

## **ANTI-CORRUPTION STANDARD**

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**Karaganda**

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## **1 Scope**

1.1 This Anti-corruption Standard (hereinafter referred to as Standard) of the Non-profit Joint-stock Company “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as University) is used in the activities of the University in performing the functions and realization of the rights and legitimate interests of citizens, University and its employees.

1.2 Compliance with the provisions and requirements of the Standard is mandatory for structural divisions, dutyholders, 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 comprehensive.

1.4 Failure to comply with the requirements of the Standard can be a reason for bringing an employee, a student to disciplinary responsibility within the limits, prescribed by the legislation of the Republic of Kazakhstan and in some cases, can result in 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 / Compliance-Service of the University, deans of the faculties and leaders of the structural divisions.

## **2 Normative references**

This Standard uses references to the following normative documents:

Standard of the Republic of Kazakhstan ISO 9000-2017 (ISO 9000:2015) “Quality Management System. General provisions and glossary”.

Documented procedure V-01 “Documented information management”.

## **3 Terms, definitions and abbreviations**

This Standard contains terms, definitions and abbreviations in accordance with the Standard of the Republic of Kazakhstan ISO 9000-2017 (ISO 9000:2015) “Quality Management System. General provisions and glossary”, in addition to them, the following terms and their definitions are established:

AMP – administrative and managerial personnel;

AWD – Administrative Work Department;

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 preliminary permission of the teaching staff, even if the student is its author;

Confidential information - any information, including official 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 an 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 interests - a situation in which the personal interest of an employee or

dutyholder of the University affects or can affect the impartial performance of his job 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 - values, principles, norms of behavior and attitudes, which are specific for the University;

Corruption - the illegal use of official powers and related opportunities by people, holding a responsible public position, the people, authorized to perform state functions, the people, equated to the people, authorized to perform the state functions, the dutyholders in order to obtain or derive property (non-property) benefits and advantages for themselves or third parties in person or through intermediaries, as well as bribery of these people by means of 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 people, which the employee's personal interest is associated with, as well as for legal entities (firms), which the employee can be associated with;

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, publicistic and analytical activities, which are accompanied by bringing false information about oneself as a real author to other people;

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

ATS - academic teaching staff;

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

QMR - quality management representative;

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

Worker, employee - a person, who has an employment relationship with the University and directly performs a work, as per an employment contract;

RK - Republic of Kazakhstan;

QMS - quality management system;

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

Concealment - suppression and hiding the information about 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, which implies copying someone else's intellectual product;

ST - standard;

ST RK - standard of the Republic of Kazakhstan;

ESS - educational support staff;

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 an academic work.

LD - Legal Department.

## **4 Responsibility and authority**

4.1 This Standard is approved by the Chairman of the Management Board - Rector of the University on the title page.

4.2 A developer of the Standard is responsible for content, structure and drawing up the approved Standard. A decision of the final version of the Standard is made by QMR.

4.3 The compliance officer and the leaders of the structural divisions are responsible for informing the employees of the University about requirements of the Standard. A familiarization record must be made in the "Familiarization sheet" (Appendix B).

4.4 Leaders of the divisions are responsible for safety, unauthorized copying the documents of quality management system (QMS), including this Standard, situated in the division, and the leakage of official information.

## **5 General provisions**

5.1 This Standard is developed in accordance with the Article 10 of the Law of the Republic of Kazakhstan "On Fight against Corruption" [2] and is a system of prohibitions, restrictions and permissions in all areas of the University's activities.

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

5.3 The tasks of the Standard are as follows:

- forming sustainable anti-corruption behavior and responsibility of the administration, academic teaching staff and employees of the University in performance of the functional duties;

- timely detection of corruption occurrences and prevention of their negative consequences;

- developing the anti-corruption culture among the employees of the University;

- increasing the efficiency of the University's activity.

## **6 Principles of the Standard**

### ***6.1 Principle of information openness (reliability of information, timeliness of***

### ***publication)***

The University has ensured availability of information about educational institution, teachers and employees in accordance with the requirements of the current legislation, normative acts of RK 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) adoption of the activity plan and the annual public declaration of goals and objectives, their public discussion and expert support;
- 6) public report of the results of activities;
- 7) ensuring the clarity of plans, decisions, programs, policies and regulations (explanation of their necessity and planned results);
- 8) informing all members (teachers, employees, students): publication of news, socially significant information, photo and video reports;
- 9) involvement of all members (teachers, employees, students): organizing discussions, collection of proposals, opinions and comments on documents and initiatives of the department, published reports, anti-corruption measures, etc.;
- 10) ensuring protection of the personnel, who informed about the facts of integrity violation.

