



"TURAN-ASTANA" UNIVERSITY

**EMPLOYMENT RULES
(INNER ORDER RULES)**

Astana 2017



TURAN-ASTANA" UNIVERSITY

The Republic of Kazakhstan

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ORDER

№ _____

«____» ____ 2017

On approval of the Rules of labor regulations

In order to create favorable conditions for organizations of labor activity and the educational process, as well as to ensure control over the observance by workers and students of the labor and academic discipline, I ORDER:

1. To approve the attached Labor Regulations of the "Turan-Astana" University.
2. Control over the implementation of this order is entrusted to the vice-rectors of the university
3. The personnel department and legal support (Incarbekova A. B.) bring this order to all departments and vice-rectors of the university.
4. This order comes into force from the date of its signing.

RECTOR G.A. JAPAROVA

AGREED:

First Vice Rector - K.Zh. Daubayev

Vice Rector of Strategic
development, science and innovation T.A. Tolkyrbayev

Vice-rector of educational and social work B.K. Ayapbergenov
Vice Rector of Administration Policy and Development M.K. Shaizhanov

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1. GENERAL PROVISIONS

1. THESE LABOR REGULATIONS (HEREINAFTER REFERRED TO AS THE RULES) OF THE "TURAN-ASTANA" UNIVERSITY ARE DEVELOPED IN ACCORDANCE WITH THE NORMS OF THE CURRENT LEGISLATION OF THE REPUBLIC OF KAZAKHSTAN, INSTRUCTIVE DOCUMENTS AND REGULATORY ACTS OF STATE BODIES OF THE EDUCATION SYSTEM AND LABOR ORGANIZATION, AS WELL AS THE CHARTER OF THE "TURAN-ASTANA" UNIVERSITY

2. LABOR AND ACADEMIC DISCIPLINE AT THE UNIVERSITY "TURAN-ASTANA" IS BASED ON THE CONSCIENTIOUS PERFORMANCE OF THEIR DUTIES BY EMPLOYEES (FACULTY AND STAFF) AND STUDENTS (UNDERGRADUATES, DOCTORAL STUDENTS).

2. ORGANIZATION OF WORK AND EDUCATION

1. THERE IS A FIVE-DAY WORKING WEEK FOR EMPLOYEES WITH TWO DAYS OFF.

2. FOR CERTAIN CATEGORIES OF WORKERS EMPLOYED IN THE EDUCATIONAL PROCESS AND WORK ON THE OPERATION AND MAINTENANCE OF BUILDINGS, A SIX-DAY WORKING WEEK WITH ONE DAY OFF CAN BE ESTABLISHED.

3. FOR EMPLOYEES, THE FOLLOWING WORKING DAY SCHEDULE IS DEFINED:

1) FOR EMPLOYEES - FROM 09:00 TO 18:00 WITH A LUNCH BREAK FROM 12:30 TO 13:30;

2) FOR THE FACULTY (HEREINAFTER REFERRED TO AS THE FACULTY) - ACCORDING TO THE SCHEDULE OF STUDIES AND THE WORK PLAN OF THE DEPARTMENT, APPROVED BY THE HEAD OF THE DEPARTMENT;

3) FOR DEANS OF FACULTIES, DEPUTY DEANS OF FACULTIES, HEADS OF DEPARTMENTS, EMPLOYEES OF EDUCATIONAL-METHODICAL MANAGEMENT, WHOSE RESPONSIBILITIES INCLUDE ISSUES OF DRAWING UP AND MONITORING THE SCHEDULE OF CLASSES AND STUDENTS - FROM 09:00 TO 18:00 WITH A BREAK FOR LUNCH FROM 13:00 TO 14:00;

4) FOR SECURITY GUARDS AND SENIOR SHIFTS OF THE UNIVERSITY SECURITY SERVICE (SBU) - THE SCHEDULE OF WORK FROM 08:00 O'CLOCK IN TWO DAYS OFF.

