

Approved by the President's Cabinet

«__» _____ 2024

KIMEP UNIVERSITY
Support Services Division
Parking Policy

1. Purpose

In order to ensure proper and convenient parking, KIMEP University has determined rules and regulations to govern the driving and parking of motor vehicles by faculty, staff, students, visitors and guests on University property. The purpose of this document is to stipulate the parking requirements, regulations and enforcement measures applied to all KIMEP University students, faculty, staff, visitors and guests.

2. General

All members of the University community including students, faculty, staff, visitors and guests are required to park in places which are allocated for parking on campus. The following regulations have been developed to facilitate the safe and orderly flow of traffic, to permit access for emergency vehicles, and to promote pedestrian, cyclist, and vehicular safety.

3. Rights and Responsibilities

KIMEP University reserves the right to modify parking rules or regulations as needed, to change the allocation of parking spaces when necessary, and to make exceptions if appropriate. The KIMEP University may, on occasion, need to close a parking area or roadway for a special event, safety reasons or repair. The campus community will be informed when changes occur. KIMEP University also has the authority to immobilize, or tow, at the owner's expense, any vehicle that is in violation of the established rules and regulations. In addition, the University may relocate a vehicle if necessary after there is no response to a request to move the vehicle.

4. Parking Regulations

- 4.1. No vehicles parking on KIMEP University property are exempt from the parking policy.
- 4.2. Parking passes shall be valid from Mondays through Sundays, from 8:00 am until 10:00 pm.
- 4.3. Parking permits are required at all times, 24 hours per day/7 days a week, to park in a specifically designated parking lot. Such parking areas include the student parking lot, Plant building area, Publishing building area, Library building area and VIP parking lot near the Dostyk building. **Only, these five parking places allow vehicle parking.**
- 4.4. Parking permits are to be displayed on a vehicle dashboard or attached to the rearview mirror when the vehicle is left in the university parking space.
- 4.5. Vehicles are to be parked in the parking areas specifically dedicated to each group (i.e. faculty, staff, students, visitors, and guests). The area in which a vehicle is allowed to park is to be indicated on the parking permit pass.
- 4.6. When parking the vehicle should be parallel to the lines indicating the parking lot. One vehicle may occupy only one parking lot. Incorrect parking of another vehicle shall not justify occupying more than one parking space.
- 4.7. Vehicles may not be double-parked or parked in any position which prevents other vehicles from accessing or leaving a parking space and/or loading area
- 4.8. Vehicles cannot be parked on crosswalks, sidewalks or blocking curb cuts for crosswalks.
- 4.9. Vehicles cannot be parked in posted "no parking zones" and/or fire lanes. Vehicles may not impede traffic.
- 4.10. Persons wishing to park a vehicle overnight or for extended periods must obtain authorization and register the vehicle's details at the Support Service Division office.
- 4.11. KIMEP University does not guarantee access to a parking space.
- 4.12. Parking on campus is entirely at the owner's risk. The University accepts no responsibility for any theft of vehicles, or any loss from or damage to vehicles parked on campus.
- 4.13. Parking permits are provided according to the availability of parking places.
- 4.14. A parking permit for a visitor is issued upon request by the faculty or staff member submitted to the Support Service Division and informing of campus security. The request is submitted in advance with the indication of the visitor's name, car model, and license plate

number. The visitor's parking permit is issued on a one-time basis and cannot be used multiple times.

4.15. Parking permit for VIP parking is permitted by the President or the Provost and General Deputy to the President.

5. Traffic Regulations

5.1. The speed limit on all University roads and parking facilities is 5 km/h.

5.2. Pedestrians are afforded right-of-way in all University roads.

6. Handicap Parking Regulations

6.1. Any vehicle displaying a valid handicap permit may park in any faculty/staff or student parking space at the University.

6.2. Vehicles must display a valid handicap permit at all times when parked in a handicap parking space.

7. Parking Permit Eligibility

Faculty and staff must purchase a faculty and staff parking permit. Students must purchase a student parking permit. If an individual is both a student and faculty/staff member, their full-time status determines which permit they may purchase. If an individual is a part-time student as well as a part-time staff, the individual must purchase a student permit. The detailed procedure for receiving the parking passes is an appendix to this Policy. In case of unavailability of parking lots, the Support Services Division may refuse to allocate a parking lot on campus.

8. Parking Fee

The fee is equally applied to all KIMEP University students, faculty, staff, residents and vendors.

Parking Permit Type	in KZT
Monthly fee	7,500
Semiannual fee	43,000
Yearly fee	83,000

Note: Any exception to the parking fee can be made by the President and by the Provost and General Deputy to the President.

9. Students

9.1. Students are those who are attending the University on a course of study whether full-time or part-time.

9.2. All students need to purchase and display valid a parking permit. A permit is to be displayed to the security upon entering the territory of the university and left on the dashboard of the vehicle in such a way that it can be viewed from the outside of the vehicle or left hanging from a rearview mirror at all times when the vehicle is on campus.

9.3. Payment for parking permits is made at the cashier's office and the parking permits are received from the Support Services Division located at the Plant building upon providing parking payment checks.

9.4. Students may only park in designated student parking lots. The designated area for parking is to be indicated on the student parking permit.

9.5. Please note: students' permits are non-refundable without exception and are only valid for one vehicle. Lost permits can be replaced for a 1000 KZT administrative fee.

