



CORPORATE IMS STANDARD
JOINT -STOCK COMPANY "KAZAKHSTAN-BRITISH TECHNICAL UNIVERSITY"

**PROCEDURE OF PROVISION OF ACCOMODATION AND
LIVING AT KBTU JASTAR CITY
KAZAKH-BRITISH TECHNICAL UNIVERSITY JSC**

CS ISM KBTU 714-1-24

Almaty

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Introduction

This corporate standard "Procedure for providing places and accommodation at KBTU Jastar City of KBTU JSC" is an integral part of the documentation of the integrated management system (hereinafter-IMS) of Kazakhstan-British Technical University JSC and meets the requirements of the international standards ISO 9001:2015, ISO 14001:2015, ISO 45001:2016 series.

General information

DEVELOPED AND INTRODUCED BY:

KBTU Jastar City

APPROVED AND PUT INTO EFFECT:

by the decision of the Board of JSC "Kazakhstan-British Technical University" dated

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1. PURPOSE AND GENERAL PROVISIONS

1.1. This corporate standard " Procedure for providing places and accommodation at KBTU Jastar City JSC "of Kazakhstan-British Technical University (*hereinafter – the Procedure*) sets out the requirements for the procedure for providing accommodation at KBTU Jastar City (*hereinafter – KJC*).

1.2. KJC is a structural division of Kazakhstan-British Technical University JSC (*hereinafter referred to as KBTU JSC*), which provides a place of temporary residence for nonresident students, undergraduates, doctoral students and employees for the period of study/work.

1.3. KJC ensures proper sanitary and hygienic conditions for living, fire safety, provides the premises with the necessary equipment, inventory, furniture, and repairs of premises.

2. SCOPE OF APPLICATION

2.1. The requirements of this Procedure apply to students (*trainees, undergraduates, postgraduates, doctoral students*) and employees of KBTU.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

3.1. The following terms, definitions and abbreviations are used in this Procedure:

- 1) **KBTU Jastar City - Dormitory.**
- 2) **CS (Corporate standard) IMS** – general norms and principles for constructing internal documents IMS of the KBTU in accordance with the requirements of international standards in the field of management systems, as well as a set of regulatory documents of the KBTU;
- 3) **Procedure** – an established method of carrying out an activity or process.
- 4) **Risk** – the possibility of an unfavorable event that may negatively affect the ability of KBTU to successfully achieve its strategic goals.
- 5) **The working body of the Commission** is a structural unit whose functional responsibilities include the provision of places at KBTU dormitories. The working body is responsible for compiling and forming materials on issues submitted for consideration by the Commission;
- 6) **KBTU, University** – Joint-stock company "Kazakhstan-British Technical University";
- 7) **SSD** – structural subdivision of KBTU;
- 8) **RK** – The Republic of Kazakhstan.
- 9) **DARaF** – Department of Accounting, Reporting and Finance;
- 10) **SS** –security sector;
- 11) **CPVT** – Council for the prevention of violations on the territory of KBTU Jastar City;
- 12) **Nonresident student / entrant** – a student who comes from another city, village, settlement, or region for the purpose of obtaining higher education.
- 13) **A foreign student** is a student who has decided to pursue higher education in a country other than their own and move to that country for the purpose of studying.

4. REQUIREMENTS FOR THE PROCEDURE

4.1 Procedure for providing places at KBTU Jastar City to students and employees:

4.1.1. A specially created automated system "UniDorm" is used to allocate accommodation at the KBTU dormitory:

- 1) The system accepts applications online.
- 2) Ranking of received applications in compliance with the established priority;

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3) Provides students who have submitted an application with the opportunity to choose and book a room from the housing stock provided by the system;

4) Make a payment and get an online check -in order in the "Personal Account" section.

4.1.2. Places in the dormitory are allocated on a competitive basis by the automated system of booking, checking in and accommodation "UniDorm" using the ranking method, taking into account the grounds and priority in the following priority order:

1) Orphans and children left without parental care, orphans under guardianship, young people who have lost or remained without parental care until adulthood, people with special needs of the first or second group, people with special needs from childhood, children with special needs;

2) People with special needs of the third group, people who have one or both parents who are people with special needs, people receiving state social benefits on the occasion of the loss of a breadwinner, people receiving state targeted social assistance, veterans who are equal in benefits to veterans of the Great Patriotic War, people from among rural youth who have entered training in educational programs that determine the socio-economic development of the village, Kandasy, as well as citizens of the Republic of Kazakhstan who have served a fixed period of military service during the first year of training;

3) Foreign students;

4) Students accepted for the first year of study who have the "Altyn Belgi" badge, a certificate of the winner of the presidential, international, republican Olympiad and /or competition, as well as applicants who graduated from an educational institution with honors with a supporting document of education (*certificate, school-leaving certificate, diploma*);

5) Students accepted for the first year of study who have a high score based on the results of the Unified National Testing (*hereinafter referred to as UNT*) or Comprehensive Testing (*hereinafter referred to as CT*), entrance exams in subjects or in the form of testing conducted by KBTU;

6) If the points are equal, the financial situation of the student is taken into account in accordance with the Rules for Forming, Directing Spending and Accounting for Funds allocated for providing financial and material assistance to students and pupils of state educational organizations from families eligible for state targeted social assistance, as well as from families that do not receive state targeted social assistance, in which the average per capita income the minimum subsistence level, and orphans, children left without parental care, living in families, children from families requiring emergency assistance as a result of emergency situations, and other categories of students and pupils approved by the decree of the Government of the Republic of Kazakhstan dated 25.01.2008 No. 64.

