

**NON-COMMERCIAL JOINT STOCK COMPANY  
"S. SEIFULLIN KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY"**

**Approved**

Order No. 135-N dated 20.04. 2023

Chairman of the Board - Rector

NJSC " S. Seifullin Kazakh  
Agrotechnical research University"

K.M. Tireuov



**ANTI-CORRUPTION STANDARD**

**Astana, 2023**

## **1 Area of application**

1.1 This Anti-Corruption Standard (hereinafter referred to as the Standard) of the S. Seifullin Kazakh agrotechnical research University (hereinafter referred to as the University) is applied in the activities of the University in the exercise of functions and the realization of 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 for preventing, detecting and suppressing corruption at the University, provided for in the Standard, are not exhaustive.

1.4 Failure to comply with the requirements of the Standard may serve as a basis for bringing an employee who is studying to disciplinary responsibility, to the extent established by the legislation of the Republic of Kazakhstan, and in some cases may entail civil and criminal prosecution.

1.5 Control over compliance with the Standard by employees and students of the University is carried out by the management and compliance officer of the University, deans of faculties and heads of structural divisions.

## **2. Regulatory references**

This Standard uses references to the following normative documents:

MS ISO 9000:2015 Quality management systems. Fundamentals and vocabulary.

MS ISO 9001:2016 Quality management systems. Requirements.

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

This Regulation provides 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:

**AUP** - administrative and managerial personnel;

**AD** – administrative department;

**DP** - documented procedure;

**Duplication** is the presentation of the same work under different assessments and requirements, including the attempt to submit it as one's own.

own, partially or completely, any work that was previously evaluated in another course without the prior permission of the teaching staff, even if the student is its author;

**DPO** - department of legal support.

**KATIU S. Seifullin** - "Kazakh Agrotechnical Research University";

**Confidential information** - any information, including official information, that has actual or potential commercial value due to its unknownness to third parties,

access to it is legally restricted and the owner of the information takes measures to protect its confidentiality. Information that constitutes confidential information is determined by the 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 may affect the impartial performance of their official 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** is University-specific values, principles, norms of behavior and attitudes;

**Corruption** is 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 (official) powers and related opportunities in order to obtain or extract personally or through intermediaries of property (non-property) benefits and advantages for themselves or third parties, as well as bribery of these persons by providing benefits and advantages;

**Personal benefit** - the possibility of receiving income in the form of money, other property, including property rights, services of a property nature, or any benefits (advantages) both for the employee himself and for his family members, immediate relatives and / or other persons, with which the personal interest of the employee is connected, as well as for legal entities (firms) with which the employee may be interconnected;

**Plagiarism** is the 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 the real author.

**A gift** is a gratuitous transfer of a thing or property right (claim) to the donor or a third party, or release from a property obligation to the donor or third parties.

**PPS** - teaching staff.

**Prevention of corruption** is the activity of anti-corruption entities to study, identify, limit and eliminate the causes and conditions that contribute to the commission of corruption offenses by developing and implementing a system of preventive measures.

**QMR** is a quality management representative.

**Countering corruption** - the activities of anti-corruption entities within their powers to prevent corruption, including the formation of an anti-corruption culture in society, the identification and elimination of the causes and conditions conducive to the commission of corruption offenses, as well as the identification, suppression, disclosure and investigation of corruption offenses, and eliminate 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** is a mutual agreement between the subjects of the educational process to perform any academic work that is subject to verification and evaluation for another student.

**Concealment** - silence and concealment of information about the unfair presentation of fictitious information in the academic product; substitution of data and results of research and experiments; submission of false information obtained during the study.

**Cheating** is the dishonest behavior of a student or employee that involves copying someone else's intellectual product.

**ST** - standard.

**ST RK** - the standard of the Republic of Kazakhstan.

**ESS** - educational support staff.

**Falsification** is the falsification of academic records or other documents, observational data from a scientific experiment, forgery, forgery or defacement of academic work.

#### **4. Responsibility and authority**

4.1 This Standard is approved by the Chairman of the Board - the Rector of the University.

4.2 Responsibility for the content, structure and design of the approved Standard lies with the Department of Legal Support and the Department of Academic Affairs. The decision on the final version of the Standard is made by the Academic Council.

#### **5. General provisions**

5.1 This Standard was 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 areas of the University's activities.

5.2 The purpose of the Standard is to ensure openness and transparency at the University, prevent manifestations of corruption, 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:

- formation of sustainable anti-corruption behavior and responsibility of the administration, teaching staff and employees of the University in the performance of functional duties;
- timely detection of corruption manifestations and prevention of their negative consequences;
- development of anti-corruption culture among employees of the University;
- Improving the efficiency of the University.

