

Approved
by decision of the Board of
«National center for children’s
rehabilitation» NJSC
«_____» _____ 2023
№ _____

INTERNAL RULES for trainees

Astana 2025

1. General terms

1. These Rules of internal regulations of trainees (hereinafter - the Rules) are a local regulatory act, that determines the educational regulations in the non-profit joint-stock company “National Center for Children's Rehabilitation” (hereinafter referred to as the Company), when providing adult education (persons over 18 years of age). These Rules regulate the organization of the educational process, the rights and obligations of students, the application of incentives and disciplinary measures to the Company's listeners.

2. The rules were developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007. №319-III “On Education”, the Charter of the Company.

3. Discipline in the Company is maintained on the basis of respect for the human dignity of students and pedagogical workers. The use of physical and (or) mental violence against listeners is not allowed.

4. All persons enrolled in accordance with the procedure established by the Company as students of additional and non-formal education courses shall be referred to the students covered by these Rules.

5. The administration introduces these Rules to students when enrolling in a group for training.

2. Educational process mode

6. The educational process in the Company is carried out in the Russian and state languages of the Republic of Kazakhstan.

7. Training sessions are held according to the schedule approved by the Chairman of the Management Board of the Company.

8. The educational process is carried out from 09.00 till 18.00.

9. For all types of classroom classes, the academic hour is set at 50 minutes.

10. A 6-day training week is allowed for listeners.

3. Rights and duties of the administration

11. The Administration shall ensure the fulfillment by the Company of statutory tasks, norms of the current labor legislation, take measures to properly organize the educational process, labor of employees and create the necessary conditions for their performance of official duties.

12. Officials of the administration and employees of the relevant structural divisions, within their competence, are obliged to:

1) provide working and training conditions that meet the requirements of occupational safety and health; fire safety rules;

2) timely review and implement the proposals of students aimed at improving the educational process of the Company;

3) timely inform the students of the schedule of their training sessions.

13. If the Company's trainee does not appear at work, the administration is obliged to immediately take measures to replace him with another teacher.

14. Within their competence, administration officials and employees of the relevant structural subdivisions have the right to:

1) demand from violators of these Rules immediate cessation of violations committed by them and elimination of their harmful consequences;

2) draw up, in accordance with the established procedure, an act on violation of these Rules with its immediate transfer to an official authorized to consider the issue of responsibility of the violator;

3) enter the classrooms, laboratories and other premises of the Company to prevent violations of public order, these Rules, fire safety rules, sanitary standards, as well as to verify compliance with these rules and regulations.

4. Rights and duties of educators

15. The rights and duties of educators are determined by the labor legislation, these Rules, job descriptions and other regulations of the Company.

16. Educators of educational programs of additional and non-formal education of the Company are obliged to:

1) ensure a high level of the educational process in accordance with the education plan and training programs for specialists;

2) ensure compliance of the educational process with the requirements of educational programs;

3) conduct classes in accordance with the approved schedule;

4) comply with the requirements for occupational health, safety, industrial sanitation, occupational health and fire safety provided for by the relevant rules and instructions;

5) take measures to eliminate the causes and conditions that impede or impede normal operation;

6) protect the property of the Company, effectively use the equipment, carefully treat the equipment issued for the use of employees, economically and rationally consume raw materials, materials, energy, fuel and other material resources;

7) observe moral and ethical rules and norms;

8) comply with these Rules and monitor their implementation by students.

5. Rights, duties and responsibilities of trainees

17. Trainees have the right to:

1) receive quality education in accordance with educational programs of additional education;

2) respect for human dignity, protection from all forms of physical and mental violence, personal insults, protection of life and health;

3) free expression of one's own views and beliefs;

4) introduction with the certificate of institutional accreditation in the accreditation bodies entered in the register of recognized accreditation bodies, with educational documentation, other documents regulating the organization and implementation of educational activities in the Company;

5) free use of textbooks, teaching aids, teaching aids, library and information resources, educational base of the Company;

6) appeal to the commission for the settlement of disputes between participants in educational relations.

