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Rector of Khoja Akhmed Yassawi  
International Kazakh-Turkish University  
Zh. Temirbekova

2025



## QUALITY MANAGEMENT SYSTEM

# **UNIVERSITY REGULATION**

## ***UR-JKTU-022-2025***

# PROCEDURE FOR THE MANAGEMENT AND USE OF THE UNIVERSITY'S SCIENTIFIC-PRODUCTION AND EDUCATIONAL LABORATORIES

## FOREWORD

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**For official use only**

## Turkistan, 2025

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## **1. SCOPE OF APPLICATION**

1.1 This Regulation defines the structure, objectives, operating mode, and procedure for the use of the university's laboratories, as well as the management and organization of scientific, production, and educational laboratories.

1.2 This Regulation is developed with the aim of ensuring the effective use of the university's research and educational infrastructure, implementing scientific results in production, and expanding opportunities for students to gain practical knowledge.

1.3 This Regulation serves as the main guiding document ensuring the overall accessibility of the activities of the university's scientific, production, and educational laboratories.

1.4 This Regulation is an internal normative document of the university and applies to all faculties, as well as research institutes and research centers that have access to and use laboratory facilities.

1.5 Regulation UR-IKTU-022-2025 is part of the university's Quality Management System (QMS) documentation.

## **2. NORMATIVE REFERENCES**

2.1 In developing this Regulation, the university used and referred to the following regulatory legal acts:

1) Law of the Republic of Kazakhstan "On Science and Technological Policy" dated July 1, 2024, No. 103-VIII;

2) Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated September 28, 2015, No. 758 "On the Approval of the Regulation on the Activities of Healthcare Organizations Conducting Laboratory Diagnostics and (or) Their Structural Subdivisions, as well as the Scope and Types of Research They Conduct."

## **3. TERMS, DEFINITIONS, AND ABBREVIATIONS**

### **3.1 Definitions:**

Laboratory — a structural unit established within the university for the purpose of organizing scientific, production, and educational activities.

3.2 The following abbreviations are used in this University Regulation:

RRI – Research Institute;

RIC – Research and Innovation Center;

SPL – Scientific and Production Laboratories;

EPL – Educational and Practical Laboratories;

University – Khoja Akhmed Yassawi International Kazakh-Turkish University;

UR – University Regulation;

CCU – Center for Collective Use;

R&D – Research and Development;

QMS – Quality Management System;

SDQAC – Strategic Development, Ranking, and Quality Assurance Center.

## **4. RESPONSIBILITY**

4.1 This Regulation is approved at a meeting of the University Senate.

4.2 The responsibility for communicating the approved Regulation to users, with signatures recorded in the "Familiarization Sheet," rests with the deans of faculties and the directors of the research institutes (RRI) / research centers (RIC).

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4.3 The responsibility for managing this Regulation in accordance with the document “КП-ХКТУ-7.5.3-2025 Management of Documented Information,” as well as for ensuring compliance of the Regulation’s requirements with normative documents and regulatory standards, rests with the head of the laboratory.

4.4 During laboratory work, careful and safe handling of laboratory equipment and chemical glassware is required. In case of damage or breakage of the mentioned property, responsibility is assigned to the student and their supervisor.

## 5. GENERAL PROVISIONS

5.1 A laboratory is a basic structural unit of the university, established for organizing and conducting laboratory-based scientific research and practical work in disciplines related to scientific studies and experiments carried out by faculty members, as well as by students enrolled in undergraduate and postgraduate programs.

5.2 The laboratory operates to achieve an advanced level of scientific research and experimental development (R&D), as well as to ensure the efficient use of the laboratory’s material, technical, and human resources.

5.3 To ensure the effective functioning of laboratories, a Laboratory Regulation shall be approved, defining the procedure for user access to equipment, justification for use, and usage conditions. The head of the laboratory annually submits to the Vice-Rector for Research a procurement plan for equipment, materials, reagents, and tools in accordance with the research direction.

5.4 The laboratory’s activities aim to train specialists with a high level of professional qualifications and knowledge that meet state educational standards, as well as to provide them with practical skills.

5.5 The laboratory ensures the organization and implementation of laboratory-based research work for students in higher and postgraduate programs in accordance with the university’s research areas.