## **6. Principles of the Standard**

### **6.1. The principle of information openness (reliability of information, timeliness of publication)**

The University ensures the availability of information about the educational institution, teachers and employees in accordance with the requirements of the current legislation, regulatory acts 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 of appeals from citizens and public organizations, as well as responding to these appeals;
- 4) work of public councils;
- 5) independent anti-corruption expertise and public monitoring of law enforcement;
- 6) adoption of the action plan and annual public declaration of goals and objectives, their public discussion and expert support;
- 7) public report on the results of activities;
- 8) ensuring the clarity of plans, decisions, programs, policies and legal regulations (clarification of their necessity and planned results);
- 9) informing all members (teachers, employees, students): publication of news, socially significant information, photo and video reports;
- 10) involvement of all members (teachers, employees, students): organization of discussions, collection of proposals, opinions and comments on documents and initiatives of the department, published reports, anti-corruption measures;
- 11) ensuring the protection of personnel who reported the facts of violation of integrity.

In order to ensure the safety of official, commercial and other legally protected information, the University undertakes not to disclose confidential information, as well as to use the 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 applies appropriate notification methods:

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

### **6.2. The principle of accessibility and understandability (plans, decisions, programs, policies)**

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

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

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

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

### **6.3. The principle of civil society involvement**

The University should create favorable conditions for the development of civic activity (student activity) in society through various forms, including through volunteering and charity.

The Department of Youth Policy should organize large-scale and systematic work to stimulate the development of many student initiatives that affect all areas of public life.

Student self-government is represented by the Youth Association "Zhastar Rukhy", "Student Parliament", which includes the youth charitable organization "Komek Eriktiler", student clubs "Sanaly Urpak", debate "Amanat", student councils of hostels, student cultural centers and sports sections, educational projects, work with partners, media center.

Public organizations of the University are actively working, one of them is the Council for Compliance Control and Corporate Ethics, which was created 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. The principle of accountability (development of public control mechanisms)

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

Every year, at the extended meeting of the Academic Council, the report of the Chairman of the Board - the Rector of the University on the activities of the University to the staff and the public is heard.

The Council for Compliance Control and Corporate Ethics conducts anti-corruption monitoring of internal (local) documents.

### **7. Responsibility/Corporate governance (collegial decision-making, participation of the public and students in decision-making)**

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

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

The corporate governance 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 a corporate culture at the University, ensure transparency and accountability, strengthen reputation and create a transparent management system for all processes, the Rules of Ethics, the Code of Honor for students, undergraduates 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 and others internal normative documents of the University.

7.3. Collegial bodies have been created:

- to resolve issues of distribution and proper use of budgetary funds - the Board of Directors;
- for hiring the teaching staff and administrative and managerial personnel - the Competition Commission.

In order to ensure openness and transparency of the decisions made by the collegiate bodies, the presence of representatives of the public and the use of video recording facilities have been ensured.

7.4. Members of collegiate bodies are responsible for:

- 1) dishonest performance of their duties, which reflect the interests of the University to the greatest extent;
- 2) use of the property of the University for personal purposes;
- 3) non-observance of the confidentiality of information about the activities of the University, including within three years from the date of termination of work at the University;
- 4) biased judgments on corporate issues;
- 5) actions exceeding the authority, and the use of authority only for the purposes for which they were granted;
- 6) actions that may cause a conflict of interest with employees of the University, as well as other interested parties;
- 7) improper performance of their powers and functions;
- 8) actions that do not comply with the norms of the legislation of the Republic of Kazakhstan, the Charter and internal documents of the University;
- 9) the activity of collegiate bodies is regulated by the regulation, with a clear delimitation of the list of issues considered by this body;
- 10) members of collegiate bodies are required to know their functional duties, rights and responsibilities for decisions made;

11) demonstration of readiness to comply with the Standard: □ documents developed at the University regulating the transparency of business processes should indicate readiness to comply with the Standard; □ The University in all regulatory and other documents of the organization, its own media, Internet resources, daily activities clearly and unequivocally emphasizes its commitment to comply with the Standard.