7) Senior students who have high results in academic and scientific work, as well as actively participate in the student life of KBTU JSC.

8) All other categories that do not relate to the above items are considered on a general basis.

4.1.3. It is based on data on the social status of the student, entered when filling out the application on their own. The student's social status is confirmed by attaching the relevant documents. If the supporting documents were not attached, the social status will not pass the verification process and will not be valid.

4.1.4. Additionally, the operation of the system is monitored by the Commission for Settlement and Allocation of places of KBTU JSC.

4.1.5. The quantitative and personal composition of the competition commission for the allocation of places in dormitories (*hereinafter referred to as the Commission*), as well as the terms of its powers, are determined by the Rector, Chairman of the Management Board of KBTU JSC. Composition of the competition commission:

1) Vice-Rector for Social and Educational Work;

2) Vice-Rector for Infrastructure;

3) Director of KBTU Jastar City;

4) Director of the Department of Student Affairs;

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- 5) Representatives of student self-government bodies;
- 6) Employees of other structural divisions;
- 7) Chief check-in and out specialist. Passport officer (*secretary of the commission*);

4.1.6. The Vice-Rector responsible for student accommodation at KBTU Jastar City is appointed as the Chairman of the competition committee.

4.1.7. The main tasks of the Commission are:

- 1) Formation of the application acceptance and processing schedule, schedule for the implementation of the place allocation plan in accordance with the academic calendar of KBTU JSC.
- 2) The Commission monitors the correct allocation of seats by an automated system, checking that the results meet the established criteria and rules. If violations are detected, the commission takes measures to correct them.
- 3) Making decisions based on the results of meetings of the competition commission. Based on the results of the meetings, the commission makes final decisions regarding the settlement of students in KBTU Jastar City.

4.1.8. The Commission carries out its activities in the following areas:

- 1) Working with applicants. Collection and processing of applications begins in the first half of August, within the time limits set by the management of KBTU JSC. Applications are submitted through an automated system «UniDorm».
- 2) Working with senior students. Applications for settlement for students who continue their studies (*with the exception of first-year students*) are submitted through the UniDorm system during the summer vacation period within the time limits set by the management of KBTU JSC.
- 3) Working with foreign students depending on the form of cooperation and the specifics of the country of origin, requests for settling foreign students are formed by the Internationalisation Department of KBTU JSC and sent to the administration of KBTU Jastar City no later than August 1 of the current year. Foreign students can be checked in as part of the general check-in process (*the "General check-in" option in the system. "UniDorm"*), or individually (*the "Single check-in" option in the "UniDorm" system*), depending on the application submission period.
- 4) Work during the school year. Check-in and out processes are carried out during the school year due to changes in the number of students, as well as during the transfer, restoration or arrival of foreign students. Check-out is carried out in case of expulsion, transfer, at the student's own request, as well as in situations that do not depend on KBTU JSC (*for example, a pandemic, a state of emergency, etc.*).

4.1.9. Nonresident applicants who need housing, when submitting documents to the Admissions Committee of KBTU JSC in the column "Do you require accommodation in a dormitory?" check the box "Yes" or inform the technical secretary of the admissions committee about it. If there is any social category, the applicant submits to the Admissions Committee the relevant supporting documents, on the basis of which the Commission will determine the priority in the allocation of places at KBTU Jastar City.

4.1.10. Nonresident students of the first year of study who require accommodation, after enrolling in the contingent of students, apply for settlement through their personal account in the system «UniDorm».

4.1.11. Students who have been approved, must submit the following documents upon their arrival at KJC:

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- 1) A copy of the identity document;
- 2) Admission of the medical service of KBTU JSC with the mark of a medical worker KJC (*fluorography*);
- 3) Copy of Candace's ID card (*if available*);
- 4) Other documents confirming the applicant's social status.

4.1.12 After a positive decision of the Commission on granting an accommodation at KJC, based on the formed list for accommodation at KBTU Jastar City signed by the Commission chairman, accommodation agreements are concluded in accordance with Annex 3 to this Procedure, and the process of settling at KJC is carried out (with a *check-in flow chart*).

4.1.13 When allocating seats, the Commission considers in aggregate:

- 1) Whether the student has disciplinary violations based on decisions of the Disciplinary Committee, decisions of the SPP, entries in the Register of acts of violations of tenants (*Appendix 8*);
- 2) Sanitary condition of the rooms.

4.2 Check -in and out procedure

4.2.1 The amount of payment for accommodation at KJC is approved by the decision of the Board of KBTU JSC for the corresponding year of study.

4.2.2 Upon check-in, students are required to provide proof of payment for the upcoming semester (*payment receipt or other payment document*).

4.2.3 If you refuse to stay in KJC after checking in for reasons beyond the control of the KBTU JSC, the prepayment is refunded within 15 days from the date of submission of the application, less the amount calculated for the actual stay and for the full month in which the Contract was terminated, with a deduction of 50% of the remaining prepayment.

4.2.4 Individuals are assigned to KJC separately according to their respective categories of residents (*Gender-age attribute, student status*).

4.2.5 Every year, from July 01 to August 20, KJC buildings undergo scheduled maintenance and restoration work. During this period, in accordance with safety and health regulations, accommodation in KJC buildings is prohibited.