9.6. A student is not allowed to transfer a right to use a given parking lot to another student.

9.7 A specifically color-coded parking permit is provided to a student according to the period for which the permit is obtained. The attribution of the permit goes as follows:

- Student who obtains an annual parking permit are to receive an Orange parking pass
- Student who obtains a six-month parking permit are to receive a Purple parking pass
- Student who obtains a monthly parking permit are to receive a Brown parking pass

10. Faculty and Staff

10.1. Faculty and Staff are those paid directly by KIMEP University to work on behalf or for the University and have a contract agreement with the university. Faculty and Staff are those paid directly by KIMEP University to work on behalf or for the University and have a contract agreement with the university.

10.2 All Faculty and Staff who wish to use campus parking need to purchase and display valid parking permits. A permit is to be displayed to the security upon entering the territory of the university and left on the dashboard of the vehicle in such a way that it can be viewed from the outside of the vehicle or left hanging from a rearview mirror at all times when the vehicle is on campus.

10.3. Payment for the parking pass shall be made to the cashier's office; the pass itself shall be issued by SSD in the Plant Building, after submitting the payment receipt. Faculty and staff members may use salary deductions to pay for parking – in such case they need to make a written request to the Accounting Office. In this case, to receive a pass it is necessary to submit a copy of the request signed by the accounting office to SSD.

10.4. Faculty or staff member is not allowed to transfer a right to use a given parking lot to a student.

10.5. Faculty and Staff have access to all car parks with the exception of Student parking lot and VIP parking at Dostyk Building, any exception must be approved by the President or by the Provost and General Deputy to the President.

10.6 A specifically color-coded parking permit is provided to staff/faculty members according to the period for which the permit is obtained. The attribution of the permit goes as follows:

- Staff/faculty member who obtains an annual parking permit are to receive a Blue parking pass
- Staff/faculty member who obtains a six-month parking permit are to receive a Green parking pass
- Staff/faculty member who obtains a monthly parking permit are to receive a Gray parking pass

11. Residents

11.1. Residents owning apartments at the Faculty House and using vehicles to approach their living place through the university campus must fully comply with the parking policy of KIMEP University.

11.2. Residents apply for a parking permit to the Support Service Division. The permit shall be issued for residents free of charge.

11.3. Residents have access to all car parks with the exception of Student parking lot and VIP parking at the Dostyk Building, any exception must be approved by the President or by the Provost and General Deputy to the President.

11.4. Residents owning apartment at the Faculty House are to receive a Pink parking permit that is to be displayed on the dashboard of the vehicle in such a way that it can be viewed from the outside of the vehicle or left hanging from a rearview mirror at all times when the vehicle is on campus.

12. Visitors

12.1. KIMEP University staff are able to pre-book their business visitors into reserved spaces in the car park. To do so staff must inform Support Services Division in writing in advance the information about the visitor, particularly the name of the guest(s), car model, and license plate number.

12.2 Visitors are given a parking permit in the form of a Yellow Visitor Card at the vehicle entrance at Valikhanov Security Gate when entering campus. The permit is to be displayed on a vehicle dashboard or hanging from a rearview mirror at all times when the vehicle is on campus. The permit is provided on a one-time basis and cannot be used multiple times. Visitors can park their vehicles in the staff and faculty parking area.

12.3. Visitors assisting students to move in/out of their accommodation should report to the vehicle entrance post on Valikhanov Street where they will be provided with a temporary loading pass

13. Contractors/Deliveries

13.1. Contractors are persons who are paid to work at campus by the university or a third party. Contractors who work at KIMEP campus locations on a regular basis are required to obtain a contractor parking permit by contacting the Support Services Division.

13.2. Delivery vehicles and contractors are required to obtain access to car parks by reporting to the Support Services Division, registering their company name and where they are making the delivery. All work agreements and contracts must be provided in order to get a contractor's parking permit.

13.3. For delivery of goods and equipment a grace period of 30 minutes will be provided for unloading. If vehicles are making deliveries and are required to park within restricted areas for longer periods please contact the Support Services Division for assistance.

13.4. Contractors/deliveries are provided with a Red parking permit at the vehicle entrance at Valikhanov Security Gate when entering campus. The permit is to be displayed on a vehicle dashboard or hanging from a rearview mirror at all times when the vehicle is on campus. The permit can be provided for multiple uses based on the contractual agreement that the contractors/deliveries have concluded with KIMEP University. Visitors can park their vehicles in the staff and faculty parking area.

14. Enforcement

14.1. Parking Enforcement operations within University managed car parks are undertaken in accordance with current policy.

14.2. The University reserves the right to issue a parking violation notice or to take whatever steps it sees fit to address any vehicle that is parked in contravention of the KIMEP University parking policy and/or is believed to be abandoned and/or is deemed to be causing obstruction, nuisance and/or danger.

14.3. Vehicles will be deemed to have infringed parking policy if they are:

- Not parked in a designated and allowed parking lot
- Not displaying a valid parking permit on the vehicle dashboard or hanging from the rearview mirror
- A student vehicle parked in a car park marked for restricted use
- Parked overnight without authorization
- Parked in a hatched area, loading bay, or on a verge, footpath

- Parked causing obstruction to University property or another user's vehicle
- Parking within a time-restricted area for greater than the allowed time limit

14.4. If a policy is infringed first time, the vehicle will receive a written caution. In the case of second policy infringement, the case shall be sent for consideration by the appropriate units. If the infringement is made by the student, the case is referred to the Student Affairs Office; if by a faculty member – to the VPAA office; if by a staff member – to the PGDP office; if by third parties – to the unit requesting a pass for such third parties. The second infringement of the policy may lead to the loss of the privilege to obtain a parking permit.

Alla Zaikina



Date: 02.05.2023

Timothy Barnett, PGDP



Date: 2/6/24

Damian Riviez, VPAA



Date: 2/5/24

Yuriy Fidirko, VPF



Date: 2/5/23

Chan Young Bang, President



Date: 2/10/24