4. FOR STUDENTS THE FOLLOWING SCHOOL DAY MODE IS DEFINED:

1) FOR FULL-TIME STUDENTS ACCORDING TO THE SCHEDULE OF STUDIES - BEFORE LUNCH:

1ST LESSON: FROM 09:00 TO 09-50 HOURS; A BREAK - FROM 09-50 TO 10-00 HOURS;

2-CLASS: FROM 10:00 TO 10-50 HOURS; A BREAK - FROM 10-50 TO 11-00 HOURS;

3-CLASS: FROM 11:00 TO 11-50 HOURS; A BREAK - FROM 11-50 TO 12-00 HOURS;

4TH LESSON: FROM 12:00 TO 12-50 HOURS; A BREAK - FROM 12-50 TO 14-00 HOURS;

2) FOR FULL-TIME STUDENTS ACCORDING TO THE SCHEDULE OF STUDIES - AFTER LUNCH:

1-CLASS: FROM 14:00 TO 14-50 HOURS; A BREAK FROM 14-50 TO 15-00 HOURS;

2-CLASS: FROM 15:00 TO 15-50 HOURS; A BREAK - FROM 15-50 TO 16-00 HOURS;

3-CLASS: FROM 16:00 TO 16-50 HOURS; A BREAK - FROM 16-50 TO 17-00 HOURS;

4TH LESSON: FROM 17:00 TO 17-50 HOURS; A BREAK - FROM 17-50 TO 18-00 HOURS;

5-CLASS: FROM 18:00 TO 18-50 HOURS (AS AN EXCEPTION);

3) FOR STUDENTS OF CORRESPONDENCE COURSES IN ACCORDANCE WITH THE SCHEDULE OF STUDIES AND EXAMINATIONS DURING THE EXAM SESSIONS, A

SIX-DAY WEEK CAN BE ESTABLISHED WITH A SCHEDULE OF THE SCHOOL DAY DEFINED FOR FULL-TIME STUDENTS.

5. ENTERING WORK OUT OF SCHEDULE DUE TO PRODUCTION NEEDS, INCLUDING WEEKENDS AND HOLIDAYS, IS ALLOWED ONLY WITH THE WRITTEN PERMISSION OF THE RECTOR.

6. THE WORKING TIME OF THE FACULTY IS DETERMINED BY THE SCHEDULE OF CLASSES, CONSULTATIONS AND INDEPENDENT WORK OF STUDENTS UNDER THE GUIDANCE OF TEACHERS. IN THE REST OF THE TIME, TEACHING STAFF HAS THE RIGHT TO ENGAGE IN EDUCATIONAL AND METHODOLOGICAL, EDUCATIONAL AND RESEARCH WORK IN ACCORDANCE WITH THE INDIVIDUAL WORK PLAN OF THE TEACHER.

7. MONITORING OF THE IMPLEMENTATION OF TEACHING STAFF'S INDIVIDUAL WORK PLANS IS CARRIED OUT BY THE HEAD OF THE DEPARTMENT AND THE DEAN OF THE FACULTY. THE CONTROL OF THE PERFORMANCE BY EMPLOYEES IN ACCORDANCE WITH OFFICIAL DUTIES IS CARRIED OUT BY THE HEADS OF DEPARTMENTS.

Hereinafter implies:

1) a subdivision is a department, service, center, dean's office, department, and similar independent structural units of the university;

2) the head of the unit is a person under the direct supervision of which employees or teachers work;

3) the dean of the faculty is the immediate supervisor for the head of the department; Vice-Rector in charge of the department - the dean of the faculty or the head of the assigned department.

8. The quality control of the teaching staff is assigned to the heads of departments and deans of faculties. General control of the organization of the educational process and the readiness of the classroom fund for classes is carried out by the educational-methodological management.

9. The heads of the departments submit to the personnel department and legal support approved by the deans of the faculties schedules of work in the holidays, as well as during the winter and summer exam sessions.

10. University employees may not perform work in other organizations without written agreement with the University Rector.

11. Every employee is obliged to mark his arrival at work every day, going outside the university during the working day, and at the end of the working day - leaving the electronic pass system (EPS) card from work.

12. In urgent cases related to urgent family circumstances or state of health, the employee himself or through relatives is obliged to warn about it before the start of the working day of his supervisor with the subsequent delivery of official documents confirming the circumstances .

