



INTERNATIONAL EDUCATIONAL CORPORATION

DEPARTMENT OF SOCIAL DEVELOPMENT



KazGASA
SINCE 1980



INTERNAL REGULATIONS

for Students

Preface



These Internal Regulations for Students have been developed in accordance with the legislation of the Republic of Kazakhstan, the charter of the educational organization, and the institution's local regulatory acts.

The Regulations establish the rules of conduct for students within the premises and on the territory of the educational organization, regulate attendance procedures, the use of infrastructure, compliance with academic discipline, as well as interaction with teaching and administrative staff.

Compliance with these Regulations is mandatory for all students. Violation of the Regulations entails the application of disciplinary measures in accordance with current legislation and the local acts of the educational organization.

Internal Regulations for Students

1. General Provisions

1. These Internal Regulations (hereinafter referred to as the Regulations or IR) of International Educational Corporation LLP (hereinafter - IEC LLP or the Institution) have been developed in accordance with the current legislation of the Republic of Kazakhstan, instructional documents and regulatory acts of state bodies in the field of education and labor organization, as well as the Charter of IEC LLP.
2. The Regulations govern the relationship between the administration of IEC LLP and students, and are mandatory for all students.

2. Rights, Duties, and Responsibilities of Students of IEC LLP

- 2.1 All categories of students have equal rights and bear equal responsibilities, unless otherwise provided by the current legislation, the Charter, the institution's internal regulatory documents, or the educational service agreements concluded with the students.

Internal Regulations for Students



2.2 Each student of the Institution, regardless of the type and form of education, has the right to:

- a) receive quality education in accordance with the state mandatory educational standards;
- b) receive additional educational services and knowledge according to their interests and needs on a paid basis;
- c) familiarize themselves with these regulations and other local acts regulating the activities of the Institution;
- d) restoration and transfer from one educational institution to another, from one educational program to another, or from one form of education to another, in the manner established by the authorized state body in the field of education and the internal regulatory documents of the Institution;
- e) free use of information resources within the Institution, provision of textbooks, educational-methodological complexes, and teaching aids in the manner established by the Government of the Republic of Kazakhstan;
- f) free use of sports facilities, reading rooms, assembly halls, and the Institution's library;
- g) respect for human dignity, protection from all forms of physical and psychological violence, personal insults, protection of life and health;
- h) encouragement and rewards for achievements in studies, scientific, and creative activities;
- i) freedom of conscience, access to information, and free expression of their own views and beliefs;

Internal Regulations for Students

- k) develop their creative abilities and interests, including participation in contests, olympiads, exhibitions, sports events, including official sports competitions, and other mass events;
- l) receive an objective assessment of the results of their educational activities;
- m) receive complete and reliable information on the evaluation of their knowledge, skills, and competencies, as well as on the criteria used for such evaluation;
- n) submit complaints, statements, and proposals to the administration of the Institution regarding issues the interests of students. Complaints and proposals must be submitted in written form.

3. Obligations of each student of the Corporation, regardless of the type and form of education:

- 3.1** Conscientiously master the educational program, follow the individual curriculum, including attending classes provided by the curriculum or individual study plan, engage in independent preparation for classes, and complete assignments given by teaching staff within the framework of the educational program.
- 3.2** Comply with the requirements of local regulatory acts regarding the organization and implementation of educational activities.
- 3.3** Conscientiously fulfill the terms of the educational services agreement concluded with the Institution, as well as other contracts and agreements.

Internal Regulations for Students



- 3.4** Timely pay the tuition fees in accordance with the educational services agreement (for students on a paid basis) and, within the period specified in the agreement, provide the administration of the respective school with a copy of the payment document.
- 3.5** Regularly review announcements and information posted by the administration of the Institution or school on the information boards in structural units and the Institution's library, regularly visit the official website of the Institution, and familiarize oneself with the information posted there.
- 3.6** Know and study the laws and other regulatory legal acts in force in the Republic of Kazakhstan that govern the rules and procedures for studying at higher education institutions in the Republic of Kazakhstan.
- 3.7** Properly comply with orders, directives, instructions, and regulations issued by the administration of the Institution and the school (academic unit) within the scope of their authority.
- 3.8** Attend all types of academic classes in accordance with the working curriculum, individual study plan, programs, and class schedules; not be late for classes; and attend consultations (pre-exam, discipline-specific intermediate state control, and others) conducted by the schools of the Institution.

