
ANTI-CORRUPTION STANDARD

Karaganda

1 Scope

1.1 This Anti-corruption Standard (hereinafter referred to as the Standard) of the Non-Commercial Joint Stock Company "Karaganda Technical University" (hereinafter referred to as the University) is used in the activities of the University in exercising the functions and implementing the rights and legitimate interests of citizens, the University and its employees.

1.2 Compliance with the provisions and requirements of the Standard is mandatory for structural units, officials, all employees and students of the University.

1.3 Measures and methods of prevention, detection and suppression of corruption at the University provided for in the Standard are not exhaustive.

1.4 Failure to comply with the requirements of the Standard can serve as the basis for bringing an employee, a student to disciplinary responsibility within the limits established by the legislation of the Republic of Kazakhstan, and in some cases can entail measures of civil and criminal prosecution.

1.5 Control over the Standard observance by employees and students of the University is performed by the compliance officer of the University, deans of faculties and heads of structural divisions.

2 Regulatory references

In this Standard there are used references to the following regulatory documents:
MS ISO 9000:2015 Quality Management System. Basic Provisions and Glossary.
MS ISO 9001:2016 Quality Management System. Requirements.

3 Terms, definitions, and abbreviations

This Standard contains terms, definitions and abbreviations in accordance with MS ISO 9000: 2015 Quality Management System. Basic Provisions and Glossary, in addition to them the following terms and their definitions are established:

AMP - administrative and management personnel;

DAW - department of administrative work;

DP - documented procedure;

Duplication - presentation of the same work within the framework of different assessment and requirements, including an attempt to present it as one's own, in part or in full, any work that was previously assessed in another course without the prior permission of the teaching staff, even if the student is its author;

KTU - Karaganda Technical University;

Confidential information - any information including proprietary information, which has an actual or potential commercial value due to its being unknown to the third parties, access to it is legally restricted and the owner of the information takes measures to protect its confidentiality. Information that is confidential is determined by current legislation, internal documents of the University;

Conflict of interest - a situation in which the personal interest of an employee or

official of the University affects or can affect the impartial performance of his duties;

Compliance risks - risks of non-compliance with the requirements of the legislation of the Republic of Kazakhstan or internal documents of the University;

Corporate culture - University-specific values, principles, norms of behavior and attitudes;

Corruption - the illegal use by persons holding a responsible public position, persons authorized to perform public functions, persons equated to persons authorized to perform public functions, officials of their official powers and related opportunities in order to obtain or extract personally or through intermediaries of property (non-property) benefits and advantages for oneself or third parties, as well as bribery of these persons by providing benefits and advantages;

Personal benefit - the opportunity to receive income in the form of money, other property, including property rights, property services, or any benefits (advantages) both for the employee himself and for his family members, close relatives and / or other persons with which the employee's personal interest is associated, as well as for legal entities (firms) with which the employee may be related;

PD - personnel department of the University;

Plagiarism - intentional or careless, full or partial illegal use, appropriation or disposal of the protected results of someone else's work, the results of academic, scientific, research, journalistic and analytical activities, which is accompanied by bringing to other persons false information about oneself as a real author;

Gift - gratuitous transfer of a thing or property right (claim) to the donor or a third party, or release from property obligations to the donor or third parties;

Teaching staff – the faculty;

Corruption prevention - the activities of anti-corruption actors to study, identify, limit and eliminate the causes and conditions conducive to the commission of corruption offenses by developing and implementing a system of preventive measures;

QMR - quality management representative;

Anti-corruption actions - the activities of anti-corruption actors within their powers to prevent corruption, including the formation of an anti-corruption culture in society, identify and eliminate the causes and conditions conducive to the commission of corruption offenses, as well as to identify, suppress, disclose and investigate corruption offenses, and elimination of their consequences;

Employee, employee - a person who has an employment relationship with the University and directly performs work under an employment contract;

RK - Republic of Kazakhstan;

QMS - quality management system;

Collusion - a mutual agreement between the subjects of the educational process on the performance of any academic work subject to verification and assessment for another student;

Concealment - suppression and concealment of information of unfair presentation of fictitious information in an academic product; substitution of data and results of research and experiments; presentation of false information obtained during the

research;

Cheating - unfair behavior of a student or employee implying copying someone else's intellectual product;

ST - standard;

RK ST - standard of the Republic of Kazakhstan;

TEP - training and educational personnel;

Falsification - falsifying academic records or other documents; data (observations during a scientific experiment, fake records, survey results); signatures in academic work; deliberately forging or damaging academic work.

