



REGULATION ON THE STUDENT CAMPUS OF KSMA

**APPROVED by
the Order of Rector
No. 27 dated 25.01. 2022 г.**

1. GENERAL REGULATIONS

- 1.1. Regulation of the student campus (hereinafter Regulation) Положение о Студенческом городке (далее Положение) defines the tasks, functions, powers and organization of activities of the Campus of the I.K. Akhunbaev Kyrgyz State Medical Academy (hereinafter KSMA).
- 1.2. Student Campus (hereinafter SC) is a structural department of KSMA and is an association of student dormitories of KSMA No. 1, 3, 4, 6, 7, 8, 9, located in Bishkek, to provide a place of temporary residence for the period of study at KSMA to nonresident and foreign students of KSMA, as well as, if available, places for residents and students of KSMA preparatory courses.
- 1.3. Student Campus is organized, reorganized, liquidate by the Rector's order;
- 1.4. The management of the campus is entrusted to the director of the Campus, who is appointed by the order of the rector of KSMA and directly reports to the head of administrative and economic work, vice-rectors on relevant issues.
- 1.5. The activities of the Campus are regulated by the current housing legislation of the Kyrgyz Republic, the legislation of the Kyrgyz Republic in the field of education, the Charter of KSMA, the Rules of temporary residence and internal regulations in dormitories KSMA, other local acts of KSMA and this Regulation.
- 1.6. The activities of the SC are carried out in accordance with the annual work plan of the SC, approved by the head of administrative and economic work and coordinated with the Vice-Rector for Educational Work and the Department of Quality Management of Education. The annual plan is developed on the basis of the KSMA Development Strategy and its Implementation Plan.
- 1.7. Nonresident and foreign citizens accepted to study at KSMA are accommodated in the dormitories of the Campus on a contractual basis in accordance with the "Rules of temporary residence and internal regulations in KSMA dormitories".
- 1.8. Residential premises in dormitories are not subject to alienation, transfer to third-party organizations, for rent.
- 1.9. Rooms for independent studies and recreation, isolation rooms, as well as rooms for household needs (kitchens, showers, washrooms, toilets, etc.) are organized in each dormitory of the campus, which are equipped in accordance with sanitary standards and fire safety standards and regulations, necessary equipment and technical means for the maintenance of dormitories.\
- 1.10. Provision of non-residential premises in dormitories to third-party enterprises, organizations, institutions and individuals is carried out in accordance with the legislation of the Kyrgyz Republic.

2. OBJECTIVES AND TASKS:

2.1. Dormitories of KSMA Student Campus are designed for accommodation, rest and independent studies, as well as cultural and educational work for students studying at KSMA for the period of study at KSMA.

2.2. The main objectives of SC are:

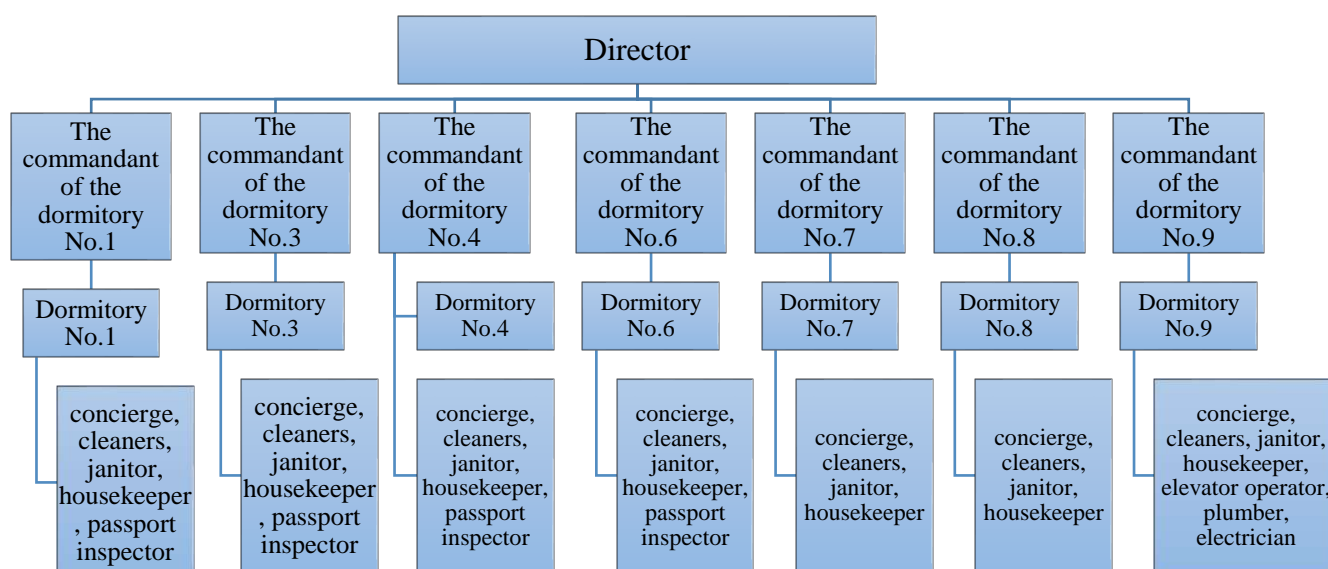
- Implementation of a set of measures to provide students at KSMAA in places of temporary residence in KSMAA dormitories, improvement of housing and cultural conditions living in dormitories.
- Ensuring that residents comply with the "Rules of temporary residence and internal regulations in KSMU dormitories" in student dormitories and the norms of this Provision.
- Organization of educational work with residents, implementation of their pedagogical, psychological and social support.