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

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

8.2. The fundamental criteria for promoting academic integrity (honesty) at the University are:

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

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

3) check for plagiarism of all types of written work of students. The rules and procedure for checking for plagiarism are determined by the Antiplagiarism procedure. This service is provided in electronic format through the UNIVER system, which makes it possible to eliminate corruption risks in the “university-student” interaction system, increase the efficiency and efficiency of solving student requests, and significantly reduce the time to receive services;

4) the responsibility of the student for violating the principles and standards of academic integrity in accordance with the Code of Honor for students, undergraduates and doctoral students of the University;

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

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

7) responsibility for the quality of training, confirmed diploma;

8) ensuring the 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 of the teaching staff and employees of the University;

9) recognition that the promotion and protection of academic integrity is 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 honesty.

8.3. The following offenses 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 promotion of integrity is based on the following principles:

- 1) continuous work on the development, implementation, support, analysis and improvement of the anti-corruption policy and management system;
- 2) conducting an assessment of corruption risks on a systematic basis - once a year, conducting anti-corruption monitoring, once every 18 months - an internal analysis of corruption risks;
- 3) the presence of an internal anti-corruption compliance service with appropriate responsibility and necessary powers - the Council for Compliance Control and Corporate Ethics;
- 4) planning, implementing, reviewing and managing the processes necessary to ensure compliance with the requirements of the anti-bribery management system;
- 5) introduction of financial and non-financial control mechanisms to manage corruption risks;
- 6) implementing procedures to prevent the offering, giving or accepting of gifts, payment of expenses, payment of donations and receipt of other benefits;
- 7) implementing procedures to encourage and enable staff, in good faith or in good faith, to report to the Compliance and Corporate Ethics Board or the University Compliance Officer (either directly or through an appropriate third party) suspected or past instances of bribery or any corrupt practices. violations, as well as weaknesses in the anti-corruption management system;
- 8) implementing procedures to investigate and take action in relation to any incident of corruption, violation of the anti-bribery policy or requirements of the anti-bribery management system that is identified or reasonably suspected or reported;
- 9) involvement of students in the process of managing the University to form a healthy social environment and intolerance to corruption at the University.

### **9.2. Anti-corruption compliance carried out at the University:**

- 1) the position of a compliance officer responsible for anti-corruption compliance and designed to coordinate the work on the formation of an anti-corruption culture at the University has been introduced;
- 2) the main functions of the compliance officer are to collect information about 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, the initiative to resolve disputes on these violations, consulting employees, officials on the provisions of anti-corruption legislation and internal regulatory documents of the University;
- 3) the Council for Compliance Control and Corporate Ethics was established to review the facts of corruption at the University and violations of anti-corruption laws, the main activity of which is to identify, assess and analyze compliance risks,

monitor the quality of educational services, 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 Council is constantly working on:

- development, implementation, support, analysis and improvement of the anti-corruption policy and management system;
- monitoring, recognition, prevention of compliance risks, including the identification and analysis of corruption-dangerous areas of the University's activities;
- analysis and development of proposals to reduce compliance risks;
- monitoring the quality of educational services;
- ensuring the implementation of measures aimed at preventing and resolving conflicts of interest, combating corruption, forming and observing the principles of integrity, pedagogical ethics and anti-corruption culture, creating a system for ensuring the quality of education within the university;
- analysis of applications for the purchase of goods - material assets, works and services from the structural divisions of the University and decides on their expediency and the need to amend the approved public procurement plan;

4) internal anti-corruption documents of a general nature have been adopted: the Action Plan for Combating Corruption, the Rules of Ethics, the Code of Honor for Students, Undergraduates and Doctoral Students, the Code of Academic Integrity of the Faculty and Staff of the University, the Quality Policy and Objectives and other internal regulatory documents of the University;

5) The Council for Compliance Control and Corporate Ethics conducts anti-corruption monitoring and analysis of corruption risks, based on the analysis, anti-corruption measures are being developed at the University, and an Action Plan for combating corruption is being formed. Reports on its implementation are regularly published on the University website;

6) the HR policy pursued at the University is based on the principles of meritocracy and the exclusion of the development of favorable conditions for favoritism in personnel policy. The procedure for evaluating and holding a competition and attestation of personnel is prescribed in the Rules for the competitive filling of vacant positions of teaching staff and researchers of the University;

7) a system of motivation and incentives for University employees has been developed to improve the scientific and educational activities of University employees DP "Rating assessment of the activities of teaching staff and AUP";

8) in order to improve the quality of education, a feedback system has been introduced, which includes a sociological study "The teacher through the eyes of students", electronic questioning of students on the topics: "Satisfaction with the quality of the organization of the educational program at KATU", "Assessment of the competence of teachers in EP", "Questionnaire for anti-corruption in the university", "Clean session", "On the study of the level of corruption in the university", etc.

