

**Work plan of compliance officer
2022-2023 academic year**

Item No.	Description of activities	Period of execution
1.	Holding meetings of the committee, concerning compliance control and quality assurance	during a year
2.	Making employee investigations, based on complaints and other written requests, information, presented in media, about the facts of corruption and breaches, committed by students and employees of the University	during a year
3.	Anti-corruption monitoring an activity of the University	during a year
4.	Making an internal analysis of the corruption risks in the activity of the University	1 st quarter of 2023
5.	Questioning and analyzing the results of questionnaire of students and employees of the University in terms of observance of the anti-corruption laws, avoiding conflicts of interests, rules of ethics and principles of decency	during a year
6.	Publishing information about the work, performed by the compliance officer, about fight against corruption at the University and other explanatory information in social media	during a year
7.	Checking for plagiarism of the practice reports, essays, tests, term works / term projects of the bachelor's degree program and master's dissertations	
8.	Monitoring compliance risks, identifying the most significant compliance risks for the University	during a year
9.	Analysis and development of the proposals of compliance risks reduction	once a half year
10.	Compliance trainings, including activities of realization of the University's anti-corruption policy, activities of the norms knowledge improvement of employees and leaders, formation and observance of the principles of decency, pedagogical ethics and anti-corruption culture	quarterly
11.	Development and placing information about anti-corruption on the stands in the educational buildings, dormitories, on television, on the website and in the University's accounts, in social media	during a year
12.	Holding brief meetings of the leaders of divisions (deans, heads of departments) in terms of fight against corruption and observance of the rules of ethics of the University	weekly
13.	Ensuring execution of the activities, aimed at prevention, identification and resolving conflicts of interests, breaches of the legislation, fight against corruption, formation and observance of the principles of decency, pedagogical ethics and anti-corruption culture	during a year
14.	Provide training for personnel in accordance with requirements of the international anti-corruption standard ISO-37001-16 "Anti-bribery management systems"	3 ^d quarter of 2022
15.	Execution of the work of introducing the international anti-corruption standard ISO-37001-16 "Anti-bribery management systems" into the activity of the University	till the end of 2023
16.	Participation in meetings of the Ministry of Education and Science, in terms of ethics and corruption risks prevention	weekly

Item No.	Description of activities	Period of execution
17.	Supervising the student anti-corruption club “Sanaly Urpaq”, the project “School of Decency”, the center “Parassat”	during a year
18.	Cooperation with the authorized anti-corruption body, in terms of formation of the decency and anti-corruption culture at the University	during a year
19.	Supervising an internal system of the regulatory requirements introduction in the sphere of legal rules observance, when considering contractual documents, letters of agreement and other documentation, business correspondence and risk management	during a year
20.	Providing information and reports, requested by the authorized body and other departments	during a year
21.	Preparation and informing the Board of Directors and/or the Board of the University about identified corruption risks, facts, cases of troubles occurrence, a status of the risk management and internal control system, existing threats and proposals for their prevention/elimination	during a year
22.	Fulfillment of other activities within the frame of competence, according to goals and tasks of the University	during a year