LD - legal department.

4 Liability and powers

4.1 This Standard is approved by the Chairman of the Academic Council, Rector of the University.

4.2 Responsibility for the content, structure and form of the approved Standard lies on the Compliance officer. Decision of the final edition of the Standard is made by the QMR.

5 General provisions

5.1 This Standard is developed in accordance with Article 10 of the Law of the Republic of Kazakhstan "On Combating Corruption" and is a system of prohibitions, restrictions and permissions in all the areas of the University activities.

5.2 The purpose of the Standard is to ensure openness and transparency at the University, to prevent corruption, to increase legal literacy and zero tolerance for manifestations of corruption in the activities of the University, its employees and management.

5.3 The objectives of the Standard are as follows:

- developing sustainable anti-corruption behavior and responsibility of the administration, faculty and staff of the University in implementing functional duties;
- timely detecting of corruption manifestations and preventing their negative consequences;
- developing anti-corruption culture among the employees of the University;
- increasing the efficiency of the University.

6 Principles of the Standard

6.1. Principle of information openness (reliability of information, timeliness of publication)

The University has ensured availability of information of the education institution, teachers and employees in accordance with the requirements of the current legislation, regulations of the Republic of Kazakhstan and internal documents of the University:

- 1) on the official website;
- 2) publication of open data in the media;
- 3) processing applications from citizens and public organizations, as well as responding to these applications;
- 4) work of public councils;
- 5) independent anti-corruption expertise and public monitoring of law enforcement;
- 6) adoption of the activity plan and the annual public declaration of goals and objectives, their public discussion and expert support;
- 7) public reporting of the results of activities;
- 8) ensuring the clarity of plans, decisions, programs, policies and regulations (clarification of their need and planned results);
- 9) informing all the members (teachers, employees, students): publication of news, socially significant information, photo and video reports;
- 10) involvement of all the members (teachers, employees, students): organizing discussions, collecting proposals, opinions and comments on documents and initiatives of the department, published reports, anti-corruption measures, etc .;
- 11) ensuring the personnel protection who informed of the integrity violations.

In order to ensure the safety of official, commercial and other information protected by law, the University undertakes not to disclose confidential information, as well as to use methods and means of information protection permitted by law. In exercising the rights of interested parties to information, and providing prompt and accessible information, the University uses the appropriate notification methods:

- 1) disclosure of information with the help of news agencies and the media;
- 2) delivery of information through publications on the official website of the University;
- 3) informing at press conferences, public speeches and personal meetings with interested parties;
- 4) other methods provided by the legislation of the Republic of Kazakhstan.

6.2. Principle of accessibility and clarity (of plans, programs, policies)

The goals, objectives, plans and results of the University activities are presented in a simple and understandable form.

To maximize the highlighting and clarification of practically important provisions (initiatives, documents), when preparing explanations, infographics, presentation materials, video and audio recordings, animation materials, smart maps, etc. are used. Regardless of the form of the explanations, the target audience of their users is clearly defined.

To achieve the effect of implementing the "accessibility and clarity" mechanism, the following communication channels are used:

- 1) mass unaddressed communications: the official website of the University, television, press, outdoor advertising, social networks;
- 2) targeted communications involving the impact on individual reference groups. There are organized public discussions of projects, plans, decisions, programs,

policies.

6.3. Principle of the civil community involvement

The University has created favorable conditions for the development of civic engagement (student activity) in society through various forms, including through such as volunteering and charity.

The Department of Youth Policy has organized a large-scale and systematic work to stimulate the development of many student initiatives that affect all the spheres of public life.

Student self-government is represented by the Zhas Orda Youth Association, which includes the Akniet youth charitable organization, the Presidential Scholarship Council, the Sanaly Urpak student club, student councils of hostels, student centers of culture and sports, of educational projects, of working with partners, a media center.

Public organizations of the University are actively working, one of them is the Ethics Council, which was formed to consider disciplinary cases of employees and students of the University for violations in the educational sphere, internal regulations, ethical requirements and principles of integrity.