9) the following mechanisms are used to report misconduct in the academic environment:

- on the website of the Council for Compliance Control and Corporate Ethics, you can report the facts of corruption;
- on the website of the University in the blog of the Chairman of the Board - the Rector of the University, there is an opportunity for reporting misconduct in the academic environment;
- on the website of the University in the blog of the Commissioner for Ethics and Responsible for Anti-Corruption Activities, there is an opportunity for appeals on issues of non-compliance with anti-corruption legislation, the Charter, the Standard, the Rules of Ethics and other internal regulatory documents of the University;
- in the UNIVER system, students and teaching staff are surveyed on issues of combating corruption;
- a helpline works;
- student round tables, conferences, seminars, etc. are held on anti-corruption issues;

10) introduced public reporting of the Chairman of the Board - the Rector of the University to the staff and the public;

11) all educational programs of the University include the course "Fundamentals of Anti-Corruption Culture", aimed at increasing the level of legal awareness;

12) various information and explanatory events are held on anti-corruption topics with the participation of the vast majority of students and teachers (forums, seminars, trainings, actions, flash mobs, book exhibitions and competitions on anti-corruption topics, etc.);

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

### **9.3. Prohibitions, restrictions and permissions in the exercise of the rights and legitimate interests of the University, teacher, employee and 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, one of the main directions of his activity should determine educational work with students, care for their education and culture, education 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, 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 their professional activities and assessment of their colleagues and students, be independent of their influence in the performance of official duties, stop the facts of violations of the norms of professional ethics by others, not allow 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) the teacher, the employee is obliged to avoid conflicts of interest, if they arise, take measures to eliminate them in accordance with the law;

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

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

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

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 the laws of the Republic of Kazakhstan provide for disciplinary, administrative or criminal liability;

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

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

#### **9.4. Responsibilities of students of the University**

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

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

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

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

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

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

### **9.5. Duties of University employees in making managerial and other decisions within their competence:**

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

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

3) refrain from contacting colleagues and managers with unlawful requests that violate the established order of relationships that may influence their impartial official decision;

4) not induce or encourage other persons to commit corruption offenses;

5) not to give gifts to colleagues, managers and other officials and not to provide non-official services to obtain property benefits, benefits or advantages using official powers;

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

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

8) be active in combating corruption, disclosure of corruption offenses;

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

10) immediately inform the immediate supervisor in writing about doubts about the legitimacy of the order received for execution;

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

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

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

- 14) not use his 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 suppress the facts of violation of the norms of anti-corruption legislation by subordinates and other officials;
- 17) take comprehensive measures in a timely manner to resolve conflicts of interest that have arisen with colleagues in the course of performing their official duties;
- 18) take comprehensive measures to prevent corruption;
- 19) eliminate the causes and conditions that contribute to the commission of corruption offenses, including with subordinates;
- 20) not to allow involvement, including subordinates and students, to perform non-official or personal tasks.

## **10. Distribution of places in hostels**

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

10.2. Accommodation in dormitories is carried out in an electronic online format in the following order:

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

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

- 3) the submitted applications are examined for the presence of incorrect data, errors in filling, in case of which the application is sent for correction. After the elimination of errors, the application is approved and sent to the commission for the distribution of seats;

- 4) the commission notes in the database the allocated place with the indication of the data of a particular hostel, room number. Then, a referral is automatically generated and sent to the student's personal e-mail and to the dormitory administrator's database (generation by the student's IIN);

- 5) after the check-in is completed, an electronic personal file is formed for each student (in the database of the administrator and the dean of the faculty), in which all violations of the Rules for living in dormitories are recorded. According to their results, the student can be evicted and in the next academic year the student is denied settlement.

10.3. The provision of places in dormitories to students is carried out in accordance with the standard and regulations of the state service "Providing a hostel to students in universities" and the order of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 No. 66 "On approval of the Rules for the allocation of places in dormitories of state educational organizations".

10.4. The distribution of places in hostels is made collectively. In order to comply with the requirements and objectively consider students' applications for the

provision of places in hostels, by order of the Chairman of the Board - the Rector of the University, a special Commission for the distribution of places in hostels is created, which includes the deans of faculties, the head of staff, administrators of hostels, a representative of student government. The chairman of the commission is the vice-rector for educational work. The secretary is not a member of the committee. The Commission consists of an odd number of members.