4.2.6 Eviction from KJC is performed by:

- 1) At the request of the resident;
- 2) At the end of the academic year;
- 3) When a student is expelled from KBTU JSC (*for students*);
- 4) When applying disciplinary measures;
- 5) Upon termination of the Accommodation Agreement and / or employment contract (*for employees of KBTU JSC*);
- 6) On other grounds stipulated by the internal documents of KBTU JSC.

4.2.7 In case of eviction at their own request, the resident must write an application for refusal of an accommodation in the dormitory to the director of KJC.

The check-out date is determined by:

- 1) By the date of receipt by the KJC Director or Chief Check-in and Eviction Specialist (*Passport Officer*) applications for refusal of a place at KBTU Jastar City;
- 2) The date of issuing the relevant decision of the management of KBTU JSC on the application of eviction as a measure of disciplinary influence on the resident;
- 3) The date of termination of the Residence Agreement or employment contract (*for employees of KBTU JSC*).

- 4) 2.8. Upon eviction, the resident is obliged to hand over the premises and property, which was received

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for personal use, in a clean and serviceable form, according to a workaround sheet to the Director of KJC or the Chief Specialist for Settlement and Eviction (Passport Officer) within 3 (three) days from the date of receipt of the decision.

4.3. The procedure for providing places in KBTU Jastar City to employees of KBTU JSC

4.3.1. If there are available places in KJC, places in dormitories may be provided to employees of KBTU JSC under the conditions according to the Procedure, for a stay of no more than 1 year.

4.3.2 An application from employees of KBTU JSC in need of housing, with a visa from the head of the structural unit, a visa from the Personnel Development Department, is sent to the Rector (Chairman of the Board), accepted and registered by the Secretary of the Commission in the Register of applications for settlement (Appendix 1).

4.3.3. The employee shall attach certificates of presence (absence) housing in Almaty for all family members, information about the composition of the family, copies of documents certifying the identity of the employee and his family members.

4.3.4. While making a decision by the Commission on granting places in KJC to an employee of KBTU JSC, the following criteria are taken into account:

- 1) The employee and his family members do not have private housing in Almaty;
- 2) Indicators of the employee's work activity (the importance of the employee's contribution to the activity of KBTU JSC, compliance with labour and performance discipline, absence of disciplinary penalties, etc.);
- 3) The social and financial status of the employee (disability, loss of spouse, minor children, income per family member, etc.).

4.3.5. The Commission's decision to provide employees with a place to stay at KJC is advisory in nature, and the final decision is made by the Rector (Chairman of the Management Board) of KBTU JSC.

4.4. KBTU Jastar City Internal Regulations

4.4.1. A Student Council is elected to organize everyday life, leisure and educational activities among students living at KJC. Educational, cultural, sports and other events at KJC are held in accordance with the plan developed by the Student Council and the Department of Student Affairs, coordinated with the leadership of KJC.

4.4.2. Residents of KJC are required to comply with the rules of residence and internal regulations, as well as the terms of the Accommodation Agreement concluded with them. To ensure a favourable educational and social atmosphere at KJC, all its residents must demonstrate appropriate civic responsibility.

4.4.3. The KJC establishes a security checkpoint for residents and visitors in accordance with the Regulations on the organization of access and intra-facility modes at the facilities of KBTU JSC.

4.4.4. When entering the territory and the KJC building, residents are required to use a Face-ID access system and a personalized contactless card. Residents are provided with access to the KJC and the residential building. Residents are allowed to enter the KJC until 24.00 hours (the time of entry and exit from the KJC may vary depending on the sanitary and epidemiological situation in the country/city, as well as other quarantine measures, curfews, etc.). Changes in the teaching regime are regulated by the Order of the Rector (Chairman of the Board). Information about the changes is posted on KJC information booths and communicated to residents through official channels. The security officer on duty is required to make an entry in the Logbook late arrivals (Appendix 4) about all residents who arrived from 24.00 to 6.00. and receive an explanatory note from the resident about the reason for the delay and, together with the educational

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work manager, draw up an appropriate act. The employment of a student living at KJC outside of school hours should not lead to a violation of the Internal Regulations of KJC.

4.4.5. Visitors may be allowed into the KJC building/territory after their registration by the security officer on duty in the presence of a resident of the KJC. Information about visitors is entered in the visitor registration log (Appendix 6).

4.4.6. If the resident of the KJC to whom the visitors came is not in the building, visitors must be denied access to the territory and to the KJC building.

4.4.7. Visitors, as well as students or employees of KBTU JSC who do not live in KBTU Jastar City, are allowed to stay at KJC from 09.00 to 21.00 hours. The residents who invited them are responsible for the timely care of visitors and for their observance of order at KJC.

4.4.8. The KJC Student Council appoints prefects or responsible persons in each building who are required to monitor the observance of the order of residence in KJC and the terms of the Accommodation Agreement, require residents to take care of KJC property, and monitor the maintenance of cleanliness and order in residential premises and common areas.

4.4.9. Residents bear personal financial responsibility for the property of individual and general use, received by them under signature. KBTU JSC has the right not to provide a resident with bedding (pillow, blanket, bedspread, sheets, duvet cover, pillowcase), as well as not to wash them.

4.4.10. Residents are required to familiarize themselves with the documents defining the rules and procedures for staying at KJC before checking in. The procedure for providing places and accommodation at KJC, a sample Accommodation Agreement, fire safety rules and other internal documents are posted in a publicly accessible place in the KJC building and are also stored in the library of KBTU JSC. Ignorance of the points of these documents does not exempt residents from responsibility for the violations committed.