3. STRUCTURE OF STUDENT CAMPUS

3.1. The structure and staff schedule of the Student Campus are approved by the KSMA Rector upon the introduction of the Head of administrative and economic work in accordance with the tasks facing the structural unit

3.2. The structure of Student Campus include Dormitories No. 1, 3, 4, 6, 7, 8, 9.

3.3. Organizational structure of Student Campus:



3.4. Job descriptions of Campus staff are developed by the Director of the Campus and approved by the Rector of KSMU.

3.5. The staff of the campus includes: the director, commandants, watchmen, passport officers, janitors, cleaners and housekeepers, electricians, plumbers, lifters.

4. FUNCTIONS OF STUDENT CAMPUS:

4.1. Provision of free places for temporary residence for students of KSMA during the period of study at KSMA;

4.2. Conclusion of contracts with nonresident and foreign students for temporary stay (accommodation) in KSMA dormitories;

4.3. Issuance of a residence permit - temporary residence orders;

4.4. Timely check-in and eviction of residents in accordance with the "Rules of temporary residence and internal regulations in the KSMA";

- 4.5. Implementation of registration and de-registration of nonresident students living in KSMA dormitories at their place of residence. Preparation of necessary documents related to registration and de-registration of nonresident students living in KSMA dormitories;
- 4.6. Control over compliance with the passport and registration regime of residents in KSMA dormitories;
- 4.7. Monitoring of compliance by residents with the "Rules of temporary residence and internal regulations in the KSMU";
- 4.8. Control of timely payment for accommodation;
- 4.9. Preparation and timely provision of established statistical and operational reports on work with registered persons in dormitories, as well as providing reliable information about the work of the Campus;
- 4.10. Maintaining registration cards for residents of KSMU dormitories and other documentation in accordance with clause 7 of this Regulation;
- 4.11. Provision and control of access control in KSMU dormitories.
- 4.12. Provision of communal services to residents of dormitories for living and conducting independent studies, cultural and sports events;
- 4.13. Maintenance of dormitories in accordance with established sanitary and hygienic standards, engineering and fire safety requirements, labor protection;
- 4.14. Regular inspection of the dormitory premises in order to identify shortcomings in their operation and sanitary maintenance, taking timely measures to eliminate them;
- 4.15. Development of measures to comply with safety measures, fire safety, compliance with sanitary standards by employees and residents of the campus;
- 4.16. Carrying out routine repairs of dormitory buildings, inventory and equipment;
- 4.17. Maintenance of the assigned territory and green spaces in proper order;
- 4.18. Organization of work to strengthen the material base of the unit; timely staffing of dormitories with furniture, equipment, bedding and other inventory in accordance with approved standards;
- 4.19. Provision of the necessary thermal regime, water supply and lighting in all rooms in accordance with sanitary and hygienic standards and rules;
- 4.20. Ensuring timely and high-quality laundry of bed linen in dormitories;
- 4.21. Placement of residents in isolation cells in case of acute illness, but in the absence of the need for hospitalization;
- 4.22. Taking measures to satisfy requests and proposals from residents and service personnel, to improve the living conditions of residents and working conditions of service personnel.
- 4.23. Organizational and information support for the activities of dormitories on housing relations, provision of educational work with residents of dormitories.

