

I agree  
Representative of the Rector of the  
International Kazakh-Turkish University  
named after Khoja Akhmet Yassawi  
\_\_\_\_\_Naji Gench  
" \_ " \_\_\_\_\_ 2025

Approved by  
Rector of the International Kazakh-Turkish  
University named after Khoja Akhmet Yassawi  
\_\_\_\_\_J. Temirbekova  
" \_ " \_\_\_\_\_ 2025

## **QUALITY MANAGEMENT SYSTEM UNIVERSITY REGULATIONS *EK-KhKTU-001-2025***

### **DRAFT OF THE ETHICAL CODE OF AHMET YESEVI UNIVERSITY**

#### **PREFACE**

1. VICE-RECTOR FOR SOCIAL AND CULTURAL DEVELOPMENT, DEVELOPED AND IMPLEMENTED
2. Developed by :
  - Vice-Rector for Social and Cultural Development E. Tolegenov
3. Agreed:
  - Vice-Rector for Academic Affairs E. Idrisova
  - Vice-Rector for Science and Strategic Development A. Oshibayeva
  - Vice-Rector for Finance and International Relations Mustafa Giritlioglu
  - Acting Responsible Secretary V. Kim
  - Head of the Legal Department G. Musakhanov
  - Head of the Human Resources Department Z. Syzdykova
  - Head of the Strategic Development, Ranking, and Quality Center S. Kyrykbaeva
4. IMPLEMENTED – 2025
5. Review period – 2027

**Publication for official use**

**Turkestan – 2025**

*Language version*

<b><i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i></b>		<b>EK-HQTU-001-2025</b>
<b>Quality Management System</b>	<b>University Regulations</b>	<b>Version 1</b>
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		<b>11 беттің 2-беті</b>

## TABLE OF CONTENTS

1. Contents	2
2. Scope of Application	3
3. Regulatory references	3
4. Titles, Definitions, and Abbreviations	3
5. Responsibility and Authority	3
6. General Provision	3
7. Application of the Code	4
8. Values	4
9. Ethical Principles	4
10. The main principles of the Ethical Code of the Ahmet Yassawi University:	5
11. Ethical Code of Professors, Teachers, and Employees	6
12. The relationship between university leaders and their subordinate employees	7
13. Obligations to adhere to the principles of integrity:	8
14. Responsibility	8
15. Procedure for introducing changes	9
16. Approval, storage, and distribution	9
17. Appendices	10
17.1 Appendix A Acknowledgment page	10
17.2 Appendix B Change registration page	11

<i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i>		EK-HQTU-001-2025
<b>Quality Management System</b>	<b>University Regulations</b>	Version 1
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		11 беттің 3-беті

## **1. SCOPE OF APPLICATION**

1.1 This code consists of a set of general principles and norms of conduct that the employees of the Khoja Ahmed Yasawi International Kazakh-Turkish University follow. University employees are required to be familiar with the university code and adhere to its core principles.

1.2 EK-KhQTU-001-2025 Ethical Code is part of the Quality Management System (QMS) documents of the Khoja Ahmed Yasawi International Kazakh-Turkish University.

## **2. REGULATORY REFERENCES**

2.1 The University's Code makes references to the following normative documents:

- The Constitution of the Republic of Kazakhstan. – August 30, 1995 (with amendments and additions). – Astana, 2023;
- Labor Code of the Republic of Kazakhstan. – November 23, 2015, No. 414-V ZRK. – Astana, 2023 (with amendments and additions);
- Criminal Code of the Republic of Kazakhstan. – July 3, 2014, No. 226-V ZRK. – Astana, 2023 (with amendments and additions);
- Code of Administrative Offenses of the Republic of Kazakhstan. – July 5, 2014, No. 235-V ZRK. – Astana, 2023 (with amendments and additions);
- Law of the Republic of Kazakhstan on Education. – July 27, 2007, No. 319-IV (the latest edition, with amendments and additions, came into effect on August 15, 2024). – Astana, 2023;
- The Charter of the Khoja Ahmed Yasawi International Kazakh-Turkish University;
- The Development Program of the Khoja Ahmed Yasawi International Kazakh-Turkish University for 2024-2029;
- The Academic Integrity Code of the University;
- The Code of Conduct for Administrative and Economic Staff and Faculty Members was approved by the decision of the Authorized Council, meeting No. 76, dated February 24, 2024, item 16.7.;
- The Regulations of the University's Ethical and Disciplinary Committee UE-KhQTU-053-2022;
- QP KhQTU-7.5.3-2020 Documented Information Management.