4.4.11. To ensure compliance with the order of accommodation in KJC, inspection of equipment, inventory, furniture, communications, identification of unauthorized persons, sanitary condition of rooms, KJC staff on duty (at least 2 people) have the right to inspect the premises and rooms. If the facts of damage to the property of KBTU JSC, violations of the order of residence in KJC, violation of sanitary standards are discovered, the authorized person records in writing, no more than 3 fixations are allowed, after 3 acts, an act of eviction is issued (photo and/or video fixation is allowed, but without subsequent transmission to third parties, except for the management of the JSC KBTU and KJC) the relevant facts and submits them to the KJC management for consideration. In the absence of a resident in the room, the inspection / inspection is carried out without his participation, with the preparation of an appropriate act.

4.4.12. In exceptional cases (state of emergency, fire, emergency situations), for deratization and disinfection, as well as if it is necessary to carry out urgent repairs or inspection of equipment (preventing/eliminating the consequences of an accident), KJC employees have the right to access rooms during the absence of residents, on a commission basis (at least 3 people) with the preparation of an appropriate act.

4.4.13. For rational use of places in the buildings, the KJC administration has the right to relocate residents to other rooms/buildings. In special cases, realignment of the KJC housing stock.

4.4.14. The KJC administration is not responsible for the safety of personal belongings of residents.

4.4.15. Parking of cars, motorcycles, mopeds, scooters, scooters in the inner territory of KJC is strictly prohibited. A short-term arrival of special equipment (utilities, emergency services, ambulance, etc.) is

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allowed with a maximum speed limit of up to 5 km/h.

4.4.16. For violation of the requirements for accommodation at KJC and the Accommodation Agreement, disciplinary measures may be applied to the student in accordance with the established procedure in accordance with the CC ISM KBTU "Procedure for reviewing student violations and applying disciplinary measures at KBTU JSC"

4.5. Rights and obligations of residents of KBTU Jastar City

- 1) Submit proposals to the Student Council, the management of KJC and/or the management of KBTU JSC on improving living conditions, leisure activities and other issues related to living at KJC;
- 2) To elect members of the Student Council and be elected to its membership (for students).
- 3) To use KJC's library collection, computer and Internet resources necessary for the learning process free of charge without providing access to entertainment and social sites (networks); with the exception of washing machines and water filtration devices.
- 5) Refuse to stay at KJC by notifying the KJC administration in advance.

4.5.1. Residents of KBTU Jastar City have the right to:

- 1) Submit proposals to the Student Council, the management of KJC and/or the management of KBTU JSC on improving living conditions, leisure activities and other issues related to living at KJC;
- 2) To elect members of the Student Council and be elected to its membership (for students).
- 4) Apply for free repair of breakdowns, malfunctions of the property and equipment of KBTU JSC in their room, in the common areas of KJC, except in cases of damage caused by the fault of the resident.

4.5.2. Residents of KBTU Jastar City are required to:

- 1) To get acquainted with and strictly observe the present Procedure;
- 2) After receiving the order, register with KJC within three business days;
- 3) Strictly observe the terms of the Accommodation Agreement concluded with them;
- 4) Use the provided place for personal residence (without the right to transfer it to other persons, or to move in persons not specified in the Residence Agreement);
- 5) Take care of KJC's property (premises, equipment, furniture and inventory, green spaces on the territory of KJC, etc.). In case of damage or destruction of KJC property, residents are required to fully compensate for the damage caused.;
- 6) Observe sanitary standards and maintain cleanliness in the premises and on the territory of KJC, clean the bathrooms, carry out daily cleaning, as well as weekly general cleaning in the places of residence; regularly clean refrigerators, electric stoves, microwaves, carry a pillow, blanket, bedspread and 2 (two) sets of bedding - sheets when checking in., duvet cover, pillowcase and wash them regularly;
- 7) Take part in the cleaning, landscaping and landscaping activities of the KJC territory;
- 8) Use electricity and water sparingly at KJC; comply with safety and fire safety regulations, comply with the rules for using electrical appliances installed at KJC, as well as the rules of military registration, rules of registration and visa regime (for foreign and non-resident students), and other requirements of the legislation of the Republic of Kazakhstan;
- 9) Observe ethical and moral standards in relations with KJC employees and other residents, avoid rudeness, disrespect for the rights and interests of others, and maintain a positive psychological climate in KJC;
- 10) Timely make payment for accommodation in KBTU Jastar City to the bank account of KBTU JSC, indicating the destination code of the payment;
- 11) Upon check-in, submit the necessary documents for registration, and upon eviction, register yourself at the actual place of further residence.;
- 12) Upon eviction from KJC, the resident must comply with the eviction procedure established in clause 4.2. of this Procedure;

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13) Do not transfer access cards, room keys to third parties;

14) Be responsible for the compliance of the Resident's visitors with the established internal regulations at the KJC, the Procedure for providing places and accommodation at the KJC (compliance with the security clearance, prohibition on bringing prohibited items by visitors, timely departure from KJC territories, public order, etc.);

15) In case of temporary departure from KBTU Jastar City for up to 3 days, make an entry in the Register of temporary absence of the tenant who is staying with the educational work managers for more than 3 (three) days (for any reason), write a written application of the prescribed sample addressed to the director or other authorized person about departure from KJC, while Take your valuables with you;

16) Provide KBTU Jastar City employees with unhindered access to the living room in case of emergencies, as well as for inspection/ inspection of the premises, elimination of violations. During the scheduled inspection / inspection of the premises, the resident must be in the room he occupies. In the absence of a Resident in the room, the inspection / inspection is carried out without his participation.;

17) At the request of the administration of KJC, vacate the occupied premises during the holidays (within 2 (two) calendar days from the date of the beginning of the holidays), as well as in the event of expulsion from KBTU JSC, termination of employment relations with KBTU JSC, or a decision by the administration of KBTU JSC to evict the resident (as disciplinary action or for other reasons);

18) After returning from the winter/summer holidays or being absent from the hostel for more than 15 days, the student must submit a certificate to the doctor of KBTU JSC or the KJC medical officer.