5. RIGHTS AND OBLIGATIONS:

- 5.1. The Campus Administration and staff have the right to:
 - To require residents of dormitories to comply with the "Rules of temporary residence and internal regulations in KSMA dormitories" and the requirements of this Regulation;
 - Terminate the contract prematurely and evict residents for violating the "Rules of temporary residence and internal regulations in KSMA", causing damage and damage to KSMA property;
 - To demand reimbursement from residents for the restoration or elimination of damage and/or damage to property;
 - Freely enter the premises, in the person of authorized employees, for inspection and repair work; for disciplinary purposes, if suspected of violations of the "Rules of Temporary Residence and internal regulations in KSMA dormitories; in emergency situations; or for any other relevant reasons;

- Impose administrative penalties and penalties for violation of the "Rules of temporary residence and internal regulations in KSMA dormitories", prohibited or improperly used equipment, alteration of premises or equipment;
- Relocate residents to other rooms/dormitories in case of industrial necessity;
- To organize and conduct clean-up days in the hostel and cleaning of the adjacent territories to the hostel with the involvement of those living in the hostel, in order to educate students to respect the property of the KSMA, the environment, and the culture of living together;
- To consider the disagreements that have arisen among the residents and staff of the dormitories;
- To submit proposals for the consideration of the Rector of the Academy on the application of disciplinary penalties to violators of public order, up to expulsion;
- To make proposals to the KSMA Rector's Office proposals for improving the work of the Campus;
- To hold contests and encourage residents for the exemplary maintenance of rooms, blocks, dormitories.

5.2. **Responsibilities of the KSMA Student Campus:**

- if there are places in the hostel and a warrant, provide KSMAA students with a place of temporary residence in the hostel that meets the established sanitary standards and rules;
- conclude a Contract with the residents in a timely manner;
- to ensure the provision of documents for the registration of residents at the place of stay;
- to equip the dormitory with furniture, equipment, bedding and other equipment allowed for use in the dormitory;
- to ensure the ongoing repair of the hostel, inventory, equipment;
- promptly eliminate malfunctions in the sewerage, power supply, and water supply systems of the dormitory;
- if infectious diseases are detected among the residents, isolate them in an isolation ward on the recommendation of the attending physician;
- conduct regular rounds of the dormitory in order to identify deficiencies in their operation and sanitary maintenance and take timely measures to eliminate them;
- change the bed linen at least once every 10-14 days;
- to provide residents with the necessary equipment, inventory, tools and materials for clean-up activities;
- to ensure fire safety and public safety of residents;
- to maintain the premises of dormitories in accordance with established sanitary and epidemiological rules;
- to ensure the necessary thermal regime and illumination in all rooms and premises in accordance with sanitary requirements and labor protection rules.
- timely submit applications for the renovation of the hostel, purchase of inventory, equipment, and keep the secured territory and green spaces in proper order.
- to staff dormitories in accordance with the established procedure with service personnel.
- timely consider applications, complaints and suggestions from residents to improve the living conditions, lifestyle and recreation of residents.
- to take timely measures to implement the proposals of residents, inform them about the decisions taken.

6. **INTERACTIONS WITH OTHER DEPARTMENTS OF THE KGMA**

- 6.1. In the course of work to create appropriate conditions for living and everyday life, the Campus interacts with:
- The Procurement and Material Support sector;
 - Production and operational services of KSMA.
- 6.2. The functional interaction of the Campus is carried out with:
- Deans of faculties;
 - The Trade Union committee of students and staff;
 - Department of educational and organizational mass work
 - Department of Anti-Terrorist Work and Civil Defense;
 - Department of International Relations for registration and compliance with the visa regime of foreign students living in KSMA dormitories;
 - A "single window" for paying for accommodation and providing a workaround sheet and other certificates at the request of KSMA students;
 - student self-government bodies (Student Senate) of the KSMA

7. OFFICE WORK

7.1. Work planning and reporting:

- The planning of the campus activities is carried out by the director of the Campus in accordance with the objectives of this Regulation and the "KSMA Development Strategy for 2021-2030" and its Implementation Plan;
- Plans and a report on the work of the campus are submitted to the Head of the Administrative and Economic Work and to the Department of Quality Management of Education;

7.2. Quality management system:

The elements of Quality Management System in accordance with the requirements of ISO 21001-2018 "Educational organizations" are implemented in the Student Campus. To improve the work of the campus, quality management system documents are being developed and implemented:

- goals in the field of quality of the campus;
- an action plan to achieve quality goals;
- a list of service processes;
- a matrix of attributes of campus processes;
- a matrix of responsibility distribution of campus employees;
- an analysis of the functioning of the QMS of the service in the form of a report.