5.6 The laboratory possesses property and equipment registered in accordance with the established procedure. Laboratories operating in the field of healthcare must be equipped according to the minimum standards for medical equipment.

5.7 The laboratory staff includes a head of the laboratory, research associates, and laboratory technicians.

5.8 The laboratory is managed by a Head of Laboratory. The Head of Laboratory reports to the Dean of the Faculty or the Director of the Research Institute (RRI) / Research Center (RIC), and depending on the nature of educational and research activities, may also report directly to the relevant Vice-Rector.

5.9 The Head of Laboratory is appointed and dismissed by order of the Rector of the University or their representative, upon the recommendation of the Dean of the Faculty or the Director of the RRI/RIC, and with the consent of the Vice-Rectors for Academic Affairs, Science, and Strategic Development.

5.10 The Head of Laboratory must meet the established qualification requirements and possess the necessary knowledge and work experience.

5.11 If laboratory staff or users fail to ensure the safekeeping of the university’s material assets entrusted to them during work, they are obliged to compensate for the damage caused in accordance with applicable legislation.

5.12 The laboratory carries out its activities based on an annual work plan. The annual plan is approved by the relevant Vice-Rector after being agreed upon with the Dean of the Faculty or

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the Director of the RRI/RIC.

5.13 To discuss the laboratory's activities and arising issues, as well as to make relevant decisions, a laboratory meeting is held once a month with the participation of its staff. In addition, production meetings are held weekly and must be duly recorded in minutes.

5.14 The Head of Laboratory bears full responsibility for the performance results of the laboratory, as well as for compliance with operational standards, work processes, and safety requirements.

5.15 During the use of laboratory facilities, students (undergraduate, master's, and doctoral students) conduct necessary experiments together with their academic supervisors.

5.16 Equipment purchased under completed university projects is included in the laboratory's balance sheet and made available for shared use.

5.17 In the course of their duties, the Head of Laboratory prepares semi-annual and annual reports on the implementation of the annual work plan and submits them to the Scientific Committee.

## 6. TYPES OF LABORATORIES

6.1 Within the structure of the university, laboratories are classified according to their functional purpose into the following two types:

6.1.1 Scientific and production laboratories (hereinafter – SPL);

6.1.2 Educational and practical laboratories (hereinafter – EPL).

6.2 Scientific and production laboratories (SPL):

SPL are intended for conducting scientific research, analytical, and experimental work within the framework of the university's research projects, contractual agreements, and production needs.

SPL operate on the principles of the Center for Collective Use (hereinafter – CCU) under the university and ensure equal access for several research institutes, faculties, and structural divisions of the university, as well as for external paying clients.

The CCU is a structural subdivision of the university, managed by a head appointed by order of the university rector.

The purpose of the CCU is to improve the efficiency of scientific research, ensure the rational use of equipment, and promote scientific cooperation within the university and with external organizations.

The CCU operates in accordance with this Regulation, the University Charter, internal normative documents, and the current legislation of the Republic of Kazakhstan.

6.2.1 The following main and additional activities are carried out on the basis of the scientific and production laboratories (SPL):

- implementation of research projects funded by public and private sources (grant-based, program-targeted, international projects, etc.);

- conducting paid research, design, and analytical work under contractual agreements;

- implementation of scientific and technical cooperation with industrial enterprises, including technology transfer, production testing, and joint projects;

- providing access for internal and external users to laboratory equipment through the collective use system;

- training of scientific personnel, including providing opportunities for master's and doctoral students to undergo practical training and conduct laboratory research;

- preparation of scientific results for commercialization, development of initial prototypes and pilot product samples;

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- monitoring the metrological and technical condition of laboratory equipment, organizing its calibration and maintenance;
- conducting training and internal monitoring to ensure compliance with safety, occupational health, and biological safety requirements;
- preparation of proposals for updating the material and technical base of the scientific and production laboratory;
- participation in internal initiatives aimed at developing the university's scientific and innovation ecosystem (for example, acceleration programs, startup project support, etc.).