19) Immediately notify the administration or security service of KBTU Jastar City about any cases of violation of order, improper behavior of residents, problematic issues, emergencies, etc.

4.5.3. Residents of KBTU Jastar City are prohibited:

1) To move without permission, as well as to move furniture and inventory from one room to another, to rearrange furniture inside the room if this creates obstacles to free passage and exit in case of an emergency;

2) To remove furniture, inventory, equipment and other property of KBTU Jastar City (KBTU JSC) from KJC;

3) Bring, store, apply (use) firearms, cold weapons to KBTU Jastar City, traumatic and gas weapons, ammunition for them, flammable, explosive, toxic substances, as well as other objects and materials that, by their characteristics, may harm the health of the student himself and the lives of those living in KBTU Jastar City and/or the property of KBTU JSC;

4) Transfer room keys and personal access cards to third parties/unauthorized persons;

5) Allow unauthorized persons (student, parents, courier, etc.) to pass through your Face ID or through your ID card, including those residing in KBTU Jastar City;

6) Smoke in the premises and on the territory of KBTU Jastar City, apart from places specially designated for smoking, including electronic cigarettes, smoking mixtures, vapes, etc.;

7) Carry, store, and consume (alcoholic) alcoholic beverages, narcotic and other psychoactive substances in KBTU Jastar City;

8) Carry (store) flammable, explosive, flammable substances, firearms, traumatic, pneumatic weapons and ammunition, as well as other items that may harm the life and health of residents, damage to the property of KBTU Jastar City;

9) Sell, engage in purchase/ sale, entrepreneurial and commercial activities in KBTU Jastar City;

10) Coming, as well as being in KBTU Jastar City in a state of alcoholic, narcotic, toxicological and other intoxication;

11) Unauthorized entry into the territory of the DMiS, bypassing the existing security posts (Face ID);

12) Arrange and participate in a fight (causing physical harm), violation of public order;

13) perform indoor work or perform other actions that create increased noise and vibration, violating the normal living conditions of persons in other residential premises;

14) harming the property of KBTU Jastar City (KBTU JSC);

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15) independently alter and repair Internet points, electrical wiring and electrical equipment, and interior;

16) use electric heaters in the rooms (irons, electric kettles, electric stoves, slow cookers, hair dryers and irons for hair care, heaters, etc.). If necessary, the resident has the right to use the above devices in special rooms (ironing, kitchen, etc.);

17) violate the law after 23.00 hours;

18) leave visitors (strangers) after 21.00 hours;

19) to keep and/or keep pets and birds in the premises of KBTU Jastar City and on the territory;

20) violate the internal regulations of KBTU Jastar City and KBTU JSC, as well as the requirements of the legislation of the Republic of Kazakhstan.

5. RISKS OF THE PROCEDURE

5.1. In the course of performing the actions regulated by this Procedure, the following risks may arise:

| No | Name of the risk | Preventive actions | Corrective actions | The owner of the risk |
|----|--|---|---|---|
| 1 | Weak organization of reception of electronic applications for settlement | Approve the plan for accepting applications from students, indicating the date, time, and responsible persons. | Review the application procedure | Chairman of the KBTU Jastar City Seat Allocation Commission |
| 2 | Absence/errors/ in the Uniform system of the personal data of the applicant for settlement | Testing of the system (module) before accepting applications. Instructing students about the application procedure. | Instructing students about the application procedure. | Student |
| 3 | Error in the submitted application | Registration of each application with indication of faculty, course, date of application | Add additional information to the registration log and approve the form of the log | The person submitting the application |
| 4 | Damage to property | Development of this Procedure, carrying out scheduled and unscheduled inspections on compliance with the requirements of this Procedure | Elimination of the cause of the identified discrepancy | Head of Household and Warehouse Manager KBTU Jastar City |
| 5 | Late payment or accommodation without payment | 1. Checking the availability of payment receipts; 2. Monthly reconciliation of accounts receivable | 1. Notification of tenants about the debt; 2. Re-familiarization of tenants with the terms and conditions of payment | Accountant KBTU Jastar City |

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| 6 | Destructive behavior of the tenant, endangering the safety of other tenants Deputy Director for Administrative and Educational Work, Deputy Director for AHC KBTU Jastar City, together with SPOB, Educational Work Manager | Conducting relevant training sessions / briefings for St. Petersburg employees and educational work managers with a description of their actions. | Elimination of the cause of the identified discrepancy | Deputy Director for Administrative and Educational Work, Deputy Director for AHC KBTU Jastar City, together with SPOB, Educational Work Manager |
| 7 | Absence of a tenant without a valid reason for a month Deputy Director for Administrative and Educational Work of KBTU Jastar City, together with St. Petersburg, Educational Work Manager | Carrying out a daily check of the presence / absence of each tenant, followed by marking the presence / absence of the tenant on the spot. | Checking through the access control system, daily room-by-room inspection. | Deputy Director for Administrative and Educational Work of KBTU Jastar City, together with St. Petersburg, Educational Work Manager |