If these conditions are not observed, it is considered that the employee was absent from work without a valid reason, and for improper performance of his job duties, the employee may be subject to disciplinary action in the order established by the law.

13. If an employee was absent from work without a valid reason for three or more hours in a row in one working day, the employment contract with this employee may be terminated at the initiative of the employer.

14. The head of the unit when a worker fails to appear at work, regardless of the cause (illness, family and other circumstances), shall notify in the written form.

15. If a teacher fails to appear at a lesson, the head of the department immediately takes measures to replace him with another teacher, draws up a teacher replacement sheet, a copy of which is transferred to the educational and methodical department to monitor the implementation of the lesson.

16. During working hours, as a rule, it is prohibited to distract employees from their direct work: to convene meetings, sessions and meetings on public affairs.

17. During meetings it is prohibited to use means of communication (mobile phones and others).

18. It is forbidden to enter the classrooms of the "Turan-Astana university", the classrooms and laboratories during classes and exams, as well as in conference rooms and meetings with the included cell phones.

19. The priority of granting annual labor leave is established by the management of the University "Turan-Astana" in accordance with the current labor legislation.

20. It is allowed to withdraw workers from leave with their consent, with the subsequent provision of unused leave at another time or payment of compensation in accordance with the procedure established by law.

3. ORDER IN THE PREMISES

1. THE FOLLOWING IS PROHIBITED AT THE "TURAN-ASTANA UNIVERSITY ":

1) WALKING ALONG THE CORRIDORS, BEING IN CLASSROOMS IN OUTERWEAR AND HATS;

2) LOUD CONVERSATIONS, ACCOMPANIED BY NOISE;

3) COMPUTER AND GAMBLING;

4) HOLDING FEASTS AND NOISY EVENTS;

5) USE OF DRUGS, TOBACCO PRODUCTS, CHEWING GUM AND DRINKING ALCOHOLIC BEVERAGES;

6) ENTRANCE TO UNIVERSITY EMPLOYEES OR UNAUTHORIZED PERSONS IN THE AUDIENCE DURING THE COURSE OF CLASSES OR EXAMS;

NOTE: ATTEND CLASSES AND EXAMS ARE ENTITLED TO:

1) MEMBERS OF THE EXPERT COMMISSION FOR QUALITY CONTROL OF CLASSES;

2) EMPLOYEES OF EDUCATIONAL AND METHODOLOGICAL MANAGEMENT, CHECKING THE OBSERVANCE OF THE SCHEDULE;

3) EMPLOYEES INVOLVED IN THE EXAMINATION SESSION, ON THE BASIS OF THE WRITTEN PERMISSION OF THE RECTOR;

4) HEADS OF DEPARTMENTS AND DEANS OF FACULTIES, EXERCISING CONTROL OVER THE WORK OF TEACHERS OF DEPARTMENTS AND FACULTIES HEADED BY THEM;

5) THE DEAN OF THE FACULTY - TO MONITOR COMPLIANCE WITH THE ACADEMIC DISCIPLINE OF STUDENTS AND MONITOR THE ORGANIZATION OF THE EDUCATIONAL PROCESS AND THE CONTROL OF KNOWLEDGE AMONG STUDENTS OF THE FACULTY;

6) HEADS (RECTOR AND VICE-RECTORS) OF THE UNIVERSITY "TURAN-ASTANA".

2. RESPONSIBILITY FOR THE SAFETY OF INVENTORY ITEMS DURING THE WORKING TIME IS BORNE BY THE HEAD OF DEPARTMENT OR THE RESPONSIBLE PERSON.

3. Responsibility for the provision of sanitary and hygienic standards and lighting in the premises is the pro-rector for administrative policy and development.

4. Responsibility for the sanitary condition and fire safety of premises is assigned to the commandants of educational buildings and dormitories, as well as to the people responsible for this issue.

5. Responsibility for the maintenance in good condition of the laboratories, classrooms, workshops, and the preparation of school equipment, instruments, and equipment for classes is in charge of the department.

6. Monitoring the maintenance of order and responsibility for the safety of inventories in public places is assigned to the SBU.

7. Keys for all premises should be located in the special premises of the Security Service of Ukraine and issued according to the approved plan for securing the premises only to the financially responsible people of the units on the list of OKPO.