### 6.3 Educational and practical laboratories (EPL):

- EPL are intended for conducting laboratory and practical classes for students within the academic curricula implemented under the university's educational programs.
- EPL operate as part of faculties and departments and are considered an integral part of specific academic disciplines.

The following activities are carried out in EPL:

- conducting laboratory classes and educational practice;
- carrying out educational and research projects;
- developing students' professional competencies.

## 7. STRUCTURE OF THE LABORATORY

7.1 The structure of the laboratory and its staffing schedule shall be approved by the Rector of the University and the Representative of the Rector based on a proposal from the Dean of the Faculty or the Director of the RDI/SRC, in accordance with the standards established by labor legislation.

7.2 The laboratory staff may include the following specialists:

- Head of Laboratory;
- Senior and Junior Researcher;
- Laboratory Assistant;
- Chief Researcher;
- Leading Researcher.

7.3 The material and technical base of the laboratory consists of the equipment, instruments, and premises (buildings) provided for its use. A standard of equipment must be approved for each laboratory.

7.4 Laboratory staff organizes and carry out research and development (R&D) activities in accordance with their job descriptions, as well as with the functions and responsibilities assigned to the laboratory.

### 7.5 Scientific and Production Laboratories (SPL):

SPLs are part of the Shared-Use Center (SCC). For managing their activities, in coordination with the Vice-Rector for Science and Strategic Development and by order of the University Rector, a Head or Manager of the Laboratory shall be appointed according to the field of its activity.

7.5.1 The Head or Manager of the Laboratory performs the following duties as agreed with and on behalf of the Head of the SCC:

- determines the strategic direction of the scientific and production activities of the laboratory and coordinates its implementation;
- organizes the work of laboratory staff, distributes duties, and monitors their performance;
- approves the internal work schedule of the laboratory, access procedures, and safety requirements;

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- organizes and coordinates the implementation of scientific projects within state grants, contractual research, and orders;
- initiates and ensures the execution of contracts with internal and external clients;
- ensures the safety of laboratory equipment and materials, timely maintenance, and efficient utilization;
- supervises compliance with occupational health, safety, and biological safety standards by staff;
- submits the required scientific, financial, and administrative reports to the relevant structural units within established deadlines;
- prepares proposals for improving the laboratory's operations and initiates the development of its material and technical base;
- involves young scientists, master's, and doctoral students in research activities and participates in the training of research personnel;
- when necessary, coordinates the activities of external specialists (consultants, experts) engaged in the laboratory's work;
- develops internal regulatory documents related to the laboratory's activities (regulations, job descriptions, access procedures, safety instructions, etc.), coordinates them, and ensures their approval through the relevant university structures.

7.5.2 General coordination and supervision of the activities of Scientific and Production Laboratories (SPL) fall within the direct competence of the University's Vice-Rector for Science and Strategic Development.

7.5.3 The work of SPLs is carried out in close cooperation with the University's Department of Science in organizing and developing research activities. In cases where research and analytical work is conducted on a paid basis, interaction with the Office of Commercialization, Legal Department, and Accounting Office shall be ensured regarding contractual and financial matters.

7.5.4 To promote inter-laboratory cooperation, ensure methodological consistency, and make strategic decisions, the University Rector may, if necessary, establish a Council of Laboratories or a Coordination Commission. The composition, powers, and operating procedures of this council or commission shall be regulated by internal normative acts.

#### 7.6 Training and Educational Laboratories (TEL):

7.6.1 To manage TEL activities, an authorized person (Head of Laboratory) shall be appointed according to the direction of the laboratory based on a proposal by the Dean of the Faculty, with the consent of the University's Vice-Rector for Academic Affairs, and by order of the University Rector.

7.6.2 The activities of TELs are under the direct supervision of the corresponding Dean of the Faculty or the Head of the Department.

7.6.3 The responsible person must ensure the conduct of laboratory classes in accordance with the educational process, as well as the technical serviceability and safety of equipment.

7.6.4 Internal documentation related to the activities of TELs (work schedule, equipment usage procedures, safety instructions, etc.) shall be approved by the Department and implemented with the consent of the Dean of the Faculty.