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 legislation.

In exercising the rights of interested parties to information and providing prompt and available information, the University uses respective methods of informing:

- 1) disclosure of information with the help of news agencies and the media;
- 2) delivery of information by means of 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 RK.

### ***6.2 Principle of accessibility and clarity (plans, decisions, programs, policies)***

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

To maximize 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 explanations, the target audience of their users is clearly determined.

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

- 1) mass unaddressed communications: official website of the University, television, press, outdoor advertising, social networks;
- 2) targeted communications, involving the impact on individual reference groups.

### ***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 such forms as volunteering and charity.

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

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

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

### ***6.4 Principle of accountability (development of the mechanisms of public control)***

To increase transparency in the decision-making process on management of the University, the participation of representatives of the academic teaching staff and student community in the collegial bodies of the University is ensured: the Academic Council, the Ethics Council, the Anti-corruption Committee, etc.

The report of the Chairman of the Management Board - Rector of the University on activities of the University to the staff and the public is heard every year, at the expanded meeting of the Academic Council.

The Compliance Control and Quality Assurance Committee carries out anti-corruption monitoring of internal (local) documents and activity of the University.

## ***7 Responsibility/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’s activity in order to ensure transparency and accountability, to strengthen its reputation and create a transparent management system for all processes.

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

The corporate management structure is based on respect for the rights and interests of all people, interested in the activities of the University and contributes to 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 create the transparent management system for all processes, the Code of Business Ethics, the Code of Honor of students, master and doctoral students [8], the Policy and goals in the field of quality have been developed, as well as other internal normative documents of the University.

7.3 The collegial bodies have been formed:

- to solve the issues of distribution and proper use of budgetary funds - the Board of Directors;
- for hiring academic teaching staff and administrative and management personnel - the Competition Committee.

In order to ensure openness and transparency of the made decisions, the collegial bodies have 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) unconscientious fulfillment of the duties, assigned to them, which reflect interests of the University to the greatest extent;
- 2) using the property of the University for personal purposes;
- 3) non-observance of confidentiality of the information of 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, which exceed the powers and the use of powers only for the purposes, for which they were granted;
- 6) actions that can cause a conflict of interests with the University's employees and with other interested persons;
- 7) improper fulfillment of powers and functions;
- 8) actions that do not comply with the norms of the legislation of RK, the Charter [7] and internal documents of the University.

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

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

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 norms of the Standard in all normative and other documents of the organization, its own mass media, Internet resources, daily activities.

## **8 Academic integrity (*honesty*)**

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



8.2 The fundamental criteria of promoting academic integrity (honesty) at the University are as follows:

- 1) academic honesty, which is a key value of the educational and research process;
- 2) compliance with the provisions of the Code of Business Ethics, the Code of Honor of students, master and doctoral students of the University;
- 3) checking for plagiarism of all types of written works of students. The rules and procedure of checking for plagiarism are determined by the procedure “Anti-plagiarism”. This service is provided in electronic format through the system “UNIVER”, it allows to eliminate the corruption risks in the interaction system “university - student”, to increase the efficiency and promptness of resolving students’ requests, to significantly reduce the time for receiving services;
- 4) responsibility of student for violation of the principles and standards of the academic honesty by him, in accordance with the Code of Honor of students, master and doctoral students of the University;
- 5) imposing high requirements for students within the framework of the system of fair and objective assessment of learning outcomes;
- 6) providing only the best ones with an opportunity 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 the academic honesty, mutual respect and fairness in accordance with the Code of Business Ethics of the University;
- 9) recognizing the promotion and protection of academic honesty as the result of mutual efforts of all students and employees at the University;
- 10) conscientious fulfillment of the imposed obligations by each student and employee of the University to comply with the principles of academic honesty.

8.3 The following offences are recognized by this Standard as academic dishonesty: plagiarism, cheating, duplication, falsification, concealment, collusion.