The evaluation of the effectiveness of the quality management system is carried out by the director of the Campus, auditors of internal and external audits.

The director of the campus annually analyzes the effectiveness and efficiency of the team's work and submits the analysis in the form of a report to the quality management department for further analysis, develops a long-term action plan for improving activities.

7.3. Nomenclature.

In accordance with the nomenclature, the following types of documents are maintained and stored in the department:

Index of files	Title of file	Quantity of files (volumes)	Maintenance period	Articles on the list
Student campus – 22				
22-1	Rules of temporary residence and internal			

	regulations in KSMA dormitories			
22-2	Applications of students at KSMA for the provision of places in dormitories		5 years	Article 684
22-3	Warrants for temporary residence in a hostel			
22-4	Agreements with residents		5 years	Article 493
22-5	Lists of residents in the hostel, Lists of registered students		3 years	Article 683
22-6	Receipts for payment for accommodation		6 yeras	Article 685
22-7	Resident's account card			
22-8	Registration card (F-7)			
22-9	The log of registration of the issuance of orders			
22-10	Journal of curatorial work			
22-11	The log of registration of visitors			
22-12	Log of residents' applications for electrical, plumbing and carpentry work			
22-13	Journal of safety and labor protection instruction			
22-14	The journal of issuing certificates			
22-15	Copies of internal local acts of the KSMA		Before being replaced with new ones	

7.3.1. Journal Forms are in the Annex

8. RESPONSIBILITY

The staff of the campus is responsible, within the limits of their powers, for:

- improper performance or non-performance of their official duties provided for in the job description, within the limits defined by the current labor legislation of the Kyrgyz Republic;
- offenses committed in the course of carrying out their activities, within the limits defined by the current administrative, criminal and civil legislation of the Kyrgyz Republic;
- causing material damage within the limits defined by the current labor, criminal and civil legislation of the Kyrgyz Republic;
- violation of the "Rules of temporary residence and internal regulations in KSMA dormitories", fire safety and safety regulations;
- failure to comply with the requirements of regulatory documents on record keeping and information protection.

Registration card of a resident of the KSMA dormitory

No. _____, room No. _____

Full Name _____

Date of birth _____ citizenship _____

Faculty _____

Year of study _____ group _____

Date of admission to the KSMA _____ Order No. _____

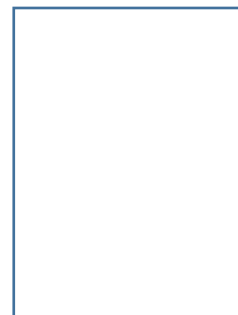
Mobile phone No. _____

Date of check-in _____ Date of check-out _____

The period of residence in the hostel under the Agreement _____

Parents' address _____

Phone No. of parents _____



Issued soft inventory

No.	Name of inventory	Amount	Amount in words	Receipt signature	Refund signature
1	Mattress				
2	Pillow				
3	Quilt w/w				
4	Quilt				
5	Cover				
6	Duvet cover				
7	A sheet				
8	Pillowcase				
9	The curtains				

Issued solid inventory

No.	Name of inventory	Amount	Amount in words	Receipt signature	Refund signature
1	Wardrobe				
2	Bedside table				
3	Table				
4	Chair				
5	Bed				
6					
7					
8					

Filling date _____ Personal signature _____

Responsible for check-in _____
(signature) (name)

Journal of registration of the issuance of orders

No.	Full Name	Faculty	Year of study	Group	Date of issue	Receipt signature
1	2	3	4	5	6	7

Journal of curatorial work

Date	Time	Curator's full name	Department	Accomplished work	Remarks to residents	Signature
1	2	3	4	5	6	7

Journal of registration of visitors

Date	Arrival time	Visitor's full name	Name, number, series of the identity document	Room No., full name of the person you came to	Leaving time	Signature

Journal of safety instructions

Date	Full name of the person being instructed	Room No.	Type of instruction	Full name, position of the instructing officer	Signature	
					The signature of the instructing person	Signature of the person being instructed
1	2	3	4	5	6	7

Journal of applications from residents for electrical, plumbing and carpentry work

Application date	Application	Room No.	A mark on the completion of the work	Date of completion	Name, position, signature

Journal of issuing certificates from the place of residence

Reference No.	Full name of resident	Room No.	Faculty, year, group	Issuance date	Whom it concerns	Signature

