



**Confirmed by
the Board of directors
of JSC “Astana Medical University”
№12 from 8 December, 2017**

Classifier of internal documents of JSC “Astana medical university”*

1. The documents confirmed by the Sole shareholder of JSC “Astana medical university”

1. Charter of JSC “Astana medical university”.
2. Code of corporate governance of JSC “Astana medical university”.
3. Regulation on the Board of directors of JSC “Astana medical university”.
4. Regulation on the Independent directors of JSC “Astana medical university”.
5. Rules for paying remuneration and compensation for the members of the Board of directors of JSC “Astana medical university”.
6. Annual financial reporting of JSC “Astana medical university”.
7. The methods of determining the cost of shares to buy them back by JSC “Astana medical university”.

*Confirmation of these documents by the Sole shareholder follows the Law of the Republic of Kazakhstan “On joint-stock companies” as well as the Charter and Code of corporate governance of JSC “Astana medical university”.

2. The documents confirmed by the Board of directors of JSC “Astana medical university”

1. Strategic directions of JSC “Astana medical university”.
2. Development plan of JSC “Astana medical university”.
3. The report on the implementation of the Development plan of JSC “Astana medical university”.
4. Investment policy of JSC “Astana medical university”.
5. Code of corporate culture and ethics of JSC “Astana medical university”.
6. Accounting policy of JSC “Astana medical university”.
7. Regulation on the information policy of JSC “Astana medical university”.
8. Regulation on the Internal audit service of JSC “Astana medical university”.
9. Regulation on the committees of the Board of directors of JSC “Astana medical university”.
10. Regulation on the Management board of JSC “Astana medical university”.



11. Regulation on the Corporate secretary of JSC “Astana medical university”.
12. Regulation on the terms of remuneration of the Chairman and members of the Management board of JSC “Astana medical university”.
13. Regulation on the management of corporate conflicts and conflict of interests in JSC “Astana medical university”.
14. Regulation on the assessment of activities of the Board of directors, committees of the Board of directors, members of the Board of directors, members of the Management board, Internal audit service and Corporate secretary of JSC “Astana medical university”.
15. Instruction for ensuring safety of commercial and service secrets of JSC “Astana medical university”.
16. Workplan of the Board of directors of JSC “Astana medical university”.
17. Annual audit plan of the Internal audit service of JSC “Astana medical university”.
18. Map of audit areas of JSC “Astana medical university”.
19. Risk management policy of JSC “Astana medical university”.
20. Risk register of JSC “Astana medical university”.
21. Risk map of JSC “Astana medical university”.
22. Instruction for discarding, transferring, selling the property of JSC “Astana medical university”.
23. Program for the instatement of newly elected members of the Board of directors of JSC “Astana medical university”.
24. Staff size of JSC “Astana medical university”.
25. Classifier of internal documents of JSC “Astana medical university”.

3. The documents confirmed by the Management board of JSC “Astana medical university”

1. Regulation on the Academic council of JSC “Astana medical university”.
2. Regulation of the internal labor order of JSC “Astana medical university”.
3. Rules for forming the position descriptions of JSC “Astana medical university”.
4. Rules for forming the regulations of JSC “Astana medical university”.
5. Rules for internal code of conduct of students of JSC “Astana medical university”.
6. Admission rules for applicants for study in JSC “Astana medical university”.
7. Admission rules for master’s program and MBA program of JSC “Astana medical university”.
8. Admission rules for PhD doctoral program of JSC “Astana medical university”.