## **3. TITLES, DEFINITIONS, AND ABBREVIATIONS**

3.1. In this code of the university, the following abbreviations are used:

KhQTU - Khoja Ahmed Yasawi International Kazakh-Turkish University;

UK – University Code;

QP – Documented Procedure;

QMS – Quality Management System;

SDQAC – Strategic Development, Ranking, and Quality Assurance Center;

## **4. RESPONSIBILITY AND AUTHORITY**

4.1 This code of the university will be discussed and considered at the meeting of the Senate of Ahmed Yasawi University.

4.2 This code of the university will be approved by the Rector of Ahmed Yasawi University and the Rector's representative.

4.3 The Vice-Rector for Social and Cultural Development is responsible for the effective implementation of the requirements of this university code.

## **5. GENERAL PROVISION**

5.1 This ethical code (hereinafter referred to as the Code) has been developed in accordance with the Law of the Republic of Kazakhstan on 'Education' dated July 27, 2007 (with amendments of July 4, 2018), the State General Mandatory Standards for Higher Education approved on October 31, 2018, No.

<i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i>		EK-HQTU-001-2025
<b>Quality Management System</b>	<b>University Regulations</b>	Version 1
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		11 беттің 4-беті

604 (with amendments of May 5, 2020), the Order on the Approval of Model Regulations on the Activities of Educational Institutions dated October 30, 2018, No. 595 (with amendments of May 18, 2020), as well as the Charter of the Khoja Ahmed Yasawi International Kazakh-Turkish University (hereinafter – KhQTU), the Strategic Development Program of Ahmed Yasawi University for 2024-2029, and the Academic Integrity Code.

5.2 The Code includes the key ethical norms and values that must be followed by all faculty members (teaching staff), administrative and managerial staff, academic support staff, and students of the university.

5.3 The main purpose of the Code is to foster high moral, ethical, and professional qualities in each member of the university and to ensure adherence to the principles of academic integrity..

5.4 Each member of the university community is required to familiarize themselves with this Code and strictly adhere to its provisions.

## **6. APPLICATION OF THE CODE**

6.1 The Ethical Code (hereinafter referred to as the Code) must be adhered to by faculty members and staff, regardless of the type, status, or duration of their legal relationships.

6.2 The Code ensures compliance with the requirements of the existing legislation regarding the inviolability of private life and the protection of personal data.

## **7. VALUES**

The university's **core values** are based on the synthesis of Khoja Ahmed Yasawi's spiritual heritage and universal academic ethics.

**Partnership and Respect** – the university highly values the principles of friendship, equality, and cultural diversity upheld by the founding states in its operations. Our main principle is respect for the individual, their rights, and dignity. We work as one team, in partnership, and are always ready to support our colleagues. We show goodwill towards each other, offering encouragement and inspiring motivation.

**Transparency and Trust** – we conduct our activities openly, allowing all stakeholders and the general public to freely access information. All senior officials in the university's leadership are accountable for their decisions, actions, and their consequences. We express our opinions openly and listen to the opinions of others. We are able to listen to our students, faculty, and staff, hear them, and understand their actual needs. We rely on each other and build public trust and social capital. We foster long-term, trust-based relationships with everyone in the university community.

**Fairness and Integrity** – all employees and students of our university adhere to the principle of fairness. The university leadership never allows discrimination against employees and manages them based on meritocracy, respecting their work. We adhere to and promote high standards of academic ethics, conscience, and integrity in the process of education and research.

**Competence and Diligence** – the entire team and students strive to approach work with passion, work persistently, and achieve results. We strive to design educational programs that can anticipate the demands of tomorrow's labor market and are competitive, valuing this more than just comprehensive documentation.

**Innovation and Adaptability** – we value innovative thinking, an active approach, and flexibility and agility in organization. Being ready for change is more important than sticking to the initial plan. We continuously seek new opportunities to achieve better results. Only then can we come up with new ideas that will improve the world and put them into action.

## **8. ETHICAL PRINCIPLES**

**Respect** – all students, faculty, and staff of the university must adhere to generally accepted ethical and moral standards, respect the rights and legitimate interests of others, and demonstrate mutual respect. They should avoid overly personal or arrogant interactions, derogatory assessments, allegorical judgments, and inappropriate comparisons.

<i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i>		EK-HQTU-001-2025
<b>Quality Management System</b>	<b>University Regulations</b>	Version 1
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		11 беттің 5-беті

**Decorum** – all students, faculty, and staff of the university must maintain a restrained and objective style when expressing their opinions or positions on matters where the student, faculty member, or staff does not have complete and accurate information, avoiding premature conclusions.