### 8. PROCEDURE FOR USE AND ACCESSIBILITY

#### 8.1 Procedure for the use of Scientific and Production Laboratories (SPL):

- SPLs are available to all internal structural units of the University (faculties, departments, research institutes, centers) for the implementation of research projects, as well as to external

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clients.

- Permission for use is granted on the basis of a written application and a work plan submitted to the Head of the Laboratory or an authorized person.
- The procedure for using SPLs is regulated by internal rules and a work schedule approved at the laboratory. These documents specify access times, equipment reservation procedures, responsible staff, and safety requirements.
- The cost of paid scientific, analytical, and production services provided through SPLs is formed on a market basis, agreed upon with the relevant structural divisions of the University, and approved in the prescribed manner.
- Services for external organizations and private clients are provided under a business contract.
- The contract must specify: the type and technical characteristics of the services; terms and scope of work; payment procedure and amount; rights and obligations of the parties; liability and dispute resolution procedures.
- The SPL user must strictly comply with laboratory regulations and safety requirements. In the event of damage to laboratory equipment, the user bears full financial responsibility.
- If necessary, based on the results of laboratory work, the client is provided with a technical report, protocol, or analysis statement.

#### 8.2 Procedure for the use of Training and Educational Laboratories (TEL):

- TELs are intended exclusively for the educational process and may not be used for external orders.
- They are used only during the hours established by the class schedule.
- Responsibility for the operation of laboratory equipment, compliance with safety regulations by students, and discipline during classes lies with the responsible person and the department instructor.

#### 8.3 Safety and Responsibility for Equipment:

- All individuals using the Scientific and Production Laboratories (research staff, faculty members, master's and doctoral students, external clients) must undergo safety training on occupational health, fire safety, and general safety procedures, with mandatory registration of their signature in a special logbook.
- Laboratory equipment may be used only under the direct supervision of a laboratory assistant or the person responsible for the laboratory. Unauthorized activation, replacement, or repair of equipment is strictly prohibited.
- The technical condition of the equipment is checked before and after use, with corresponding entries made in a special logbook.
- All operations and activities carried out during laboratory work (experiments, tests, measurement results) must be recorded in logbooks, test protocols, analytical reports, and other internal documents.
- Any violations of safety requirements, damage to equipment, or emergency situations must be reported immediately in writing to the Head of the Laboratory and the relevant structural division.
- In the event of damage or malfunction of the equipment caused by the user, the user bears full financial responsibility.
- Removal of equipment, its transfer to third parties, or use for other purposes without the written permission of the Head of the Laboratory is not permitted.
- All internal procedures and rules related to safety must be followed in accordance with the approved regulatory documents of the University.

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## 9. FINANCIAL AND ECONOMIC ACTIVITIES

9.1 Use of income generated by the activities of Scientific and Production Laboratories (SPL):

9.1.1 Income obtained from the activities of SPLs, including paid research, analytical services, and technological testing, is used in accordance with the university's internal financial and accounting regulations.

9.1.2 The received funds are primarily allocated to cover the laboratory's direct expenses, including:

- purchase of reagents and consumables;
- payment for laboratory utilities;
- repair and maintenance of equipment;
- remuneration of employees and compensation for additional work;
- renewal and development of the laboratory infrastructure.

9.1.3 The remaining funds are directed toward the development of the research base, acquisition of modern equipment, and improvement of laboratory staff qualifications.

### 9.2. Procedure for managing contractual activities

All paid services provided by SPLs, including laboratory analyses and joint research projects, must be formalized through commercial contracts in accordance with established procedures.

All contracts undergo review and registration by the university's legal department, and the original documents (letters, orders, acts, etc.) are stored in the university's accounting office.

For each stage of service provision, financial and reporting documents (contract, technical assignment, act, invoice, analysis results) must be prepared and registered as required.

The head of the SPL is obliged to submit a report on the targeted use of received funds.

### 9.3. Financing of Educational and Practical Laboratories (EPL)

The needs of EPLs (reagents, equipment, repairs, teaching materials, etc.) are financed from the university's budget, faculty funds, or under the state educational order.

Additional equipment and materials may be funded through sponsorships or partner organizations.

The responsible department prepares an annual budget estimate of the EPL's expenses and needs, approves it with the faculty administration, and submits it for consideration to the university administration.