18. Trainees required to:

1) conscientiously master the educational program, fulfill the educational program, including attending the training sessions provided for by the educational program, independently prepare for them, perform tasks given by teachers within the framework of the educational program;

2) comply with the requirements of the Charter, these Rules and other local regulations of the Company on the organization and implementation of educational activities;

3) take care of preserving and strengthening their health, strive for moral, spiritual and physical development and self-improvement;

4) immediately inform the educator responsible for the implementation of the event about each accident that occurred to them or witnesses of which they became;

5) respect the honor and dignity of other trainees and employees of the Company, not create obstacles for other trainees to receive education;

6) take care of the Company's property;

7) observe the uniform established in the Company;

8) strictly comply with the requirements of the rules of labor protection, fire safety, industrial sanitation and hygiene.

19. Trainees are prohibited:

1) to bring, transfer, use in the Company and on its territory weapons, alcoholic beverages, tobacco products, toxic and narcotic substances and other objects and substances that can harm the health of participants in the educational process and (or) demoralize the educational process;

2) bring, transfer and use any objects and substances that can lead to explosions, fires and poisoning;

3) have a scruffy and defiant appearance;

4) use physical force against other trainees, employees of the Company and other persons;

20. For non-fulfillment or violation of the Charter of the Company, these Rules and other local regulations on the organization and implementation of educational activities, trainees are responsible in accordance with these Rules.

6. Incentives and disciplinary action

21. For exemplary performance of their duties, for achievements in educational and non-educational activities, the following types of incentives can be applied to the trainees of the Company:

- 1) announcement of gratitude to the trainees;
- 2) awarding an honorary diploma.

22. Incentive application procedure. The Chairman of the Board of the Company may use the announcement of gratitude to the listener, sending a letter of thanks at the work place. Awarding a certificate of honor can be carried out by the Chairman of the Board of the Company on the proposal of the Department of science and education.

23. For violation of the Charter, these Rules and other local regulations of the Company, the following disciplinary actions may be applied to the student:

- 1) educational measures;
- 2) disciplinary action.

24. Educational measures are actions of pedagogical/clinical and administrative employees of the Company aimed at explaining the inadmissibility of violation of the rules of conduct in the Company.

25. The following disciplinary measures may be applied to trainees:

- 1) remark;
- 2) reprimand;
- 3) expulsion of the listener.

26. Application of disciplinary actions.

Application of a disciplinary sanction is preceded by a disciplinary investigation carried out on the basis of a written appeal to the Chairman of the Board of the Company of a particular participant in educational relations.

Upon receipt of a written statement about the student's disciplinary offense, the Chairman of the Board of the Company shall within three working days submit it to the commission for investigation of disciplinary misconduct created by his order. The Commission shall be guided in its activities by the relevant Regulation.

If the student is found guilty of a disciplinary offense, the commission decides to apply the appropriate disciplinary sanction to him.

Expulsion of a student as a disciplinary measure is applied if disciplinary measures of an educational nature have not yielded results and his further stay in the Company has a negative impact on other students, violates their rights and the rights of employees, as well as the normal functioning of the educational process.

Disciplinary action based on the decision of the commission shall be announced by order of the Chairman of the Board of the Company.

The trainee has the right to appeal to the commission for the settlement of disputes between participants in educational relations against disciplinary measures and their application.

The Chairman of the Board of the Company has the right to withdraw the disciplinary sanction on his own initiative, at the request of the listener himself, at the request of the trainees.

7. Protection of the rights of trainees

27. In order to protect their rights, trainees have the right to:

1) send appeals to the Company's management bodies about violation and (or) infringement by its employees of the rights, freedoms and social guarantees of trainees;

2) apply to the commission for the settlement of disputes between participants in educational relations;

3) use other methods not prohibited by the legislation of the Republic of Kazakhstan to protect their rights and legitimate interests.