreign business trip;
- not returning from academic leave.

6.15 Students' vacations are determined by the curriculum of the relevant educational program and are indicated in the academic calendar for the academic year.

6.16 Students may be expelled from the university for the following reasons:

- due to transfer to another educational organization;
- for violating the terms of the contract for the provision of paid educational services during paid education;
- a for violating academic honesty standards;
- for violating the rules of internal order;

- on the health status based on the reference-summary of the DCC;
- due to death;
- for committing illegal actions (falsification of documents, immoral actions) that harm the student's honor and dignity, without the possibility of recovery.

6.17. In urgent cases due to urgent family circumstances or health conditions, the employee himself or his relatives must notify his immediate superior before the start of the working day, and then present official documents confirming the circumstances when he first comes to work.

6.18. If the specified conditions are not observed, it is assumed that disciplinary punishment may be applied to the employee in accordance with the procedure established by the legislation, for the employee's absence from work without a valid reason and for not performing the work duties properly.

6.19. If the teacher does not come to the class, the head of the department takes immediate measures to replace him with another teacher, formalizes the teacher's replacement form, and gives a copy of it to the academic standards department and quality assurance to monitor the conduct of the class.

6.20. **Prohibited** during working hours : distracting employees from their direct work :  
calling meetings, meetings and councils on public affairs.

## **7. PROMOTION FOR WORK AND STUDY ACHIEVEMENTS**

7.1 . For exemplary performance of labor duties, continuous perfect work and other achievements at work, the employer has the right to apply various types of incentives to employees:

- declaration of gratitude;
- awarding with a certificate of honor ;
- nomination for state awards.

7.2. The promotion is announced in the order, brought to the attention of the team and entered in the employee's work book (when it exists).

7.3. The following incentives are established for the faculty's good performance in the industrial life, high indicators, and active participation of students in research work:

- declaration of gratitude;
- awarding with diplomas;

## **8 . RESPONSIBILITY FOR VIOLATION OF LABOR ORDERS**

8.1. The following disciplinary punishments shall be imposed on him for violating the labor order specified in the employment contract, the University Charter, these Rules, labor protection guidelines and other documents:

- warning;
- rebuke;
- severe reprimand
- termination of the employment contract at the initiative of the employer.

8.2. It is not allowed to apply disciplinary punishments that are not provided for in the Labor Code of the Republic of Kazakhstan and other laws of the Republic of Kazakhstan.

8.3. Disciplinary punishment is applied to an employee or student by order of the president-rector of the university.

8.4. A written explanation from the employee or student must be required before disciplinary action is taken. If a written explanation is not given after two working days, then a corresponding act will be drawn up.

8.5. Failure to provide an explanation by an employee or student is not a bar to disciplinary

action.

8.6. Disciplinary punishments are directly applied when the misbehavior is detected no later than one month from the date of detection and no later than six months from the date of its commission in accordance with the Labor Code of the Republic of Kazakhstan.

8.7. An employee may be subject to only one disciplinary action for each disciplinary offense. Disciplinary punishment may be appealed in accordance with the procedure established by law.

8.8. The order of the president-rector to impose disciplinary punishment on an employee cannot be issued during this period:

- 1) temporary incapacity of the employee;
- 2) dismissal of an employee during the performance of state or public duties;
- 3) the employee is on vacation;
- 4) the employee is on a business trip.

7.9. Within three working days from the day of its issuance, the employee or student must present the order on disciplinary punishment with a signature.

8.10. In the event that an employee or student refuses to confirm with his own hand that he has read the order, a corresponding entry is made in the act of disciplinary punishment. If it is not possible to present the employee or student with the order on applying disciplinary punishment in person, the ARB is obliged to send a copy of the order on applying disciplinary punishment to the employee or student with a notification letter within three working days from the date of the order.

8.11. The period of application of disciplinary punishment should not exceed six months from the date of its application, except for the violation of the employment contract on the grounds provided for by the Labor Code of the Republic of Kazakhstan.

8.12. If the person subjected to disciplinary punishment does not commit new misconduct and shows himself as an honest employee, at the request of the immediate head of the department, the disciplinary punishment may be taken ahead of time by issuing an order of the President-Rector.

## **9. ENSURING LABOR ORDER IN THE UNIVERSITY**

9.1. The dean's office organizes the faculty team (POK, O.K. , students) in order to beautify the area assigned to the faculty, to maintain order and cleanliness. Teachers are responsible for the order and preservation of property in the classroom during lessons, counseling and other activities.

9.2. the department and the head of the relevant department to which these classrooms and laboratories are attached are responsible for the preservation and condition of the educational and scientific equipment of the laboratories and classrooms of the health , technical and vocational education and training.