8. The entrance to the educational buildings, dormitories and other rooms is carried out by the card of the electron-throughput system (if there is an EPS) or by recording in the corresponding logbook.

9. EPS cards are issued to employees of the university by the personnel department and legal support for hiring (or resuming work after a long vacation) and are withdrawn upon termination of an employment contract or granting a long vacation for various reasons over 60 days with the acceptance certificate, inventory items and service documentation.

10. EPS cards are issued by students of the Information Technology Department (ICT) on the basis of a copy of the order for enrollment or reinstatement for training and are withdrawn by the student service center - the office of the registrar (CES-OR) when deducting or granting academic leave.

11. The ICU during the current day, when it receives an order for dismissal, dismissal or providing leave, excludes from the database the corresponding workers and students.

12. Information on students of the SBU who are late for classes and forwarded to deans of faculties to determine the reason for delays.

Information on the measures taken by students who are late for classes are submitted on the same day by the deans of the faculties to the first vice-rector - the vice-rector for educational and methodical work.

13. Entrance to the academic buildings and visits to the units by unauthorized people shall be carried out in the following order:

1) when the visitor arrives, the security guard of the Security Service reports this to the head of the relevant department via internal telephone;

2) the head of the unit:

- 2.1) personally meets the visitor, ascertains the purpose of the visit and determines the need for its passage to the unit;
- 2.2) if it is necessary for the visitor to enter the subdivision, he will make a personal entry in the corresponding journal;
- 2.3) leaves his pass with the security guard of the Security Service and makes sure that the security officer makes the corresponding journal entry, which is necessary to ensure the safety of the head of the unit in a designated place;
- 2.4) personally leads out of the building, not allowing the visitor to walk uncontrollably in the university building;
- 2.5) picks up the pass after making the appropriate mark in the journal.

14. Entrance to the hostel from 06:00 hours to 23:00 hours.

15. The entrance to the hostel of unauthorized people is carried out in the following order:

1) upon arrival, the visitor informs the resident of the dormitory on his mobile phone;

2) tenant dormitory:

2.1) personally meets the visitor, ascertains the purpose of the visit and determines the need for its passage to the hostel;

2.2) makes a handwritten entry in the appropriate journal with the guard of the SBU;

2.3) leaves his pass to the security guard and makes sure that the security guard makes an appropriate journal entry, which is necessary to ensure the safety of a hostel occupant in a designated place;

2.4) personally leads out of the hostel, not allowing the visitor to walk uncontrollably through the hostel;

2.5) picks up his pass after making the appropriate mark in the journal.

16. Accommodation of relatives or other people is prohibited.

4. PROMOTIONS. COLLECTION

1. FOR THE CONSCIENTIOUS PERFORMANCE OF THEIR DUTIES, LONG-TERM AND FLAWLESS WORK, INNOVATION IN WORK, HIGH QUALITY AND PROFESSIONALISM IN WORK AND FOR OTHER ACHIEVEMENTS, THE FOLLOWING TYPES OF BENEFITS ARE APPLIED TO THE EMPLOYEES OF THE “TURAN-ASTANA UNIVERSITY”:

1) ANNOUNCEMENT OF GRATITUDE;

2) BONUSES;

- 3) AN INCREASE IN THE PLANNED LEVEL OF THE SALARY INCREMENT;
 - 4) SUBMISSION FOR AWARDING LETTERS OF APPRECIATION, LETTERS, DIPLOMAS, INDUSTRY AWARDS OF STATE OR LOCAL EXECUTIVE BODIES OF THE REPUBLIC OF KAZAKHSTAN.
2. HEADS OF SUBDIVISIONS HAVE THE RIGHT TO REWARD DISTINGUISHED EMPLOYEES OF THE SUBDIVISION WITH APPROPRIATE REGISTRATION OF THE PROTOCOL FOR THE SUBDIVISION.
3. VIOLATION OF LABOR DISCIPLINE, I.E. FAILURE TO PERFORM OR IMPROPER EXECUTION BY THE FAULT OF THE EMPLOYEE OF HIS JOB DUTIES ENTAILS THE IMPOSITION OF A DISCIPLINARY SANCTION IN ACCORDANCE WITH THE LABOR CODE OF THE REPUBLIC OF KAZAKHSTAN.
4. THE ORDER ON THE IMPOSITION OF A PENALTY IS ANNOUNCED TO THE WORKER, WHO WAS SUBJECT TO A PENALTY, AGAINST PAYMENT. ALL INFORMATION ABOUT PENALTIES ARE ENTERED INTO THE DATABASE OF OKPO BY STAFF.
5. THE RECTOR OF THE UNIVERSITY HAS THE RIGHT TO REMOVE THE DISCIPLINARY PUNISHMENT AHEAD OF TIME ON HIS OWN INITIATIVE, AT THE REQUEST OF THE EMPLOYEE OR HIS IMMEDIATE SUPERVISOR.