**Neutrality** – all students, faculty, and staff of the university must maintain neutrality when assessing the preferences of others, within the legal framework and provided that there are no prohibitions by applicable normative legal acts, regardless of the areas involved. Regardless of their relevance, the promotion of any preferential treatment is equally prohibited.

**Zero tolerance for any manifestations of corruption and academic dishonesty** – all students, faculty, and staff of the university must immediately report and take corrective actions regarding any facts of corruption and academic dishonesty, including but not limited to requests or suggestions for unauthorized assistance in completing academic tasks, resolving academic issues, or any other related matters.

**Zero tolerance for any manifestations of harassment or other forms of discrimination** – all students, faculty, and staff of the university must immediately report and take corrective actions regarding any facts of harassment or other forms of persecution, including but not limited to immoral behavior (actions) that do not align with academic culture and respect for the rights and legitimate interests of others, and respond accordingly to such facts and information.

## **9. THE MAIN PRINCIPLES OF THE ETHICAL CODE OF THE AHMET YASSAWI UNIVERSITY:**

- Being responsible for contributing to the overall results of the university's activities;
- Acting based on the principles of trust, mutual assistance, and responsibility.;
- Being tolerant and disciplined – this is a success of legal culture and legal consciousness among all academic, teaching, and administrative staff of the university;
- Being mutually tolerant of friendship, equality, and cultural differences between the founding states;
- Ensuring transparency in all processes within the university;
- Supporting a favorable moral and psychological climate for the overall benefit of the university;
- Considering and evaluating the knowledge, talent, contribution, and experience of each university employee and student;
- Respecting the individual's right to freely express their opinion;
- Being tolerant of any differences among the members of the team;
- Being open and supportive in discussing the university's development issues and in communication;
- Studying the demands and requests of the university's external partners, quickly responding to current demands and future needs, while respecting and evaluating them;
- Must uphold the principles of academic integrity in all areas of their work and adhere to fair, free, and transparent competition.

## **10. ETHICAL CODE OF PROFESSORS, TEACHERS, AND EMPLOYEES**

### **10.1. Principles of the Professor-Teaching Staff and Employees' Ethical Code:**

- The university is a leading institution that utilizes the achievements of quality education, science, culture, and innovative new technologies;
- The university is an innovative and powerful institution of education and science that contributes to shaping the bright future and unity of the Turkic world countries;
- The university values and respects its teachers and staff;
- There is no tolerance for corruption, bribery, and unethical practices at the university;
- The university strives for innovative development while preserving and promoting the national and universal human values inherent in the Turkic world;

<i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i>		EK-HQTU-001-2025
<b>Quality Management System</b>	<b>University Regulations</b>	Version 1
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		11 беттің 6-беті

## **10.2. The ethical duties and responsibilities of professors, teaching staff, and employees.:**

10.2.1. Respecting the university's status and earning the title of a university professor or employee with honor and dedication to work;

10.2.2. Being cultured, responsible, fair, and humble in professional conduct;

10.2.3. Feeling responsible for achieving the university's goals and objectives and contributing to its development;

10.2.5. To know and respect the university's uniqueness, its rich history and traditions, as well as to serve as a role model for students through dedicated teaching;

10.2.4. As a professionally qualified specialist, to improve one's knowledge and skills, and to learn and apply both domestic and foreign experiences in order to achieve outstanding results.

10.2.4. To establish respectful, polite, and compassionate relationships with colleagues and students, based on mutual understanding;

10.2.6. If faculty members and researchers provide false, baseless, or misleading information regarding their scientific publications, they will be held accountable in accordance with the "Regulation on Discipline for Administrative, Managerial, and Teaching Staff";

10.2.8. In case of any deficiencies related to the scientific publications, qualifications, and competence of colleagues, one must report it to the relevant commissions and committees at the university and refrain from making any public statements about it under any circumstances;

10.2.9. To refrain from publishing scientific articles that do not comply with the norms of scientific ethics and academic integrity;

10.2.7. In order to maintain corporate ethics and culture, employees are obligated not to collect or publish information that harms the honor, personal life, or professional activities of other employees for personal gain.

10.2.10 Do not disclose personal information of university staff for personal gain;

10.2.11. To show respect for one's duties and colleagues;

10.2.13. Not to seek assistance from legal entities or individuals unrelated to the university when collecting information that may damage the reputation, operations, or representatives of the university;

10.2.14. Obligated to respect the university's business reputation, to refrain from any actions that contradict the interests of the university, and to avoid any conduct that may harm its name and reputation.