Internal Regulations for Students



Attendance at all scheduled classes in full is a mandatory condition for achieving the expected learning outcomes.

3.9 In case of absence from classes, students must immediately inform the Dean's Office of the reasons for their absence via corporate email as soon as possible - no later than one week from the date of the missed class - and provide official supporting documents (medical certificates, documents from authorized state bodies, etc.) within three (3) working days after returning to studies.

3.10 Undergo all forms of academic performance control and assessment established by the Institution for verifying students' academic achievements within the prescribed deadlines.

3.11 Observe academic integrity. Academic integrity includes the following key principles:

- Independent completion of tests and examinations without unauthorized assistance or cheating;
- Submission of one's own work only, without plagiarism or the use of others' ideas without proper citation;
- Regular attendance of classes, including online sessions during periods of distance learning, except in justified cases;
- Honest and respectful behavior toward instructors, without deception or disrespect;
- Prohibition of forgery of documents related to studies;
- Avoidance of any actions that may disrupt classes or cause inconvenience to other students, such as moving freely around the classroom during lessons, talking, or using mobile phones.

Internal Regulations for Students



- 3.12** Take care of one's own health, strive for moral, spiritual, and physical development, and pursue self-improvement.
- 3.13** Handle personal student documents with care, and in case of their loss, immediately notify the administration of the school (academic unit).
- 3.14** Respect the honor and dignity of teaching staff, other employees of the Corporation, and fellow students of the Institution.
- 3.15** Comply with the access control procedures established at the Institution, including refraining from transferring one's pass or identification document granting access to the Institution's territory and premises to other persons, and from using another person's document.
- 3.16** Observe safety regulations, fire safety rules, industrial sanitation, and personal hygiene requirements.
- 3.17** Be disciplined and maintain cleanliness and order on the premises and in common areas of the Institution.
- 3.18** Timely provide a medical certificate on one's health status and undergo an annual mandatory medical examination within the timeframe and procedure established by an order (directive) of the Rector or other authorized official of the Institution.
- 3.19** Treat the property and material assets of the Institution entrusted for educational or other purposes with care; prevent their loss, damage, or deterioration.
- 3.20** Immediately inform the administration of the respective school (academic unit) in case of any changes to personal (biographical) data (such as name changes, replacement of identity documents, etc.), marital status, or contact information (residential address, telephone number, email address, and similar). Such information must be submitted to the Office of Records (OR) within three (3) working days of the change.

Internal Regulations for Students



4. Students of LLP «International Educational Corporation» (IEC) are prohibited from the following:

4.1 Damaging property, equipment, or the interior of premises (including writing or drawing on furniture, walls, or buildings of the academic facilities).

4.2 Removing items or various equipment from laboratories, classrooms, or other premises without proper authorization from the administration of LLP «IEC».

4.3 Purchasing, storing, consuming, advertising, or distributing narcotic drugs, psychotropic or toxic substances, as well as alcoholic beverages.

4.4 Purchasing, using, distributing, storing, carrying, or advertising firearms, cold weapons, ammunition, explosives, or explosive devices.

4.5 Instigating or participating in fights, and engaging in rude or inappropriate behavior.

4.6 Bringing domestic or exotic animals, including reptiles, into the academic buildings.

4.7 Using any distracting objects during the educational process.

4.8 Engaging in gambling activities (including playing cards).

4.9 Purchasing, consuming, distributing, storing, carrying, or advertising tobacco products within the premises, dormitories, or territory of LLP «IEC», including heated tobacco products, hookah tobacco, hookah mixtures, tobacco heating systems, electronic consumption devices, and related liquids.

4.10 Consuming chewing gum or sunflower seeds on the premises of LLP «IEC».

Internal Regulations for Students



4. Students of LLP «International Educational Corporation» (IEC) are also prohibited from the following:

4.11 Violating sanitary and hygiene standards in the Student House (hereinafter - SH) and in the buildings of LLP «IEC».

4.12 Violating the rules of residence in the Student House.

4.13 Displaying any form of disrespectful or unethical behavior toward the administration, faculty, staff, or students of LLP «IEC», behaving in a manner that violates moral and ethical standards, including the use of obscene or offensive language that insults human dignity, and other similar actions.