6.4. Principle of accountability (developing mechanisms of public control)

To increase transparency in the decision-making process in the management of the University, the participation of representatives of the teaching staff and the student community in the collegial bodies of the University is ensured: the Academic Council, the Ethics Council, the Anti-corruption Commission, etc. Annually, at an expanded meeting of the Academic Council, the report of the Chairman of the Board - Rector of the University of the activities of the University to the staff and the public is heard. The Compliance Control and Quality Assurance Commission carry anti-corruption monitoring of internal (local) documents.

7 Liability/Corporate management (panel decision making, public and student participation in decision making)

7.1 In this Standard, corporate management is considered as a means of increasing the efficiency of the University, in order to ensure transparency and accountability, to strengthen its reputation and to develop a transparent management system for all processes.

Corporate management at the University is based on fairness, honesty, responsibility, transparency, professionalism and competence.

The corporate management structure is based on respect for the rights and interests of all persons interested in the activities of the University and contributes to the successful activities of the University, including the growth of its value, support for financial stability and instilling a clear civic position for students and employees to develop zero tolerance for dishonesty and corruption.

7.2 In order to develop the corporate culture at the University, to ensure transparency and accountability, to strengthen the reputation and to develop a transparent management system for all processes, the Rules of Ethics, the Code of

Honor for students, master and doctoral students, the Code of Academic Integrity of the teaching staff and employees of the University, Policy and goals in the field of quality have been developed, as well as other internal regulatory documents of the University.

7.3 7.3. Collegial bodies have been formed for:

- resolving the issues of distribution and proper use of budgetary funds: the Board of Directors;
- the recruitment of teaching staff and administrative and management personnel the Competition Commission.

In order to ensure openness and transparency of the decisions taken, collegial bodies ensured the presence of representatives of the public and the use of video recording means.

7.4. Members of the collegial bodies are responsible for:

- 1) unfair performance of the duties assigned to them, to the greatest extent reflecting the interests of the University;
- 2) using the property of the University for personal purposes;
- 3) non-observance of confidentiality of information of the activities of the University including this within three years from the date of terminating the work at the University;
- 4) biased judgments on corporate issues;
- 5) actions that exceed the authority, and the use of authority only for the purposes for which they were granted;
- 6) actions that can provoke a conflict of interests with the University employees and with other interested persons;
- 7) improper fulfillment of powers and functions;
- 8) actions that do not comply with the norms of the RK laws, the Charter and internal documents of the University.

7.5. The activities of collegial bodies are regulated by the Regulations with a clear delineation of the list of issues considered by this body.

7.6. Members of collegial bodies are obliged to know their functional duties, rights and responsibility for the decisions made.

7.7. Demonstration of readiness to comply with the Standard:

- documents developed at the University regulating the transparency of business processes must indicate the readiness to comply with the Standard;
- the University clearly and unequivocally emphasizes its commitment to comply with the Standard in all the regulatory and other documents of the organization, its own mass media, Internet resources, daily activities.

8 Academic integrity (honesty)

Integrity is a constant obligation of the educational process participants and education institutions to act in accordance with values and principles that exclude corruption risks and manifestations, to form and strengthen the professional environment that allows them to adhere to such behavior.

The fundamental criteria for promoting academic integrity (honesty) at the University areas follows:

1) academic integrity, which is the key value of the educational and research process;

2) compliance with the provisions of the Rules of Ethics, the Code of Honor for Students, Master's and Doctoral Students, the Code of Academic Integrity of the teaching staff and employees of the University;

3) checking for plagiarism of all types of written work of students. The rules and procedure for checking for plagiarism are determined by the Anti-plagiarism procedure. This service is provided in electronic format through the UNIVER system, which allows eliminating corruption risks in the "university - student" interaction system, increasing the efficiency and promptness of resolving students' requests, significantly reducing the time to receive services;

4) responsibility of students, master and doctoral students of the University for violation of the principles and standards of academic honesty in accordance with the Code of Honor for students;

5) imposing increased requirements for students within the framework of the system of fair and objective assessment of learning outcomes;

6) providing only the best opportunities to complete their studies;

7) responsibility for the quality of personnel training confirmed by a diploma;

8) ensuring high responsibility of the teacher as a mentor instilling the principles and standards of academic honesty, mutual respect and fairness in accordance with the Code of Academic Integrity (honesty) of the teaching staff and employees of the University;

9) recognizing the promotion and protection of academic integrity as the result of the mutual efforts of all students and employees at the University;

10) conscientious fulfillment of the assigned obligations by each student and employee of the University to comply with the principles of academic integrity.