NOTE: IF WITHIN SIX MONTHS AFTER THE IMPOSITION OF A PUNISHMENT, THE EMPLOYEE HAS NOT BEEN SUBJECTED TO A NEW DISCIPLINARY SANCTION, THEN THE PUNISHMENT IS CONSIDERED TO BE LIFTED.

5. ORDER OF EDUCATIONAL TIME

1. STUDIES AT THE UNIVERSITY ARE CONDUCTED ACCORDING TO THE APPROVED SCHEDULE. THE TRAINING SCHEDULE IS USUALLY MADE FOR A SEMESTER AND IS POSTED NO LATER THAN 10 DAYS BEFORE THE START OF EACH SEMESTER.

2. TEACHERS AND STUDENTS ARE NOTIFIED OF THE START AND END OF THE LESSON BY BREAK. THE ENTRANCE OF STUDENTS TO THE AUDIENCE AFTER THE BREAK IS PROHIBITED.

3. PRIOR TO THE START OF EACH TRAINING SESSION (BREAKS) IN CLASSROOMS, LABORATORIES AND WORKSHOPS, AS WELL AS IN CLASSROOMS, THE RESPONSIBLE STAFF PREPARES TEXTBOOKS, PREPARATIONS, EQUIPMENT NECESSARY FOR THE NEXT CLASSES.

4. IN EACH STUDY GROUP, BY ORDER OF THE RECTOR, UPON PRESENTATION OF THE DEANS OF FACULTIES, THE HEAD OF THE STUDY GROUP AND THE CURATOR ARE APPOINTED.

5. STUDENTS AT THE ENTRANCE TO THE LECTURE HALL OF THE TEACHER, HEADS OF FACULTIES WELCOME THEM STANDING.

6. THE PRESENCE OF STUDENTS IN CLASS IS RECORDED BY THE TEACHER AND THE HEAD OF THE GROUP IN THE RELEVANT JOURNALS.

7. STUDENTS AT THE UNIVERSITY "TURAN-ASTANA" MUST:

1) TO ACQUIRE KNOWLEDGE, SKILLS, PRACTICAL SKILLS AND COMPETENCIES IN ACCORDANCE WITH THE REQUIREMENTS OF STATE EDUCATIONAL STANDARDS;

2) MAKE TIMELY PAYMENTS FOR THEIR TRAINING;

3) NOT TO CONSUME ALCOHOLIC BEVERAGES, NARCOTIC AND TOXIC SUBSTANCES, TOBACCO PRODUCTS AND CHEWING GUM IN THE TERRITORY AND INSIDE THE BUILDINGS OF THE UNIVERSITY;

4) ATTEND ALL TRAINING SESSIONS AND COMPLETE ALL TYPES OF TASKS AND CONTROL ACTIVITIES PROVIDED FOR IN THE CURRICULUM AND PROGRAMS IN A TIMELY MANNER;

5) TO OBSERVE AND EXECUTE ORDERS OF THE RECTOR, VICE-RECTORS AND DEANS OF FACULTIES;

6) take care of property, documents (student ID, grade book, EPS card) and university information resources. In the event of material damage, to reimburse the costs of the university for their restoration or replacement;

7) respectfully and correctly relate to teachers, staff, students and university partners;

8) to participate actively in socially useful work;

9) to be disciplined and neatly dressed both at the university and in public places;

10) to raise and care for the image of the university;

11) maintain cleanliness and order in classrooms, laboratories, workshops, offices;

12) to observe silence, turn off the phones during classes;

13) comply with the University Code of Corporate Culture.