4.14 Participating in activities aimed at destabilizing the educational or work processes within LLP «IEC».

4.15 Violating the elevator operation rules, including exceeding the maximum capacity limits (Main Academic Building - 12 persons / 1000 kg; Student House -12 persons / 1000 kg), littering, smoking, or similar misconduct.

4.16 Bringing or using any gadgets during academic classes.

4.17 Missing 25% or more of scheduled classroom sessions without valid reasons.

4.18 Consuming food or beverages (except for water) during academic classes.

4.19 Damaging the reputation of LLP «IEC» by spreading false information about the Institution's activities.

4.20 Orally or in writing disseminating slanderous and/or unverified information (facts) that undermines the reputation of the faculty or staff of LLP «IEC».

4.21 Using the name of the Institution on social media (including creating accounts, pages, etc. containing the Institution's name) without official authorization from the administration of LLP «IEC».

4.22 Parking vehicles in unauthorized areas or driving onto lawns on the territory of LLP «IEC».

5. List of Items and Substances Prohibited or Restricted for Use within LLP «International Educational Corporation» (IEC) and on Its Premises

5.1. List of items and substances prohibited from being brought into LLP “IEC” and onto its premises:

- 1)** Firearms, including traumatic, gas, pneumatic, signal, and electric weapons, as well as items structurally similar to weapons, and their component parts:
 - a) Items containing structural elements or mechanisms, or possessing external features typical of firearms, but not intended for striking a target (such as construction tools, signaling devices, line-throwing devices);
 - b) Weapons and items whose damaging effect is based on the use of radioactive radiation or biological agents;
 - c) Items whose damaging effect is based on the use of electromagnetic, light, thermal, infrasound, or ultrasound radiation;
 - d) Ammunition and component parts thereof, shells, arrows;
 - e) Items imitating any of the above-mentioned types of weapons.

Internal Regulations for Students



2) Piercing, cutting, chopping, impact-crushing, and throwing objects, as well as industrial tools, including:

- a) Knives of all types, razors or blades (except when used in dormitories located on the Institution's premises), bows, crossbows, slingshots, axes, sabers, swords, medical scalpels of all types (except when used in the educational process), arrows and darts, harpoons and spears, ice axes, metal stars, maces, batons, knuckle dusters, nunchaku;
- b) Industrial devices for driving nails and fastening bolts, industrial tools that can be used as piercing or cutting instruments, except when used for educational, training, industrial, or household purposes of the educational organization;
- c) Medical syringes (in the absence of a medical consultation commission certificate in the form No. 026/u, approved by the Order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. ҚР ДСМ-175/2020 «On the Approval of Record-Keeping Forms in the Field of Healthcare» (registered in the State Register of Regulatory Legal Acts under No. 21579) (hereinafter – Order No. QR DSM-175/2020)).

Internal Regulations for Students

3) Ammunition, explosive and flammable substances, chemical and toxic materials, including:

- a) Replicas or imitations of explosives or explosive devices, aerosol paints, turpentine;
- b) Fireworks, signal flares of any kind, and pyrotechnic devices;
- c) Matches and lighters (except when used in dormitories located on the premises of the educational organization);
- d) Gas canisters containing poisonous or irritant substances (tear gas, pepper spray, etc.);
- e) Psychoactive substances;
- f) Tobacco products, including heated tobacco products, hookah tobacco, hookah mixtures, tobacco heating systems, electronic consumption systems (vapes), flavorings for electronic consumption systems (vapes), and liquids for such devices.

Internal Regulations for Students



5.2. List of Items and Substances Restricted for Use within LLP «International Educational Corporation» (IEC) and on Its Premises

- 1) Mobile communication devices with data transfer functions (pagers, tablets, smartphones, iPads, iPods, music players, modems, mobile routers) - during academic classes;
- 2) Medicinal products, except those prescribed for medical purposes based on a medical consultation commission certificate in the form No. 026/u, approved by Order No. QR DSM-175/2020.