9. Admission rules for residency program of JSC “Astana medical university”.
10. Rules for competitive vacancy filling of the academic-teaching staff and research workers of JSC “Astana medical university”.
11. Rules for conducting entrance exams for internship program of JSC “Astana medical university”.
12. Regulation on business trips of JSC “Astana medical university”.
13. Image policy of JSC “Astana medical university”.
14. Social policy of JSC “Astana medical university”.
15. Pricing policy of JSC “Astana medical university”.
16. Regulation on the Disciplinary council of JSC “Astana medical university”.
17. Personnel policy of JSC “Astana medical university”.
18. Regulation on the assessment of the academic-teaching staff and workers the activity of whom is connected with the organization of a training process of JSC “Astana medical university”.
19. Regulation on the activity of the board of curators of JSC “Astana medical university”.
20. Rules for awarding the honorary rank “Professor of Astana medical university”.
21. Regulation for organizing and conducting re-attendance of classes by students of JSC “Astana medical university”.
22. Concept of international co-operation of JSC “Astana medical university”.
23. Regulation on academic mobility of students, teachers and workers of JSC “Astana medical university”.
24. Regulation on the commission for matching graduates of JSC “Astana medical university”.
25. Regulation on the Working group for combatting and preventing corruption in JSC “Astana medical university”.
26. Regulation on volunteer movement of JSC “Astana medical university”.
27. Regulation on preparatory educational courses of JSC “Astana medical university”.
28. Regulation on conducting current control of success, midterm and final attestation of students of JSC “Astana medical university”.
29. Regulation on the website of JSC “Astana medical university”.
30. Regulation on the journal “Astana meditsina zhurnaly”.
31. Regulation on the corporate symbol of JSC “Astana medical university”.
32. Regulation on the disciplinary council for considering the responsibility of students of JSC “Astana medical university”.
33. Regulation on the educational-methodological council of JSC “Astana medical university”.



34. Regulation on the admission of foreigners to JSC “Astana medical university”.
35. Regulation on the rating system for assessing educational achievements of students of JSC “Astana medical university”.
36. Regulation on the scientific-clinical council of JSC “Astana medical university”.
37. Regulation on the specialized scientific seminars of JSC “Astana medical university”.
38. Regulation on the admission committees of JSC “Astana medical university”.
39. Regulation on student dormitories of JSC “Astana medical university”.
40. Regulation on the organization and conduct of scientific and practical conferences of JSC “Astana medical university”.
41. Regulation on the appeal commissions of JSC “Astana medical university”.
42. Regulation on the ethic committee of JSC “Astana medical university”.
43. Regulation on the adaptation of personnel of JSC “Astana medical university”.
44. Regulation on personnel reserve of JSC “Astana medical university”.
45. Regulation on the ranking assessment of the faculty and chairs of JSC “Astana medical university”.
46. Regulation on the personal data of workers and students of JSC “Astana medical university”.
47. Regulation on the internship of students of JSC “Astana medical university”.
48. Regulation on the placement of graduates of JSC “Astana medical university”.
49. Regulation on the scientific school of JSC “Astana medical university”.
50. Regulation on the dissertation council of JSC “Astana medical university”.
51. Policies, Rules and Regulations in integrated management system of JSC “Astana medical university”.
52. Work instructions in integrated management system of JSC “Astana medical university”.
53. Instruction on labour safety in integrated management system of JSC “Astana medical university”.
54. Rules for document management of JSC “Astana medical university”.
55. Instruction on HR record management of JSC “Astana medical university”.
56. Regulation on the Budget committee of JSC “Astana medical university”.



57. Regulation on rendering paid services of JSC “Astana medical university”.

58. Regulation on the qualification commission of JSC “Astana medical university”.

59. Regulation on the remuneration, bonus awarding, financial assistance and other social payments for the staff of JSC “Astana medical university”.

60. Standard form of the Labour contract with the staff of JSC “Astana medical university”.

61. Standard form of the contract with students of JSC “Astana medical university”.

62. Rules of studying and professional development of the staff of JSC “Astana medical university”.

63. Operation plan of JSC “Astana medical university”.

64. Rules for providing the staff of JSC “Astana medical university” with service housing.

65. Staffing schedule, organizational structure of JSC “Astana medical university”, its subsidiaries and representing offices on the basis of the staffing size confirmed by the Board of directors.

66. Regulation on the Commissions of JSC “Astana medical university”.

67. Rules, Regulations, Instructions of the Executive block of JSC “Astana medical university”.

4. The documents confirmed by the Management board chairman – Rector of the joint-stock company “Astana medical university”

1. Assignment of duties, powers and responsibility between the Chairman and members of the Management board of JSC “Astana medical university”.

2. Regulation on structural units of JSC “Astana medical university”.

3. Position descriptions of the staff of structural units of JSC “Astana medical university”.

4. Regulation on the labour disputes commission of JSC “Astana medical university” (jointly with the labour union organization).

5. Rules, Regulations, Instructions of the Sector of Civil defense and emergencies of JSC “Astana medical university”.

Note:

Amendments and additions into the internal normative document and exposing it in a new wording are allowed by a body or office holder who confirmed it.

Internal normative documents that were not indicated in this classifier are confirmed by the Management board of JSC “Astana medical university.”