6. IMS RECORDS

6.1. This Procedure includes the following records, which confirm in writing and/or electronically the interim and final results of the procedure:

| No | Name of the IMS record | Record storage location | Responsible for records |
|----|---|-------------------------|---|
| 1 | Electronic application (for a place in KBTU Jastar City) | UniDorm | Commission Secretary |
| 2 | A standard application (for a place in KBTU Jastar City) | KBTU Jastar City | Commission Secretary |
| 3 | The Protocol of the Commission | KBTU Jastar City | Commission Secretary |
| 4 | Accommodation agreement at KBTU Jastar City | KBTU Jastar City | Chief Specialist for check-in and eviction, Passport Officer of KBTU Jastar City and Accountant of KBTU Jastar City |
| 5 | Order to establish a commission for the allocation of seats in KBTU Jastar City | Chancellery | Commission Secretary |
| 6 | The log of registration of late residents (Appendix 4) | KBTU Jastar City | SS KBTU Jastar City |

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| | | | |
|---|---|------------------|---|
| 7 | Visitor Registration Log (Appendix 6) | KBTU Jastar City | SS KBTU Jastar City |
| 8 | The log of registration of temporary absence of the tenant (Appendix 7) | KBTU Jastar City | EW Manager |
| 9 | The log of registration of acts of violations of tenants (Appendix 8) | KBTU Jastar City | Deputy Director for Administrative and Educational Work at KBTU Jastar City, together with the Educational Work Manager |

7. Responsibility

7.1. Students, undergraduates, doctoral students and employees are responsible:

- 1) For the accuracy of the information provided in the application;
- 2) For timely submission of a residence application;
- 3) For timely payment for accommodation;
- 4) For timely and reliable information about the reason for his absence for a period of more than 3 days

7.2. KBTU Jastar City is responsible:

- 1) For timely notification of all changes in the settlement plan;
- 2) For timely informing residents about all changes in this Procedure;
- 3) For the quality of service provided to residents;
- 4) For the high-quality organization of the check-in procedure;
- 5) For violation of the order of check-in without payment;
- 6) For informing **DARaF** about the mass eviction of residents 5 working days before the planned eviction date.

8. LINKS 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 System. Requirements and guidelines for their application;
- 3) ISO 45001:2016 Occupational health and safety management systems. Requirements;
- 4) The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- 5) The Law of the Republic of Kazakhstan dated April 16, 1997 No. 94 "On housing relations";
- 6) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated December 30, 2022 No. 219 On Approval of the Rules for the allocation of places in dormitories of organizations of higher and (or) postgraduate education;
- 7) Regulations on the organization of access and intra-facility modes at the facilities of KBTU JSC, approved by the order of the Rector (Chairman of the Management Board) dated September 06, 2017 No. 76- P.

CS IMS KBTU 714-1-24**PROCEDURE FOR ALLOCATING PLACES IN KBTU JASTAR CITY**

| Action | Responsible Person/Entity | Record/Documentation |
|---|--|--|
| Application for shared accommodation in the Uni Dorm system | Student | Application |
| Submission of an application for a place in KBTU Jastar City | Individuals listed in Section 4.1.2 of the Procedure | Completed application form (Appendix 2) |
| Meeting of the Commission for Allocating places in KBTU Jastar City | Commission for Allocating Places in KBTU Jastar City | Order establishing the Commission |
| Decision on place allocation | Commission for Allocating places in KBTU Jastar City | Meeting protocol of the Commission |
| Signing the contract and issuing a residence permit | Responsible person for the allocation of places | Accommodation permit |
| Providing payment details for accommodation | Individuals listed in Section 4.1.2 of the Procedure | Payment receipt |
| Move-in process | Chief Specialist for Settlement and Eviction, Passport Officer | Registration journal for residents of KBTU Jastar City |
| Compliance with Accommodation Requirements in Jastar City | Resident | Inspection Reports |
| Living | Resident | Inspection Reports |
| Eviction | Resident | Inspection Reports |

STUDENT SETTLEMENT IN KBTU JASTAR CITY

| Action | Responsible Person/Entity | Record/Documentation |
|---|--|--|
| Obtaining an accommodation order | Settlement program in Uni Dorm | Uni Dorm settlement program records |
| Obtaining a medical clearance | Medical worker at KBTU Jastar City | Registration journal for issuing medical notes |
| Signing the contract | Chief Specialist for Settlement and Eviction, Passport Officer at KBTU Jastar City | Accommodation contract |
| Paying for accommodation (1 semester via bank transfer to KBTU account) | Resident | Payment receipt |
| Collecting the room key (Manager) | KBTU Jastar City Security Sector | Key collection list |
| Compliance with Accommodation Requirements in KBTU Jastar City | Resident | Inspection Reports |
| Collecting the room key (Manager) | Resident | Inspection Reports |
| Living | Resident | Inspection Reports |

Registration Journal for Accommodation Applications in KBTU Jastar City

| No. | Full Name | School/Structural Division | Year of Study | Date of Application Submission | Remarks |
|------------|------------------|-----------------------------------|----------------------|---------------------------------------|----------------|
| | | | | | |

To the Chairperson of the Commission
for Allocating Places
in “Jastar City” of KBTU JSC

from

_____ **School (Faculty):**
_____ **Educational Program:**
_____ **Type of Financing:**
State Grant (MSHE RK)
Parent-funded
Company-funded
KBTU Grant
_____ **student (year of study)**
_____ **Full Name:**

APPLICATION

I kindly request you to allocate a place in “Jastar City” of KBTU JSC.