8.3. The following misconduct is recognized by this Standard as academic dishonesty: plagiarism, cheating, duplication, falsification, hiding, collusion.

9 Anti-corruption compliance (*anti-corruption culture, corporate ethics*)

9.1 *The integrity promotion is based on the following principles:*

1) continuous working at the development, implementation, support, analysis and improvement of the anti-corruption policy and management system;

2) assessing corruption risks on a systematic basis - once every six months;

3) the existence of an internal anti-corruption compliance service with appropriate responsibility and the necessary powers: the Compliance Control and Quality Assurance Commission;

4) planning, implementing, analyzing and managing the processes necessary to ensure compliance with the requirements of the anti-bribery management system;

5) introducing financial and non-financial control mechanisms to manage corruption risks;

6) implementing procedures to prevent the offer, transfer or acceptance of gifts, payment of expenses, payment of donations and other benefits;

7) implementing procedures to encourage and enable staff, in good faith or with a reasonable expectation, to report to the Compliance and Quality Assurance Commission or the University's compliance officer (either directly or through an appropriate third party) of suspected or actual bribery or any corruption violations, as well as weaknesses in the anti-bribery management system;

8) introducing financial and non-financial control mechanisms to manage corruption risks;

9) implementing procedures to prevent offer, transfer or acceptance of gifts, payment of expenses, payment of donations and other benefits;

10) implementing procedures to encourage and enable the staff, in good faith or with a reasonable expectation, to report to the Compliance and Quality Assurance Commission or the University Compliance officer (either directly or through an appropriate third party) of suspected or actual cases of bribery or any corruption. violations, as well as weaknesses in the anti-bribery management system;

11) implementing procedures to investigate and take action in relation to any case of bribery, violation of anti-bribery policy or anti-bribery management system requirements that are identified or reasonably suspected or reported;

12) assessing the results of anti-corruption activities - anti-corruption monitoring 1-2 times a year;

13) involving students in the process of management of the University to form a healthy social environment and intolerance to corruption at the University.

9.2 Anti-corruption complex realized at the University:

1) there has been introduced the position of a compliance officer responsible for anti-corruption compliance and called upon to coordinate the work at the formation of anti-corruption culture at the University;

2) there has been organized the Institute of Ethics Commissioner and Anti-corruption Officer. The main functions of the Commissioner are to collect information of non-compliance with the provisions of the anti-corruption legislation of the Republic of Kazakhstan, the Rules, the Charter, the Standard and other internal regulatory documents of the University, initiate the consideration of disputes on these violations, consult employees, officials on the provisions of anti-corruption legislation and internal regulations of the University;

3) the Anti-Corruption Commission has been formed to consider the facts of corruption at the University and violations of anti-corruption legislation;

4) the Commission on Compliance Control and Quality Assurance has been established, the main activity of which is to identify, to assess and to analyze compliance risks, to monitor the quality of educational services, to ensure control over compliance with the requirements of legislative and other regulatory legal acts, as well as the principles of integrity, pedagogical ethics and anti-corruption culture.

The Commission is constantly working at:

- developing, implementing, supporting, analyzing and improving the anti-corruption policy and management system;
 - monitoring, recognizing, preventing compliance risks, including identification and analysis of corruption-dangerous areas of the University's activities; – analysis and development of proposals to reduce compliance risks;
 - ensuring control over compliance with the requirements of legislative and other normative legal acts, as well as the principles of integrity, pedagogical ethics and anti-corruption culture; – monitoring the quality of educational services;
 - ensuring the implementation of measures aimed at preventing and resolving conflicts of interest, combating corruption, forming and adhering to the principles of integrity, pedagogical ethics and anti-corruption culture, creating an intra-university system for ensuring the quality of education;
 - considering the applications for the procurement of goods, material values, works and services from the structural divisions of the University and decides on their feasibility and the need to amend the approved public procurement plan;
- 5) there have been adopted internal anti-corruption documents of the general nature: Anti-Corruption Action Plan, Rules of Ethics, Code of Honor for Students, Master's and Doctoral Students, Code of Academic Integrity of the teaching staff and staff of the University, Policy and goals in the field of quality and other internal regulations of the University;
- 6) The Compliance Control and Quality Assurance Commission performs anti-corruption monitoring and analyzing corruption risks based on the analysis; anti-corruption measures are worked out at the University, an Anti-Corruption Action Plan is formed. The University website regularly publishes reports on its implementation;
- 7) the HR policy pursued at the University is based on the principles of meritocracy and exclusion of the development of favorable conditions for favoritism in personnel policy. The procedure of assessing and holding a competition and attestation of personnel is spelled out in the Rules for the competitive replacement of vacant positions of the teaching and research staff of the University;
- 8) a system of motivation and incentives for the University staff has been developed to improve scientific and educational activities of the University staff "Rating assessment of the activities of the teaching staff and AMP";
- 9) in order to improve the quality of education, a feedback system has been introduced, which includes a sociological study "A teacher through the eyes of students", an electronic survey of students on the topics: "Satisfaction with the quality of organization of the educational program at KTU", "Assessment of the teachers' competence in the EP", "anti-corruption at the University", "Clean session", "On studying the level of corruption in the university", etc.
- 10) the following mechanisms are used to notify about the commissioning illegal actions in the academic environment:
- on the website of the Anti-Corruption Commission, you can report the facts of corruption;
 - on the website of the University in the blog of the Chairman of the Board -

Rector of the University, there is an opportunity for reporting illegal actions in the academic environment;

– on the website of the University in the blog of the ethics ombudsman and responsible for anti-corruption activities, there is an opportunity for appeals on issues of non-compliance with anti-corruption legislation, the Charter, Standard, Ethics Rules and other internal regulations of the University;

– in the UNIVER system, questionnaires of students and teaching staff on anti-corruption issues are carried out;

– a helpline is working;

– student round tables, conferences, seminars, etc. are held on anti-corruption issues;

11) there has been introduced public reporting of the Chairman of the Board - Rector of the University to the staff and the public;

12) all educational programs of the University include the course "Fundamentals of anti-corruption culture" aimed at increasing the level of legal awareness;

13) various anti-corruption awareness-raising activities are held with participation of the absolute majority of students and teachers (forums, seminars, trainings, actions, flash mobs, book exhibitions and competitions on anti-corruption topics, etc.);

14) the transparency and accessibility of the financial and budgetary procedures of the University is ensured by publishing on the official website of the University the information of the development plan (strategic goals), priority areas of activity, financial reporting.

9.3 Prohibitions, restrictions and permissions in implementing the rights and legitimate interests of the University, a teacher, an employee and a student:

1) a teacher, an employee must be a model of decency and intelligence, morality and ethics, a principled opponent of any manifestations of corruption, indiscipline and irresponsibility;

2) a teacher, an employee should determine one of the main directions of his activities educational work with students, care for their education and culture, upbringing of true patriots of their homeland;

3) a teacher, an employee is obliged to counteract any manifestations of corruption and take measures to prevent it;

4) a teacher, an employee, by personal example in the performance of their professional duties, shows students the inadmissibility of corruption manifestations, promotes a system of moral values, obligations and requirements of conscientious behavior based on generally recognized moral principles and norms of Kazakhstani society and the state;

5) a teacher, an employee must be honest and impartial in the professional activities and assessment of their colleagues and students, be independent of their influence in the performance of official duties, suppress the facts of violation of the norms of official ethics by others, and prevent such violations on their part;

6) a teacher, an employee is obliged not to accept any material benefits, services

and other privileges related to the performance of their duties in the exercise of their official powers;

7) a teacher, an employee is obliged to avoid conflicts of interests, and if they arise, take measures to eliminate them in accordance with the legislation;

8) a teacher, an employee is obliged not to use his official position in the implementation of educational and other services in order to gain benefits for himself or for third parties;

9) a teacher, an employee is obliged to value the business reputation of the University, to refrain from participating in activities that contradict or damage the rights and legitimate interests of the University, to suppress any attempts to defame its honor and authority;

10) a teacher, an employee is obliged to prevent the unreasonable transfer of information about the personal data of employees of the University;

11) a teacher, an employee is obliged to strictly comply with the requirements of the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan "On Education", "On Science", "On State Property", anti-corruption and other legislation of the Republic of Kazakhstan;