10.5. The order of distribution of places in the hostel, taking into account the grounds:

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

2) persons from among the youth left without parental care until the age of majority, persons equated in terms of benefits and guarantees to the participants and invalids of the Great Patriotic War, persons from among the rural youth 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 enrolled in the first year, who have 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 supporting document of education (certificate, certificate, diploma);

4) students accepted for first-year studies in accordance with the state educational order, having a high score on the results of the UNT or CT, entrance exams in subjects or in the form of testing conducted by the organization;

5) students from among senior students with high results in educational, scientific and social work;

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

7) to ensure transparency and objectivity of the settlement process, lists of students who are settled in hostels on the basis of an electronic queue based on the results of the commission meeting are posted on the official website of the University;

8) data on the availability of vacancies in hostels is regularly updated through the AIS Platonus system.

## **11. Appropriate allocation of funds**

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

11.2. The distribution of the University's financial resources is carried out in accordance with the established requirements of international standards, the current

legislation of the Republic of Kazakhstan and the accepted standards for staffing, wages and the acquisition of goods - material assets, works and services.

11.3. To eliminate corruption risks and plan expenses for the purchase of goods - material assets, works and services at the University, the Council for Compliance Control and Corporate Ethics is empowered to consider applications for the purchase of goods - material assets, works and services from the structural divisions of the University.

The Chairman of the Council is an official not lower than the Vice-Rector of the University.

The Secretary is not a member of the Council. The Council consists of an odd number of members.

11.4. At a meeting of the Council for Compliance Control and Corporate Ethics, applications for the purchase of goods - material assets, works and services from the structural divisions of the University are considered, a decision is made on their expediency and the need to include them in the public procurement plan.

11.5. Following the results of the meeting, a protocol is drawn up. Based on the minutes of the meeting of the Council for Compliance Control and Corporate Ethics, the necessary data are entered into the University Development Plan, the annual public procurement plan of the University is drawn up, and goods, works and services are purchased.

11.6. Purchases of goods - material assets, works and services are carried out 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 full and accurate accounting and recording in accordance with international financial reporting standards, accounting and tax policies adopted by the University.

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

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

Be sure to have accompanying documents attached to supporting documentation.

Monthly, the Chairman of the Board - the Rector of the University submits a cash flow report.

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

## **12. Transparency in grant allocation**



12.1. The University ensures the transparency of 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 receive quality education;
- 2) priority development of the education system;
- 3) availability of education at all levels for the population, taking into account the intellectual development, psychophysiological and individual characteristics of each person;
- 4) secular, humanistic and developing character of education, priority of civil and national values, human life and health, free development of personality;
- 5) respect for human rights and freedoms;
- 6) stimulation of the education of the individual and the development of giftedness;
- 7) the continuity of the education process, ensuring the continuity of its levels;
- 8) the unity of training, education and development;
- 9) democratic nature of education management, transparency of the education system;
- 10) diversity of educational organizations by forms of ownership, forms of education and upbringing, areas of education.

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

12.3. On the website of the University [kazatu.edu.kz](http://kazatu.edu.kz) in the "announcements" section, data on the availability of grants released during the learning process is regularly updated.

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

### **13. Employment (competition, information about vacancies)**

13.1. The University implements a Human Resources Policy focused on ensuring the processes of updating and maintaining the number and quality of staff 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 positions of scientific and pedagogical workers (teaching staff, scientific workers) are filled on a competitive basis in accordance with the Rules for the competitive filling 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. The competition, assessment and certification of personnel is carried out according to the principle:

1. Selection of assessment indicators - a system of indicators that takes into account the purpose of assessments, assessment criteria, frequency of assessments;
2. Evaluation of qualifications - suitability, determination of the knowledge necessary to perform this type of activity;
3. Evaluation of the performance of tasks - evaluation of performance.

13.4. In order to prevent corruption and nepotism in the activities of the University, if there is a vacant position, the University places an announcement about 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 announcement of the competition;
2. Formation of the competitive 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 in the part that concerns them 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 competitive procedures for employment, the following internal regulatory documents have been developed:

- 1) Qualification characteristics of the positions of employees of the University in accordance with the legislation of the Republic of Kazakhstan;
- 2) Rules for the competitive filling of vacant positions of teaching staff and researchers of the University, which regulate the procedure for searching, holding a competition, evaluating and attesting personnel;
- 3) Personnel policy of the University.

13.7. In order to exclude corruption offenses in the selection of personnel, an internal anti-corruption policy has been introduced:

- 1) employment of 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 undergoing appropriate training;
- 3) disciplinary measures are provided for those employees who violate the anti-corruption policy;
- 4) the safety of employees is ensured, expressed in the prevention of unreasonable punishment, discrimination or the use of disciplinary measures (threats, isolation, demotion, obstruction of promotion, transfer, dismissal, intimidation and harassment).