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

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

- 1) continuously working at development, introduction, support, analysis and improvement of the anti-corruption policy and management system;
- 2) assessing the corruption risks on a systematic basis - once a year;
- 3) the existence of an internal service of the anti-corruption norms compliance with giving respective responsibility and necessary powers to it - the Compliance Control and Quality Assurance Committee;
- 4) planning, introduction, analysis and management of the processes, being necessary to ensure compliance with the requirements of the anti-corruption management system;
- 5) introducing financial and non-financial control mechanisms to manage the corruption risks;
- 6) introducing the procedures to prevent the offer, transfer or acceptance of gifts, payment of expenses, payment of donations and receipt of other benefits;

7) introducing the procedures, which encourage and enable staff, from good motives or reasonable assumption, to inform the Compliance Control and Quality Assurance Committee or the University's compliance officer / Compliance-Service (either directly or through a respective third party) about probable or actual bribery or any corruption violations, as well as weaknesses in the anti-corruption management system;

8) introducing the procedures to investigate and take actions towards any case of the corruption, violation of the anti-corruption policy or requirements of the anti-corruption management system that are identified or reasonably supposed, or reported;

9) assessing the results of anti-corruption activities - execution of anti-corruption monitoring once a year;

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

### ***9.2 Anti-corruption compliance, performed at the University:***

1) it has been introduced the position of a compliance officer, who is responsible for anti-corruption compliance and aimed at coordinating the work of formation of the anti-corruption culture at the University, consideration of applications for the purchase of goods - inventory, works and services from structural divisions of the University and makes decisions on their advisability and the need of making changes in the approved state procurement plan;

2) the Compliance Control and Quality Assurance Committee has been created, the main activity of which is to identify, to assess and analyze compliance risks, and the corruption risks, to monitor the quality of educational services, to ensure 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;

3) internal anti-corruption documents of the general nature have been adopted: Anti-Corruption Action Plan, the Code of Business Ethics, the Code of Honor of students, master and doctoral students of the University, the Policy and goals in the field of quality and other internal normative documents of the University;

4) the HR policy, carried out 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 the personnel is written in the Rules of competitive replacement of the vacant positions of ATS and scientific employees of the University;

5) a system of motivation and stimulation of the University's employees has been developed to improve scientific and educational activities of the University's employees – The provision of ATS and AMP rating;

6) in order to improve the quality of education, a feedback system has been introduced, which includes the sociological research "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", "Assessment of the teachers' competence on an educational program", "Questionnaire on anti-corruption at the University", "Clean session", "On studying the level of corruption at the university", etc.;

7) the following mechanisms are used to notify about performing illegal actions in the academic environment:

- you can inform about the facts of corruption on the website of the University, on the Compliance Officer’s web page;
  - there is a possibility to inform about performing the illegal actions in the academic environment on the website of the University, in the blog of the Chairman of the Management Board - Rector of the University;
  - there is a possibility for appeals on the issues of non-compliance with the anti-corruption legislation, the Charter, Standard, the Code of Business Ethics and other internal normative documents of the University on the website of the University, on the Ethics Council’s web page;
  - a survey of the students and ATS on anti-corruption issues is carried out in the system “UNIVER”;
  - a helpline works;
  - student round tables, conferences, seminars and other activities on the anti-corruption issues are held;
- 8) it has been introduced public reports of the Chairman of the Management Board - Rector of the University to the staff and the public;
- 9) all educational programs of the University include the course “Fundamentals of anti-corruption culture”, aimed at increasing the level of legal awareness;
- 10) 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.);
- 11) the transparency and accessibility of the financial and budgetary procedures of the University are ensured by publishing the information of development plan (strategic goals), priority areas of activity, financial reporting on the official website of the University.

***9.3 Prohibitions, restrictions and permissions in realizing the rights and legitimate interests of the University, teacher, employee and student:***

- 1) a teacher, an employee must be an example of integrity, education and good manners, morality and ethics, a principled opponent of any occurrences of the corruption, indiscipline and irresponsibility;
- 2) one of the main areas of activity of the teacher, the employee must be determination of the educational work with students, care for their education and culture, bringing up true patriots of their homeland;
- 3) the teacher, the employee are obliged to counteract any occurrences of the corruption and take measures to prevent it;
- 4) the teacher, the employee show students the unacceptability of corruption occurrences by personal example in the performance of their professional duties, promote a system of the moral values, obligations and requirements of conscientious behavior, based on generally recognized moral principles and norms of Kazakhstani society and the state;
- 5) the teacher, the employee must be honest and impartial in the professional activities and assessment of their colleagues and students, be independent of their influence, when performing job duties, suppress the facts of violation of the norms of official ethics by others, prevent such violations by them;

6) the teacher, the employee are obliged not to accept any material benefits, services and other privileges, related to performance of their duties, when exercising their official powers;

7) the teacher, the employee are obliged to prevent the conflict of interests and if it arises, take measures to eliminate it in accordance with the legislation;

8) the teacher, the employee are obliged not to use their job position, when performing educational and other services in order to gain benefits for themselves or third parties;