12) a teacher, an employee is obliged to prevent the commission of misconduct and other offenses for which disciplinary, administrative or criminal liability is provided for by the laws of the Republic of Kazakhstan;

13) a teacher, an employee is obliged not to use official and other information that is not subject to official dissemination in order to obtain or extract property and non-property benefits and advantages;

14) a teacher, an employee is obliged to comply with business etiquette and the rules of official conduct in the performance of their duties, to strictly comply with the provisions of the Charter, Standard, Internal Rules, Ethics Rules, the Code of Academic Integrity of the teaching staff and employees and other internal regulatory documents of the University

9.4 Obligations of the University students:

1) to strive to become a worthy citizen of the Republic of Kazakhstan, a professional in the chosen specialty, to develop the best personality traits;

2) to respect the teacher as a person and person, while excluding any actions related to the influence of any personal, property, financial and other interests that prevent the teacher from performing his duties in good faith;

3) to treat conscientiously learning and all forms of knowledge control, considering dishonesty, negligence and dishonesty in the learning process to be unacceptable;

4) to be a model of decency, culture and morality, intolerant of manifestations of corruption and, first of all, not allowing their own corrupt behavior;

5) to comply with the generally recognized norms of ethics, morality, ethics, strictly comply with the provisions of the Code of Honor for students, undergraduates and doctoral students, the Charter, the University Internal Regulations and other

internal regulatory documents of the University;

6) to prevent commissioning misconduct and other offenses for which the laws of the Republic of Kazakhstan provide for disciplinary, administrative or criminal liability.

9.5 Obligations of the University employees in making managerial and other decisions within their competence:

1) to report to the compliance officer or immediate supervisor on the facts of corruption that have become known, on the occurrence of a conflict of interest, personal interest in the performance of official duties, on the incitement to corrupt behavior and receiving gifts;

2) not to be guided by personal and vested interests in the performance of official duties;

3) to refrain from addressing colleagues and managers with unlawful requests that violate the established order of relationships, which may affect their making an impartial office decision;

4) not to persuade and not encourage other persons to commit corruption offenses;

5) not to give gifts to colleagues, managers and other officials and not to provide unofficial services in order to receive property benefits, benefits or advantages using official powers;

6) not to use official and other information that is not subject to distribution in order to obtain or extract property and non-property benefits and advantages;

7) to refuse to be appointed to a position if it is associated with the direct subordination or control of persons who are in close family relations (parents, spouses, brothers, sisters, children);

8) to be active in combating corruption, disclosing corruption offenses;

9) to support and to demand from colleagues the observance of high legal and anti-corruption culture;

10) to inform immediately the direct supervisor in writing about doubts regarding the legality of the order received for execution;

11) to contact the higher management if the immediate manager himself is involved in a conflict of interest;

12) to take measures on the ongoing basis to eliminate the causes and conditions of a possible conflict of interests, corruption offenses and their consequences;

13) to refrain from representing or lobbying the interests of the third parties, as well as taking actions on their behalf;

14) not to use the official position to influence the activities of colleagues and students in resolving issues of an off-duty nature;

15) not to force other persons to commit corruption offenses;

16) to prevent and to suppress the facts of violation of anti-corruption legislation by subordinates and other officials;

17) to take timely comprehensive measures to resolve conflicts of interests that have arisen among colleagues in the course of the performance of their official duties;

18) to take comprehensive measures to prevent corruption;

19) to eliminate the causes and conditions conducive to the corruption offenses including those with subordinates;

20) not to permit the involvement, including subordinates and students, to perform unofficial or personal tasks.

10 Allocation of places in the hostels

10.1 The housing stock of the University is published on the official website of the University.

10.2 Accommodation at the hostels is performed in electronic online format in the following order:

1) a student submits an online application using a special link on the University website in the section "Quick links for the student" (attaches all the documents confirming the social category);

2) the program filters applications according to various criteria (the faculty, the year, the date of filing, the presence of a social category);

3) the submitted applications are considered for the presence of incorrect data, errors in filling, upon detection of which the application is sent for correction. After eliminating errors, the application is approved and sent to the Commission for the allocation of places;

4) the Commission marks the allocated space in the database indicating the data of a specific hostel, a room number. Then a referral is automatically generated and sent to the student's personal e-mail and to the hostel administrator's database (generation by the student's IIN);

5) after completing the check-in, an electronic personal file of each student is formed (in the database of the administrator and the dean of the faculty), in which all violations of the Rules of residence at the hostels are registered. Based on their results, the student can be evicted and in the next academic year the student is refused to check in.

