

## MEMORANDUM

### On cooperation with KIMEP Student Association (KSA)

The present agreement will specify duties and responsibilities of each involved parties during organization and execution of any students' events funded by KSA budget. This agreement will describe step-by-step procedure for every unit involved.

#### From KSA part:

1. KSA needs to organize meeting with students to identify what type of events they are going to conduct in particular academic year. Make the list of all events with approximate or exact dates of performance. KSA to work with all students' organizations to verify exact list of events.
2. KSA needs to approve the overall budget for all events. Try to make it as detailed as possible.
3. Prepare the minutes of KSA committees.
4. Submit the list of students' events with approved budget to Student Affairs office, VPAF, VPAA, budget director and Support Services division preferably at the beginning of academic year.
5. Follow institutional tender policy on procurement of goods and services.
6. Consult with Support Services division to identify the best provider of goods and services, since KIMEP has established the database of different service providers on the market with best pricing.
7. Submit letter of request, minutes of budget committee with detailed budget for certain event and other relevant documentation that is required under procurement policy of KIMEP.
8. Define one or two responsible person from KSA who will deal with KIMEP administration on documents' submission.
9. VP of Administration of KSA should work with students' organizations to explain internal policies and procedures of KIMEP on documents' submission.

#### From Student Affairs office part:

1. Define one or two responsible person from Student Affairs office who will deal with KIMEP administration on documents' submission and processing. Two assistants Bayan Yerembayeva and Aigul Kudiyarova will be representing Office of Student Affairs on document processing with KIMEP Administration according to the decisions of the Director and the Dean of Student Affairs.
2. Actively cooperate with KSA representatives and Support Services division to provide all necessary documents for the execution of particular event.
3. Submit the initial proposal from KSA, approved by Student Affairs to the office of VPAA **at least 10 days** before the event.
4. Once the initial proposal was approved by VPAA, prepare contracts, invoices, payment request forms and other documents that might be required by the Accounting office.
5. Do not send students that organizing event to all administrative units at KIMEP. It is the responsibility of representatives from Student Affairs to work as mediator between KSA and Administration of KIMEP.

Both KSA and Student Affairs office have strictly follow the internal rules and policies of KIMEP in terms of payment process, reimbursements and procurement of goods and services. The VPAF office provided the above units with all documentation of internal regulations. KSA and Student Affairs office are always welcomed for any advice on particular matter at the office of VPAF.

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The below signed confirms to follow the above stated regulations.

Director of Student Affairs [Signature] KSA President [Signature]

Dean of Student Affairs [Signature] KSA VP of Administration [Signature]

VPAF [Signature] KSA VP of Budget [Signature]

1. KSA needs to approve the overall budget for all events. Try to make it as detailed as possible.
2. Prepare the minutes of KSA committee.
3. Submit the list of students' events with approved budget to Student Affairs office, VPAF, VP of Budget Director and Support Services division preferably at the beginning of academic year.
4. Follow institutional tender policy on procurement of goods and services.
5. Consult with Support Services Division to identify the best provider of goods and services since KIMEP has established the database of different service providers on the market with best pricing.
6. Submit letter of request, minutes of budget committee with detailed budget for certain event and other relevant documentation that is required under procurement policy of KIMEP.
7. Designate one or two responsible person from KSA who will deal with KIMEP application as designated information.
8. VP of Administration of KSA should work with students' organization to update internal policies and procedures of KIMEP on documents' submission.

From Student Affairs office part:

1. Designate one or two responsible person from Student Affairs office who will deal with KIMEP administration on documents' submission and processing. Two assistants Bayan Alshamirah and Negin Alshamirah will be responsible for the coordination of Student Affairs office department cooperation with KIMEP Administration according to the procedures of the University and the Dean of Student Affairs.
2. Closely cooperate with KSA representatives and Support Services division to provide all necessary documents for the execution of particular event.
3. Submit the initial proposal form KSA approved by Student Affairs office to the office of VPAF at least 10 days before the event.
4. Once the initial proposal was approved by VPAF, prepare contracts, invoices, payment receipts and other documents that might be required by the Accounting office.
5. Do a good job about that organizing event to all administrative units at KIMEP. It is the responsibility of representatives from Student Affairs to work in multiple barriers KSA and Administration of KIMEP.

Both KSA and Student Affairs office have strictly follow the internal rules and policies of KIMEP in terms of program process, reimbursements and procurement of goods and services. The VP of Administration provided the advice with all documentation of internal regulations. KSA and Student Affairs office are always welcomed for any advice on particular matter at the office of VPAF.