9.3. The fire protection and sanitary condition of educational-laboratory buildings, buildings and constructions is entrusted to the engineer on health and safety.

9.4. Ensuring the protection of educational-laboratory preservation of general university property is assigned to the AB O by contract.

9.5. Employees are allowed to be on duty on holidays in accordance with the EC of the Republic of Kazakhstan. Also, in accordance with the approved schedule, vice-presidents, faculty deans may be on duty on holidays.

9.6. The teaching assistant of the faculties is responsible for keeping the laboratories, classrooms, classrooms, workshops assigned to the faculties in good condition and preparing the teaching aids, instruments and equipment for classes .

9.7. AO B is responsible for monitoring and maintaining the order of TMK in common places of use .

9.8. The keys to all the premises should be in the special premises of the university's AOB and according to the approved plan of approval of the premises, they should be given only to the materially responsible persons of the departments according to the list of the ARB

Access to educational buildings, dormitories, library and sports complex is carried out :

1) for employees and students - on cards of the electronic payment system (in case of EHS);  
2) visitors to the sports complex - by signing up in the appropriate registration book according to the schedule of classes and the list of visitors approved by the President.

9.10. EHS cards are issued to employees when they are hired (or when they resume work after a long vacation) when they present a certificate from the workplace to the information technology department, and when the employment contract with them is violated or when a long vacation of more than 60 days is given under various circumstances. will be removed during the formalization of the act and service documentation

9.11. EHS cards are issued to students by the information technology department on the basis of a copy of the order on enrollment or re-enrollment and are withdrawn by the registration office upon dismissal or academic leave.

9.12. E- KZ cards are issued to students by the information technology department on the basis of a copy of the order on enrollment or re-enrollment and are withdrawn by the registration office upon dismissal or academic leave.

9.13. The Information Technology Department removes the relevant employees and students from the database when it receives a copy of the order on dismissal, dismissal or leave from the ARB or the registration office within the current day.

9.14. The head of AO B will give the information about the students who came late to the class to the dean's offices of the faculty to determine the reasons for the delay.

9.15. The deans of the faculties will provide the vice president for academic work with the information about the measures taken for students who are late to class.

9.16. Access to educational buildings and access of outsiders to departments is carried out in the following order:

1) upon the arrival of a visitor, the guard of the AOB informs the head of the relevant department about this by internal telephone;

2) if it is necessary for the visitor to go to the department, he writes in the appropriate journal about the purpose and place of the visit.

9.17. According to the permit, the people living in the dormitory can enter the dormitory from 6:00 a.m. to 11:00 p.m. in the following order:

1) when the visitor arrives, he informs the resident of the dormitory about this on his mobile phone;

2) dormitory resident:

2.1) welcomes the visitor personally, determines the purpose of the visit and determines the need for him to go to the hostel;

2.2) writes by his own hand in the relevant journal in the guard;

2.3) leaves his permit with the guard and makes sure that the guard makes a corresponding entry in the journal, which is necessary to ensure that the dormitory resident's permit is kept in a specially designated place;

2.4) does not allow the visitor to be unsupervised in the dormitory, personally removes the visitor from the dormitory;

2.5) receives his permit after formalizing the appropriate sign in the magazine.

9.18. It is forbidden for relatives or other people to stay in the dormitories.

## **10. RULES AND PROCEDURE FOR CONDUCTING LESSONS IN DISTANCE EDUCATION**

In the case of distance education technologies, teachers:

- 10.1. Before the start of the lesson, check the availability of the internet and laptop (computer) and make sure you are ready for the lesson;
- 10.2. Start and finish each lesson on time according to the schedule;
- 10.3. Provide a quiet and peaceful space where he/she conducts the lesson, do not be disturbed by external affairs/phone calls during the lesson;
- 10.4. Maintain an appropriate business style of clothing;
- 10.5. In the case of distance education technologies, learners must :
- 10.6. Before the start of the lesson, check the availability of the internet and laptop (computer) and make sure you are ready for the lesson;
- 10.7. Join the online class on time and according to the schedule;
- 10.8. Provide a quiet and peaceful space where you attend class, do not be distracted by external affairs/phone calls during class;
- 10.9. To keep calm during the lesson, respectfully and calmly inform the teacher if he has a question related to the topic/material being taught; not to talk with other students during the lesson;
- 10.10. turn on the video camera of the laptop (computer).

## **11. FINAL PROVISIONS**

All employees and students of the university must familiarize themselves with the rules. All employees are obliged to observe the procedure established by the Regulations during working hours.

Employers, employees and university students must comply with this Regulation