10.3 The provision of places at the hostels for students is performed in accordance with the standard and regulations of the state service "Provision of hostels for students at universities" and the order of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 No. 66 "On approving the Rules of allocating places at the hostels of state educational organizations".

10.4 The allocation of places at the hostels is performed on the collegiate basis. In order to comply with the requirements and objectivity of consideration of students' applications for the provision of places at the hostels, by the order of the Chairman of the Board - Rector of the University, a special Commission for allocation of places at the hostels is formed, which includes deans of faculties, the head of apparatus, administrators of the hostels, a representative of student government. The chairman

of the Commission is vice-rector for educational work. The secretary is not a member of the Commission. The Commission consists of an odd number of members.

10.5 The order of allocation of places at the hostel takes into account the grounds:

1) persons with developmental disabilities, persons with disabilities and invalids from childhood, disabled children, orphans and children left without parental care, persons whose one or both parents are disabled;

2) persons from among young people left without parental care until the age of majority, persons equated in benefits and guarantees to participants and invalids of the Great Patriotic War, persons from among rural youth who enrolled in educational programs that determine the socio-economic development of the village, and also oralmans who are not citizens of the Republic of Kazakhstan;

3) students within the framework of the project "Mangilik el zhastary - industry!" ("Serpik - 2050");

4) students enrolled for the first year, possessing the sign "Altyn belgi", students who have a certificate of the winner or prize-winner of the Presidential, International and Republican Olympiad and (or) competition, as well as applicants who graduated from the organization with honors with a confirming document of education (certificate, certificate, diploma);

5) students admitted to study for the first year in accordance with the state educational order, having a high score on the basis of the UNT or CT, entrance exams in subjects or in the form of testing conducted by the organization;

6) students from among senior students who have high results in educational, scientific and social work;

7) other students of the University (including those from large families with 4 or more minor children, from families with one parent).

10.6 To ensure transparency and objectivity of the check-in process, the lists of students settled at the hostels on the basis of an electronic queue following the results of the commission meeting are posted on the official website of the University.

10.7 The data of availability of vacancies at the hostels is regularly updated in the section "Quick links for a student" on the University website.

11 Appropriate allocation of funds

11.1 Financial and budgetary procedures at the University are aimed at increasing the efficiency of the University, transparency and accessibility. Development plans, financial statements and reports on implementing the development plans are posted on the official website of the University, as well as on the portal of the information and accounting center of the Committee of State Property and Privatization of the Ministry of Finance of the Republic of Kazakhstan.

11.2 The distribution of the University financial resources is performed in accordance with the established requirements of international standards, the current legislation of the Republic of Kazakhstan and the adopted standards for staffing, wages and the purchase of goods, material values, works and services.

11.3 To eliminate corruption risks and to plan costs for purchasing goods: material values, works and services at the University, the Compliance Control and Quality Assurance Commission is empowered to consider applications for purchasing goods: material values, works and services from the structural units of the University.

The Commission is chaired by the University Compliance Officer.

The secretary is not a member of the Commission. The Commission consists of an odd number of members.

11.4 At the meeting of the Compliance Control and Quality Assurance Commission, applications for the purchase of goods: material values, works and services from the structural divisions of the University are considered, a decision is made on their feasibility and the need for inclusion in the public procurement plan.

11.5 Based on the results of the meeting, there is drawn up the Minutes. Based on the Minutes of the meeting of the Compliance Control and Quality Assurance Commission, the needed data are entered into the Development Plan of the University, an annual plan for public procurement of the University is drawn up and purchase goods, works and services is performed.

11.6 Purchasing goods: material values, works and services is performed strictly in accordance with the legislation on public procurement of the Republic of Kazakhstan.

11.7 All financial transactions performed by the University are subject to complete and accurate accounting and fixation in accordance with international standards of financial reporting, accounting and tax policy adopted at the University.

11.8 Performing financial transactions (payment documents) is approved by the Chairman of the Board - Rector of the University, agreed by the first vice-rector and chief accountant, who have the right to sign on financial and settlement documents and to perform transactions on bank accounts.

11.9 All payment orders are performed only after the signing of documents with the appropriate formalities (memo, contract, acts of work performed, certificate of compliance, invoices).