Home Address: _____

Parents' Phone Numbers: _____

Belonging to a Preferential Group: _____

The following documents confirming belonging to a preferential group are attached:

I agree to the use of data protected by law and contained in the information systems.

Signature: _____

Date: _____

**Agreement No. _____
for Accommodation in KBTU Jastar City, KBTU JSC**

City of Almaty

“ ” _____ 202_

The Joint Stock Company “Kazakhstan-British Technical University,” hereinafter referred to as “KBTU JSC,” represented by the Vice-Rector for Social and Educational Affairs, E.S.Smolyakov, acting based on Power of Attorney No. 041 dated 19.08.2024, on the one side, and

_____ (full name of the resident), hereinafter referred to as the “Resident,” on the other side, have concluded this agreement (hereinafter referred to as the “Agreement”) on the following terms:

1. SUBJECT OF THE AGREEMENT

1.1. KBTU JSC provides the Resident with temporary accommodation (hereinafter referred to as the “premises”) in the dormitory building KBTU Jastar City, located in building No. _____, room No. _____, with the number of beds in the room being _____.

1.2. The accommodation is provided to the Resident for the period from _____ to _____.

1.3. List of family members of the KBTU JSC employee residing jointly in KBTU Jastar City:

1. _____
2. _____
3. _____

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. KBTU JSC is obligated to:

2.1.1. Provide the Resident with the accommodation specified in clause 1.1 based on the Handover _____ and Acceptance _____ Card.

2.1.2. Inform the Resident about the Rules for providing and residing in KBTU Jastar City by publishing this information on the Uninet portal and/or the official KBTU JSC website.

2.2. KBTU JSC has the right to:

2.2.1. Require the Resident to comply with sanitary standards, safety rules, fire safety regulations, and the Rules for accommodation in KBTU Jastar City, as well as to treat the property of KBTU Jastar City responsibly and observe the Ethical Code of KBTU Students.

2.2.2. Demand timely payment for accommodation and revise the accommodation fees with prior notice by clause 3.3 of this Agreement.

2.2.3. Terminate this Agreement, notifying the Resident 5 (five) calendar days before the termination date (in cases such as violations of the Rules, non-payment for accommodation, expulsion from KBTU JSC, or termination of employment at KBTU JSC).

If the management of KBTU JSC decides to terminate this Agreement for other reasons (e.g., the need to vacate spaces, conduct repairs, etc.), notification shall be provided in writing or verbally at least one month before the proposed termination (eviction) date.

2.2.4. Involve the Resident in community activities, such as cleaning (greening) the surrounding area or participating in cultural and educational events.

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2.2.5. Not provide the Resident with bedding (pillow, blanket, bedspread, sheets, duvet cover, pillowcases) or laundry services.

2.3. The Resident is obligated to:

2.3.1. Comply with and ensure compliance by themselves and their family members (for KBTU JSC employees) residing with them with the terms of this Agreement, all regulatory documents of KBTU JSC, including the Rules for providing and residing in KBTU Jastar City, as well as directives (instructions) from the administration of KBTU Jastar City, and to treat KBTU Jastar City staff and other residents with respect and courtesy.

2.3.2. Make timely payments for accommodation in the manner and within the timeframes established in Chapter 3 of this Agreement.

2.3.3. Comply with and fulfill the orders and directives of the KBTU JSC management, the Charter of KBTU JSC, the Rules for providing and residing in KBTU Jastar City, and other regulatory acts of KBTU JSC that fall within the Resident’s area of responsibility and the terms of this Agreement.

2.3.4. Familiarize themselves with and strictly adhere to safety and fire regulations, military registration rules, registration and visa rules (for foreign and out-of-town students), and other requirements of the legislation of the Republic of Kazakhstan.

2.3.5. The Resident shall fulfill other obligations stipulated by the legislation of the Republic of Kazakhstan, the Rules for providing and residing in KBTU Jastar City, and other regulatory acts of KBTU JSC.

2.4. The Resident has the right to:

2.4.1. Terminate this Agreement and move out of KBTU Jastar City by providing KBTU JSC with written notice no later than 5 (five) calendar days before the termination date.

2.4.2. Elect the Dormitory Student Self-Governance Council and to be elected as a member of it (for students).

2.4.3. Participate, through the Dormitory Student Self-Governance Council, in addressing issues related to improving housing and living conditions, organizing educational activities, and leisure programs.

3. ACCOMMODATION FEES AND PAYMENT TERMS

3.1. The total accommodation cost is _____ (_____) KZT.

This includes a monthly fee of _____ (_____) KZT.

The duration of the Agreement is _____ months.
The Resident student is entitled to a discount for accommodation:
_____.

3.2. Student accommodation payment (excluding international students) is made through the automated system “UniDorm” after booking a place in KBTU Jastar City.

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3.2.1. Payment for accommodation by KBTU JSC employees is made monthly, either by deduction from the employee's salary based on their written request or by transferring the payment to KBTU JSC's bank account.

3.3. If the Student refuses to stay at KBTU Jastar City after check-in for unjustified reasons, the prepayment is returned within 15 days from the date of application minus the amount calculated for the actual stay and for the full month in which the Agreement was terminated with deduction of 50% of the remaining amount prepayment.

3.4. If the Student refuses to stay at KBTU Jastar City and provides documents confirming a valid reason for the refusal, a refund will be made within 15 days from the date of submission of the application, minus the amount calculated for actual accommodation.