6. Rules of Conduct Outside LLP «International Educational Corporation» (IEC)

6.1 Each student must remember that they are a representative of LLP «IEC». Therefore, they must maintain an appearance and behavior consistent with the high status of an IEC student and refrain from any conduct that could harm the reputation of the student community or the authority of LLP «IEC».

Internal Regulations for Students



7. Dress Code Rules for Students on the Premises of LLP «International Educational Corporation» (IEC):

7.1 Clothing must be clean, neat, comfortable, made of opaque fabric, without deep cuts, and must not expose the shoulders, back, abdomen, or legs more than 10 cm above the knees.

7.2 Students are recommended to attend classes in clean and tidy attire. Business-style clothing is preferred, and provocative makeup should be avoided.

7.3 Attending the Institution in shorts or sportswear is prohibited.

7.4 Wearing outerwear and headgear inside the Institution is not allowed.

7.5 For physical education classes, students must have a change of clothes and sports shoes.

8. Grounds and Procedure for Expulsion of a Student for Violations of the Internal Regulations:

The Institution has the right to expel a student before the completion of their studies on the following grounds:

8.1 For a single gross or systematic violation of the internal regulations by the student. Expulsion from the Institution, as a disciplinary measure, may be applied to a student for either a single serious or repeated breach of the internal rules.

8.2 In all cases, regardless of circumstances, the following actions are considered a gross violation of the internal regulations:

- a)** Violation of the Charter of LLP «International Educational Corporation» (IEC);
- b)** Being present at classes or in the premises of LLP «IEC» under the influence of alcohol, narcotics, psychotropic or toxic substances (or their analogues), as well as the use, possession, or distribution of such substances;
- c)** Systematic (two or more instances) smoking on the premises or committing antisocial acts that entail administrative or criminal liability;
- d)** Dissemination of information that tarnishes the honor and dignity of teaching staff or the reputation of the Institution;
- e)** Insulting or humiliating the honor and dignity of an employee or student of the Institution;
- f)** Promotion of racial, ethnic, religious, or social intolerance and exclusivity, dissemination of militaristic or other ideas contrary to generally recognized principles of international law and humanism;
- g)** Organization and/or participation in unauthorized rallies or similar events.

Internal Regulations for Students



- z)** Use of physical, moral, or psychological violence against students or employees of the Institution;
- i)** Fighting, disrupting classes in a stream or group;
- k)** Forgery of documents or signatures, as well as direct participation in such forgery;
- l)** Taking exams or other forms of academic assessment on behalf of another student;
- m)** Submission of false documents or deliberately misleading information related to the organization and conduct of the educational process;
- n)** Missing 25% or more of classroom lessons without valid reasons;
- p)** Participation in a fight, violation of public order, theft, causing injury or disability to another person, possession/use/distribution of dangerous items, poisonous or narcotic substances, consumption of alcoholic beverages, being on the premises of the Institution and/or Student Dormitory under the influence of alcohol, drugs, toxic substances or other intoxicants, dissemination of public petitions outside the Institution, slander, and defamation of the Institution / its staff / students;
- r)** Dangerous behavior; behavior that endangers or threatens the health or safety of oneself or others; sexual assault; stalking; harassment; intimidation; bullying; participation in gambling - wagering money or any material value on an event with an uncertain outcome, where the primary goal is to win money and/or material assets; behavior that obstructs or hinders actions carried out or sanctioned by the Institution.

Internal Regulations for Students



c) Illegal possession or illegal creation, falsification, or improper use of official documents, records, keys, electronic devices, or passwords; improper use of computer resources, including the following violations: using the computer resources of LLP «IEC» for unauthorized access for commercial or personal purposes; failure to protect personal passwords or user accounts provided by the Institution; violation of computer security, invasion of privacy, or unauthorized access to the computer resources of LLP «IEC»;

t) Providing knowingly false oral or written statements to any employee of the Institution, or refusing to comply with reasonable requests regarding the affairs of the Institution;

u) Violation of the migration legislation of the Republic of Kazakhstan, including failure to obtain or extend visas and/or permits within the required timeframes.

8.3 Systematic violation of academic discipline by a student refers to repeated (two or more instances) commission of disciplinary offenses within one academic year.