It is obligatory to have accompanying documents attached to supporting documentation.

Every month the Chairman of the Board - the Rector of the University is given a cash flow statement.

11.10 An audit of the financial activities of the University is carried out annually by independent audit organizations and a special purpose audit, in accordance with the Audit Rules.

12 Transparency of grants awarding

12.1. The University has ensured transparency in the distribution of grants within the framework of the current legislation in accordance with the principles of state policy in the field of education:

- 1) equality of rights to acquire quality education;
- 2) the priority of the development of the education system;

3) availability of education at all the levels for the population, taking into account the intellectual development, psycho-physiological and individual characteristics of each person;

4) the secular, humanistic and developmental nature of education, the priority of civil and national values, human life and health, the free development of the individual;

5) respect for human rights and freedoms;

6) stimulating the education of the individual and the development of giftedness;

7) the continuity of the educational process, ensuring the continuity of its levels;

8) the unity of training, education and development;

9) the democratic nature of education management, transparency of the education system;

10) a variety of educational organizations by forms of ownership, forms of training and education, areas of education.

12.2 The procedure of awarding vacant educational grants released in the process of obtaining higher or postgraduate education is carried out in accordance with the Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 N 58 "On approval of the Rules for awarding educational grants to pay for higher or postgraduate education with the award of a "bachelor" or "master degree".

12.3 On the website of the University in the section "Quick links for the student" the data of availability of grants released in the course of training is regularly updated.

12.4 In the case of establishing the facts of corruption, protection of the personnel who reported the facts of corruption or reasonable assumptions in the distribution of grants from pressure and repressive measures from senior officials or top management of the University is provided.

13 Admission to job (*competition, information of vacant positions*)

13.1 The University implements the Personnel Policy focused on ensuring the processes of updating and maintaining the number and quality of personnel in accordance with the needs of the University and the requirements of the current legislation of the Republic of Kazakhstan.

13.2 Labor relations between the employee and the University are regulated by the labor legislation of the Republic of Kazakhstan. The replacement of positions of scientific and pedagogical workers (teaching staff, scientific workers) is carried out on a competitive basis in accordance with the Rules of competitive replacement of positions of teaching staff and scientific workers of higher educational institutions, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated April 23, 2015 No. 230.

13.3 Competition, assessment and certification of personnel is carried out according to the principle:

1. Selecting the assessment indicators: a system of indicators that take into account the purpose of the assessment, assessment criteria, frequency of assessment.

2. Assessment of qualifications: suitability, determination of the knowledge necessary to perform this type of activity.

3. Assessment of assignments: evaluations of performance.

13.4 In order to prevent corruption and nepotism in the activities of the University in the presence of a vacant position, the University places an announcement on the competition on Internet resources, including recruiting portals, at least two weeks before the deadline for accepting documents.

13.5 The competition consists of the following stages:

1. Publication of the tender announcement;

2. Formation of the competition commission;

3. Acceptance of documents from citizens wishing to take part in the competition;

4. Consideration of applications of candidates for filling vacant positions;

5. Conducting interviews with candidates;

6. Summing up the results of the competition.

Participants of the competition and candidates, as far as they are concerned, can get acquainted with the competition documents, and also have the right to appeal the results of the competition in the manner prescribed by the legislation of the Republic of Kazakhstan.

13.6 To ensure transparency of the competition procedures there have been the following internal normative documents:

1) Qualification characteristics of the positions of the University employees in accordance with the legislation of the Republic of Kazakhstan;

2) Rules of the competitive filling of vacant positions of the teaching staff and researchers of the University, which regulate the procedure of searching, conducting a competition, evaluating and certifying the personnel;

3) Personnel policy of the University.

13.7 To exclude corruption violations when selecting the personnel there has been introduced the policy of combating corruption:

1) employment of the personnel in accordance with the anti-corruption policy in the Republic of Kazakhstan;

2) timely familiarization of the employee with the anti-corruption policy when hiring, if necessary, the employee undergoes appropriate training;

3) disciplinary measures are provided for those employees who violate the anti-corruption policy;

4) there is ensured the employees' safety expressed in the prevention of unjustified punishment, discrimination or the use of disciplinary measures (threats, isolation, demotion, preventing promotion, transfer, dismissal, intimidation and harassment).