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

10) the teacher, the employee are obliged to prevent the groundless transfer of information about the personal data of employees of the University;

11) the teacher, the employee are obliged to strictly comply with the requirements of the Constitution of RK [1], the Labor Code of RK [6], the Laws of RK “On Education” [3], “On Science” [4], “On State Property” [5], anti-corruption and other legislation of RK;

12) the teacher, the employee are obliged to prevent the commission of misconduct and other offenses for which disciplinary, administrative or criminal responsibility is provided for by the laws of RK;

13) the teacher, the employee are obliged not to use official and other information, which is not subjected to official distribution in order to obtain or derive property and non-property benefits and advantages;

14) the teacher, the employee are obliged to observe business etiquette and the rules of official behavior, when performing their official duties, to strictly fulfill the provisions of the Charter, Standard, Internal Rules, the Code of Business Ethics and other internal normative documents of the University.

#### ***9.4 Obligations of the University’s students:***

1) to aspire to become a worthy citizen of RK, a professional in the chosen speciality, to develop the best personal qualities;

2) to respect the teacher as a person and personality, and exclude any actions, related to the influence of any personal, property, financial and other interests, which hinder the teacher to honestly perform his duties;

3) to have a conscientious attitude to learning and all forms of knowledge assessment, considering dishonesty, negligence and lack of conscientiousness to be unacceptable in the learning process;

4) to be an example of integrity, culture and morality, intolerant of occurrences of the corruption and, first of all, not allowing own corrupt behavior;

5) to observe the generally recognized norms of ethics, morality, to strictly fulfill the provisions of the Code of Honor of students, master and doctoral students, the Charter, Internal Rules of the University and other internal normative documents of the University;

6) to prevent the commission of misconduct and other offenses for which the disciplinary, administrative or criminal responsibility is provided for by the laws of RK.

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

- 1) to report the compliance officer / Compliance-Service or direct leader about the facts of corruption that have become known, about occurrence of the conflict of interests, personal interest, when performing the official duties, about incitement to the corrupt behavior and receiving gifts;
- 2) not to be guided by personal and vested interests, when performing the official duties;
- 3) to refrain from turning to colleagues and leaders for unlawful requests, violating the established order of relationships, which can have influence on making an impartial work-related decision by them;
- 4) not to persuade and not to encourage other people to commit the corruption offenses;
- 5) not to give gifts to the colleagues, the leaders and other dutyholders, and not to provide unofficial services in order to receive property benefits, benefits or advantages, using the official powers;
- 6) not to use the official and other information, which is not subjected to distribution in order to obtain or derive the property and non-property benefits and the advantages;
- 7) to refuse to be appointed to a position, if it is associated with the direct subordination or control of people, who are in close family relations (parents, spouses, brothers, sisters, children);
- 8) to be active in combating the corruption, disclosing the corruption offenses;
- 9) to support and demand the observance of high legal and anti-corruption culture from the colleagues;
- 10) to immediately inform the direct leader about doubts in written form, regarding the lawfulness of order, received for execution;
- 11) to contact the higher management, if the direct leader is involved himself in the conflict of interests;
- 12) to take measures on a regular basis to eliminate the causes and conditions of a possible occurrence of the conflict of interests, the 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 job position to influence an activity of the colleagues and students, when solving the issues of off-duty nature;
- 15) not to force other people to commit the corruption offenses;
- 16) to prevent and suppress the facts of violation of the anti-corruption legislation's norms by subordinates and other dutyholders;
- 17) to take timely comprehensive measures to settle the conflict of interests that has arisen among the colleagues in the course of performance of their job duties;
- 18) to take comprehensive measures to prevent the corruption;
- 19) to eliminate the causes and conditions, which are conducive to committing the corruption offenses, including those ones with the subordinates;
- 20) to prevent the involvement, including the subordinates and students, to perform unofficial or personal tasks.

## **10 Allocation of places in the dormitories**

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

10.2 Accommodation in the dormitories is performed in electronic online format as follows:

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

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

3) the submitted applications are checked 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 be considered by the Committee of allocation of places;

4) the Committee marks an allocated place in the database, indicating the data of a specific dormitory, a room number. Then a referral is automatically generated and sent to the student's personal e-mail and the dormitory administrator's database (generation by the student's individual identification number);

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

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

10.4 The allocation of places in the dormitories is performed on the collegiate basis.

In order to comply with the requirements and objectivity of consideration of the students' applications on the provision of places in the dormitories, a special Committee of allocation of places in the dormitories is formed, as per the order of the Chairman of the Management Board - Rector of the University, which includes deans of the faculties, the head of apparatus, administrators of the dormitories, a representative of the student self-governance. The chairman of the Committee is a vice-rector for educational work. A secretary is not a member of the Committee. The Committee consists of odd quantity of members.