3.5. The cost of living can be changed by KBTU JSC unilaterally, of which the Resident is notified one month before the date of cost change by posting an announcement in the buildings of KBTU Jastar City, or by sending a message to an email address, or by calling by phone.

3.6. The parties agree that if the cost of living at KBTU Jastar City changes, the Agreement is considered concluded on the terms of payment at the new cost of living, and an addendum to the Agreement must be signed.

4. AMMENDMENTS AND TERMINATION OF THE AGREEMENT

4.1. The contract may be terminated or amended by the mutual agreement of the parties. The party initiating amendments or termination of the Agreement notifies the other party in writing.

4.2. KBTU JSC has the right to terminate the Agreement at any time in the cases and in the manner provided for in clauses 2.2.3 of this Agreement.

4.3. The Resident has the right to terminate the Agreement at any time in the manner provided for in clause 2.4.1 of the Agreement.

4.4. The issuance of an order for expulsion from KBTU JSC/termination of employment relations entails automatic termination of this Agreement and eviction of the Resident and his family members.

5. SPECIAL CONDITIONS

5.1. If the Resident fails to comply with the terms of this Agreement, the Rules for the provision of places and accommodation in KBTU Jastar City, other regulatory documents of KBTU JSC, the terms of this Agreement, the Resident may be evicted, regardless of the period of commission of the offense, from KBTU Jastar City in the manner established by this Agreement, or he may be denied a place in KBTU Jastar City for the next period.

5.2. KBTU JSC is not responsible for the safety of the personal belongings of the Resident (his family members), as well as for the actions (inaction) of third parties (residents, visitors, employees, etc.) that caused harm to the Resident. If the above persons cause harm to the Resident, the persons directly causing the harm shall bear responsibility.

5.3. For failure to fulfill or improper fulfillment of their obligations under the Agreement, the Parties bear responsibility established by the legislation of the Republic of Kazakhstan.

5.4. Residents of the dormitory are prohibited from committing actions (inactions) that entail criminal, administrative or civil liability.

5.5. The Resident hereby confirms that at the time of signing the Agreement, he (she) is familiar with the Procedure for providing places and accommodation at KBTU Jastar City and all other internal regulations of KBTU JSC that objectively relate to the relationship of the Parties as well as undertakes to familiarize itself with all internal acts of KBTU JSC posted on the official Internet resource of KBTU JSC, which regulate the procedure for providing places and accommodation at KBTU Jastar City.

6. FORCE MAJEURE CIRCUMSTANCES

6.1. In case of force majeure, such as flood, fire, other natural disasters, war or hostilities, as well as in any other circumstances beyond the reasonable control of the Parties and arising after the

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conclusion of the Agreement, the Parties are not liable. However, this rule applies only if the Party subject to force majeure provides evidence and notifies the other Party within 24 hours from the onset of force majeure.

7. FINAL PROVISIONS

7.1. This Agreement comes into force from the date of signing by the parties and is valid for the period established by clause 1.2 of the Agreement.

7.2. All disputes or disagreements arising under this Agreement or in connection with it shall be resolved through negotiations between the parties.

7.3. If it is impossible to resolve disagreements through negotiations, they are subject to consideration in court in accordance with the current legislation of the Republic of Kazakhstan. Territorial jurisdiction is established at the location of KBTU JSC.

7.4. This Agreement is drawn up in 2 (two) copies in Russian, one copy for each of the Parties.

8. REQUISITE DETAILS AND SIGNATURES OF THE PARTIES

“KBTU” JSC

Resident:

Almaty city, Tole Bi street, 59

_____ (Full name)

BIN 011140004703

KZ806010131000043902

_____ (№ of Passport/ID card)

“Halyk Bank of Kazakhstan” JSC

BIC HSBKKZKX

_____ (when, by whom issued)

Vice-Rector for Social and Educational Affairs

IIN _____

Mob. phone _____

e-mail _____

_____ **Smolyakova Y.S.**

_____ (Resident’s signature)

I hereby confirm my familiarization with the Procedure for providing places and accommodation at KBTU Jastar City of the KBTU JSC:

Resident _____

/ Full name/

signature

Registration log for being late residents

| Sequence № | Resident's full name | Date and time of arrival | The reason for being late | Resident's signature |
|-------------------|-----------------------------|---------------------------------|----------------------------------|-----------------------------|
| | | | | |

Registration log of residents moving into KBTU Jastar City

| Sequence№ | Full name | School, course/de partment, position | Buildin g of the room | Agreem ent number | Payment for month | Check-in date | Check out date |
|------------------|------------------|---|------------------------------|--------------------------|--------------------------|----------------------|-----------------------|
| | | | | | | | |

Visitor registration log

| Sequence № | Visitor's full name | Resident's full name | Building, room | Date, time of arrival | Departure time | Signature of the SS duty officer |
|-------------------|----------------------------|-----------------------------|-----------------------|------------------------------|-----------------------|---|
| | | | | | | |

Register of temporary absence of a resident

| Sequence № | Resident's full name | Building, room | Date and time of departure, Date and time of arrival | Departure place | Reason | Signature of the SS duty officer | Resident's signature |
|-------------------|-----------------------------|-----------------------|---|------------------------|---------------|---|-----------------------------|
| | | | | | | | |

Disciplinary Violations Log

| Sequence № | Resident's full name | Building, room | Date and time of violation | Content of violation | Signature of the SS duty officer |
|-------------------|-----------------------------|-----------------------|-----------------------------------|-----------------------------|---|
| | | | | | |