## 10. SAFETY AND CONTROL

10.1 Risk management in laboratory operations is an essential component of ensuring workplace safety.

10.2 The following types of risks are considered in the laboratory:

- compliance with safety measures when working with infectious agents and biological materials (biological risks);
- compliance with specific safety rules when handling chemical reagents, toxic, and reactive substances (chemical risks);
- compliance with bioethical norms and requirements in research involving humans and animals (ethical risks).

10.3 Risk management is carried out through internal safety audits and inspections, implementation of risk identification and assessment systems, personnel training and briefings, as well as interaction with the bioethics committee.

10.4 Compliance with safety requirements in laboratories:

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- In scientific-production and educational laboratories, compliance with occupational safety, fire safety, sanitary-hygienic, and environmental regulations in accordance with the legislation of the Republic of Kazakhstan is mandatory.

- All laboratory personnel and users (master's students, doctoral students, researchers, external clients) must undergo safety instruction and be registered in a special logbook before starting work.

- All substances used in the laboratory (reagents, samples, equipment) must meet technical specifications, safety standards, and be stored under proper conditions.

- In case of a hazardous situation or an emergency incident, laboratory operations must be immediately suspended, and the responsible person must notify the university administration and relevant departments both verbally and in writing.

#### 10.5 Procedures for control and reporting:

- Laboratory processes and the use of equipment must be systematically documented and recorded. The mandatory documents include:

- Laboratory journal – records of performed work, tests, experiments, and applied methods;
- Equipment usage log – specifies who used the instruments, when, and for what purpose;
- Entry and exit log – registers individuals entering and leaving the laboratory, as well as materials and samples (reagents) brought in, taken out, or used;

- Reports on technical malfunctions or incidents – completed when necessary.

- A responsible person is appointed to maintain the above documents and regularly submit reports to the university's internal audit and control departments.

- The university's internal control structures (occupational safety department, audit department, financial control service, Center for Strategic Development, Rating, and Quality) have the right to conduct scheduled and unscheduled inspections to verify compliance of laboratory activities with safety and reporting requirements.

- All laboratories and laboratory equipment included in the Shared Use Center (SUC) are registered in the electronic management system e-Labs, which provides centralized accounting and monitoring of their use.

### 11. FINAL PROVISIONS AND PROCEDURE FOR MAKING AMENDMENTS

11.1 This Regulation is the main normative document defining the procedure for organizing, managing, ensuring safety, financing, and using the activities of scientific-production and educational-practical laboratories.

11.2 The Regulation is reviewed at a meeting of the University Senate, approved by its decision, and enters into force upon approval.

11.3 Control over the implementation of this Regulation is assigned to the Vice-Rector for Science and Strategic Development and the Vice-Rector for Academic Affairs of the University.

11.4 The management of this Regulation and the introduction of amendments to it are carried out in accordance with the document QP HKTU-4.2.3-2009.

11.5 All changes made to the Quality Management System (QMS) document must be recorded in the "Change Registration Sheet".

### 12. APPROVAL, STORAGE, AND DISTRIBUTION

12.1 The discussion and approval of this University Regulation are carried out at a meeting of the University Senate and formalized by minutes, on the basis of which a decision is made on approval, amendments, and additions (Minutes of the University Senate meeting dated "25" 06 2025, № 11).

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12.2 Responsibility for the storage, reproduction, and distribution of the working copy of this University Regulation to users is assigned to the Directors of the Department of Science. Working versions of this Regulation are sent to faculty deans, directors of research institutes/centers, deputy deans for research, and heads of departments via e-mail.

12.3 The control copy of this University Regulation is transferred for safekeeping to the Strategic Development, Ranking, and Quality Assurance Center (SDQAC).

**APPROVED BY:**

Vice-Rector for Science and Strategic Development



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Vice-Rector for Academic Affairs



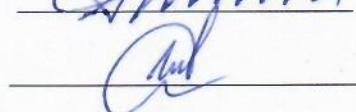
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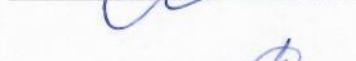
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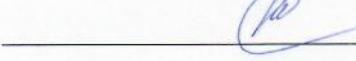
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