8.4 In cases where facts are established regarding the use or distribution of narcotic substances, appearing on the premises of the Institution under the influence of intoxicants, the use of violence against others, extortion, or participation in and promotion of ideas of non-traditional religious groups (totalitarian sects, destructive cults, extremist parties), the student shall be expelled from the Institution without the right to reinstatement, unless a different decision is made by the Rector of LLP «IEC».

Internal Regulations for Students



8.5 Expulsion of a student is carried out by issuing the corresponding order.

8.6 From the date of expulsion specified in the expulsion order, the educational services agreement concluded between the student and the Institution is considered terminated, without additional confirmation by the student or the Institution.

8.7 Upon expulsion from the Institution, at the student's request, an academic transcript of the established format, a certificate confirming study at the Institution, the original education document, and other documents contained in the student's personal file shall be issued.

8.8 Personal responsibility for the timely application of disciplinary measures and proper execution of the relevant documents rests with the Deans of Schools, the Head of the Master's and Doctoral Programs Department (heads of academic units).

9. Material Responsibility of Students

9.1 In the event that a student causes damage to the property of the Institution, as well as to the property of third parties for which the Institution is liable under legislative acts or contracts, the student shall bear full material responsibility and compensate the Institution for the incurred losses in accordance with the procedure established by the current legislation of the Republic of Kazakhstan, either voluntarily or based on a court decision.

9.2 Termination of the educational services agreement between the Institution and the student after causing damage does not exempt the student from material responsibility for compensating the damage caused to the Institution.

9.3 A student's liability for damage caused to the Institution is excluded if the damage occurred as a result of force majeure, extreme necessity, or self-defense.

9.4 A student's lack of knowledge of the current legislation, contracts and agreements concluded by the student, these Rules, and other internal regulatory documents and administrative acts of the Institution does not exempt the student from responsibility and obligations to compensate for the damage caused to the Institution.

Internal Regulations for Students

10. Academic Schedule

10.1 Classes at LLP «IEC» are conducted according to the timetable in accordance with the working curricula and syllabi, approved in the prescribed manner. The academic schedule is usually prepared for a semester and posted before the beginning of each semester.

10.2 The start of classes is generally at 8:30 a.m. The duration of an academic hour is 50 minutes (for Bachelor's, Master's, and Doctoral programs).

10.3 The break between classes for Bachelor's, Master's, and Doctoral programs is set at 10 minutes.

10.4 The number of students in study groups is determined by the order of the Rector of LLP «IEC» upon admission to the 1st year, depending on the educational program.

10.5 In each study group of the 1st, 2nd, 3rd, 4th, and 5th years of the Bachelor's program, an advisor is appointed by the order of the Dean of the School (the overall list of advisors is approved by the Rector's order).

10.6 To assist the Deans of Schools, a Student Dean's Office is established in each School.

10.7 The Student Dean's Office is headed by a Student Dean, appointed by the Rector's order based on the results of elections held at the general meeting of the school's student body. The Student Dean reports directly to the Dean of the School and the Chairperson of the Student Government (hereinafter - SG), and their work is supervised by the Department of Social Development (hereinafter - DSD).

Internal Regulations for Students



- 10.8** To assist the Student Dean, a course representative is appointed by the order of the School Dean.
- 10.9** The course representative reports directly to the Student Dean, the School Dean, and the Deputy Dean, and is a member of the Student Council.
- 10.10** In each study group, a group leader is appointed by the order of the School Dean.
- 10.11** Students must show respect to the teachers and staff of the Institution, greet them when meeting, and stand up when the directors of LLP «IEC» and teachers of LLP «IEC» enter the classroom.
- 10.12** Student attendance at classes is recorded by the teacher in the iPortal electronic journal.
- 10.13** Entry to the Student Dormitory is allowed with passes from 6:00 a.m. to 11:00 p.m. Visits by students' relatives (parents) are permitted only upon presentation of valid identification documents and during the established hours. Overnight stays of visiting relatives in the Student Dormitory are prohibited.



Internal Regulations for Students

Approved by the Rector
LLP «International Educational Corporation» on August 25, 2025.

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DEPARTMENT OF SOCIAL DEVELOPMENT