8. In case of skipping classes, control measures or not attending the session for valid reasons, the student himself or through relatives is obliged to notify the university in writing through the office within 24 hours, followed by the provision of official documents on the first day of the visit to the university. If the above conditions are not met, the student is considered to have missed classes, control measures or a session without good reason.

9. Cleanliness and order in all classrooms and laboratories provides service technicians.

10. Daily control and responsibility for maintaining the school premises in proper condition after the class is assigned to teachers, who lead classes in these rooms in accordance with the training schedule.

11. Students of the "Turan-Astana" University are prohibited:

1) to spoil the inventory and interior of the premises (writing, drawing on furniture, on the walls of the premises and buildings of the university);

2) to take out objects and various equipment from laboratories, educational and other premises, without the corresponding permission of the university administration;

3) to acquire, store, use, advertise, market narcotic drugs, psychotropic substances, and also alcoholic beverages;

4) acquire, use, market, store, carry, advertise firearms and edged weapons, ammunition, explosives and explosive devices, religious materials and materials that sow interethnic, interfaith strife;

5) play gambling;

6) use, advertise, sell chewing gum;

7) violate the educational atmosphere, namely: bring to class and use objects with sound effects;

8) bring to the university domestic and exotic animals, interlocking; arrange fights; behave rudely and unworthily; use during the educational process any distracting subjects;

9) undermine the image of the university by the dissemination of false information about the activities of the university;

10) to spread verbally or in writing slanderous and / or unverified information (facts) that undermine the reputation of teachers and university staff;

11) to show all sorts of disrespectful unethical attitude towards teachers, attendants and university management, to use obscene and offensive to human dignity expressions;

12) transfer to other people's logins and passwords for work in the automated system of the university;

13) to take an exam and other control measures in the form of computer testing at a time and place different from those indicated in the schedule, and also without the presence of members of the examination board.

12. For excellent and good academic performance and active participation in the scientific and social life of the university, the following incentive measures are established for students:

- 1) announcement of gratitude;
- 2) awarding diplomas;
- 3) bonuses;
- 4) the provision of established benefits;
- 5) award of scholarships.

13. For violation of the academic discipline, these Rules and the Rules of living in a hostel, one of the following penalties may be applied to students:

- 1) a note on the faculty;
- 2) a reprimand on the faculty;
- 3) a note on the university;
- 4) a reprimand on the university;
- 5) deduction from the university.

Penalties referred to in paragraphs 1) and 2) are imposed by order of the deans of faculties, and under paragraphs 3) -5) - by the order of the rector on the proposal of deans.

Prior to the adoption of disciplinary penalties to the student by the management of the faculty, all circumstances are examined with the selection of the necessary written explanations.

14. A student may be expelled from the University "Turan-Astana":

- 1) on their own;
- 2) for health reasons on the basis of the certificate-conclusion;
- 3) in connection with the transfer to another educational organization;
- 4) for violation of academic discipline;
- 5) for violation of these Rules;
- 6) for failure to comply with the terms of the contract for tuition fees;
- 7) for other reasons stipulated by the legislation of the Republic of Kazakhstan.

6. FINAL PROVISIONS

1. RECEPTION ON THE PERSONAL ISSUES OF STUDENTS, UNIVERSITY WORKERS AND OTHER CITIZENS, THE RECTOR IS CARRIED OUT WEEKLY BY APPOINTMENT.

ALL VICE-RECTORS AND HEADS OF DEPARTMENTS DURING THE RECEPTION OF THE RECTOR ON PERSONAL MATTERS SHOULD BE AT THEIR WORKPLACES AND PROMPTLY PROVIDE INFORMATION REQUESTED DURING THE RECEPTION OF THE RECTOR.

2. ALL EMPLOYEES AND STUDENTS SHOULD TAKE AN ACTIVE PART IN THE PUBLIC LIFE OF THE UNIVERSITY AND PROMOTE ITS ACHIEVEMENTS, MAKE EVERY EFFORT TO MAINTAIN THE HIGH IMAGE OF THE UNIVERSITY.