10.5 The order of allocation of places in the dormitories, taking into account the grounds:

1) people with developmental disabilities, disabled people and the people, disabled from childhood, disabled children, orphaned children and the children, left without parental care, the people, whose one or both parents are disabled;

2) the people from among young people, left without parental care until the age of majority, the people, equated in benefits to participants and disabled veterans of the

Great Patriotic War, the people from among rural youth, who have been enrolled under educational programs, which determine social and economic development of the village and also kandases;

3) students, within the framework of the project “Mangilik el zhastary - industry!” (“Serpin – 2050”);

4) the students, enrolled for the first year, who possess the sign “Altyn belgi”, the students, who have a certificate of the winner or prize-winner of the Presidential, International and Republican Competition and (or) Contest, as well as entrants, who have graduated from the organization with honors, with a confirming document of education (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 Unified National Testing or Comprehensive Testing, entrance exams in subjects or in the form of testing conducted by the organization.

If the scores are equal according to the results of the Unified National Testing or Comprehensive Testing, entrance examinations in subjects or in the form of testing conducted by the organization, the financial situation of the student is taken into account, when providing a certificate confirming the applicant's (family's) affiliation to the recipients of state targeted social assistance provided by local executive bodies, according to the Rules of formation, direction of expenditure and accounting of funds, allocated for the provision of financial and material assistance to students and pupils of state educational institutions from families eligible for state targeted social assistance, as well as from families that do not receive state targeted social assistance, in which the average per capita income is below the subsistence minimum, and orphans, children left without parental care, living in families, children from families requiring emergency assistance as a result of emergency situations, and other categories of students and pupils, approved by the Resolution of the Government of the Republic of Kazakhstan dated January 25, 2008 No. 64;

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

7) other students of the University.

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

11.4 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.

11.5 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.

11.6 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.

11.7 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, researchers) is carried out on a competitive basis in accordance with the Rules of competitive replacement of positions of the teaching staff and researchers of the University.

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).

## **14 Agreement, approval and introduction**

14.1 Coordination of this ST is carried out with the QMR, the director of the AWD, the head of the LD, the chairman of the trade union committee of teachers and staff. and is made out in the "Approval Sheet" (Appendix A).

14.2 ST is translated into Kazakh and English for further placement on the official website of the University.

14.3 The ST with the developer's signature and matching signatures is submitted by the developer for approval.

14.4 The date of introduction of the ST is the date of agreement / approval of the ST. The standard comes into effect at the time of its approval.

14.5 The approved Standard is transferred to the CQM&A for storage on paper.

## **15 Availability ensuring**

Provision of departments with copies of the Standard is carried out by posting on the official website of the University.

## **16 Keeping**

16.1 After posting the electronic version of the ST on the University's website, the performers get acquainted with it and put their signature on the familiarization sheet (Appendix B). At departments and divisions, the head of the department and/or the head of the department is responsible for familiarizing employees with ST.

16.2 The head of the department is responsible for the replication, accounting of

copies, unauthorized use and safety of ST.

16.3 The full version of the ST is stored in electronic form, and the title page and the familiarization sheet are in printed form.

## **17 Analysis and updating**

17.1 Verification, analysis and updating of ST:

- when reorganizing/renaming the University;
- when changing the University's strategy, policy and goals in the field of quality;
- when nonconformity processes are detected, during internal and/or external audits;

- in case of changes in legislative, regulatory and contractual requirements on the settlement of conflicts of interest.

17.2 Verification (review) of the ST should be carried out once a year.

17.3 The developer is responsible for the analysis and updating of the ST.

17.4 Updating of the ST should be carried out by the developer within no more than 5 working days from the date of receipt of new information.

17.5 The availability of appropriate versions of ST in the places of their application is provided by electronic versions.

17.6 The provision and responsibility for the availability of current versions of ST in the workplace in the departments is assigned to the heads of departments.

## **18 Making modifications in the document**

18.1 Changes to this ST must be made in accordance with DP V-01.

18.2 The ST is reviewed in case of changes in legislation or as necessary.

18.3 In case of changes in the requirements of the legislation, this ST is valid until the moment of its change in the part that does not contradict the current legislation at the time of its application.

18.4 Changes to the original ST are made by the developer. CQM&A must post an updated version on the official website of the University within no more than 5 days.