10.2.15. Not to criticize colleagues' personal lives or shortcomings in front of students;

10.2.16. Not to accept gifts from students with the aim of influencing the outcomes of the educational or scientific process;

10.2.17. Not to abuse one's position by putting pressure on students or showing bias in the evaluation of their academic performance;

10.2.18. Punctuality in arriving at work;

10.2.19. Not to engage in activities unrelated to one's duties during working hours;

10.2.20. Not to exhibit rudeness or negligence during work;

10.2.21. Should not use offensive language or engage in conflicts with others.

10.2.22. Not to spread false information about the decisions and activities of the university administration;

10.2.23. Not to spread religious views or opinions that contradict national unity and interfaith harmony;

10.2.24. To inform the management in a step-by-step manner during the process of filing complaints or grievances;

10.2.24. Not to consume alcohol or smoke within the university premises;

## **11. THE RELATIONSHIP BETWEEN UNIVERSITY LEADERS AND THEIR SUBORDINATE EMPLOYEES**

### **11.1. Supervisor:**

*Language version*



<i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i>		EK-HQTU-001-2025
<b>Quality Management System</b>	<b>University Regulations</b>	Version 1
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		11 беттің 7-беті

- To demonstrate professional and moral qualities by setting an example for employees;
- To respect employees' opinions and be open to constructive criticism;
- Not to harm the dignity and reputation of subordinates;
- To treat employees based on the principles of fairness and equality;
- To be responsible for creating an optimal moral and psychological environment based on openness, trust, and mutual understanding within the team.

#### **11.2. Employees under the management:**

- To fulfill work duties in accordance with the employer's agreements, labor and collective agreements, job instructions, and acts;
- To adhere to the rules of labor discipline, pedagogical ethics, the code of conduct for university employees, labor protection and safety requirements, fire safety regulations in the workplace, and other acts of the employer;
- To respect the decisions and instructions of the management and execute them in a timely and quality manner;
- To maintain mutual respect and business ethics in interactions with the management while performing one's duties;
- to openly discuss issues arising during work with the management and provide constructive suggestions.;
- To be responsible for promoting and maintaining a favorable psychological atmosphere within the team.
- To contribute to the growth of the university's image and enable its scientific, technological, and cultural development;
- To uphold the clear, honest, and objective principles of the university's academic integrity and academic policy standards;
- Systematic improvement of professional level and qualifications;
- In cases where it is not possible to report to work, promptly notifying the supervisor of the reason and the time of return;
- Should not display rude behavior towards the supervisor in front of colleagues;

#### **11.3. With colleagues:**

- To respect and honor one another;
- To apologize without fail for any misconduct;
- Not to harm the scientific publications of colleagues
- Should view rumors with distrust and prevent their spread.

### **12. OBLIGATIONS TO ADHERE TO THE PRINCIPLES OF INTEGRITY:**

- 12.1. Respecting and upholding the fundamental principles related to the use of other intellectual property;
- 12.2. Adopting ethical standards and strictly adhering to them;
- 12.3. Maintaining all principles of integrity in any type of work, both oral and written, during ongoing and final assessments;
- 12.4. Keep in mind that the proposed tasks are considered the individual work of the participants in the educational project;
- 12.5. Using methods such as quotations and the use of others' words when utilizing excerpts from foreign works;
- 12.6. Using references when writing research papers, essays, and written applications, indicating where specific ideas, authors, and works are derived from;
- 12.7. Refraining from submitting works completed for personal use or proprietary materials to their classmates;
- 12.8. Assisting in the implementation of academic integrity principles in their professional practice;

<i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i>		EK-HQTU-001-2025
<b>Quality Management System</b>	<b>University Regulations</b>	Version 1
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		11 беттің 8-беті

- 12.9 Warning in case of academic misconduct;
- 12.10. Creating conditions for the intellectual and moral education of learners based on ethics and sustainable development;
- 12.11. Studying the normative documents on the protection of existing copyrights both within the territory of the Republic of Kazakhstan and in the global community;
- 12.12. Conducting informational work to explain the academic integrity policy;
- 12.13. Paying attention to the methods of citing others' words and ideas during lessons and meetings;
- 12.14. Strictly recording each instance of academic misconduct. Informing the dean's office about such cases. Seeking assistance from the management if necessary;
- 12.15. Participating in seminars and practical sessions on issues related to supporting academic integrity.

### **13. RESPONSIBILITY**

- 13.1. University professors, staff, and students are required to be familiar with this code and are responsible to the university for their actions and behavior.
- 13.2. The code is equally and jointly applicable to professors, teaching staff, and employees.
- 13.3. Each professor, teaching staff, and employee of the university is morally responsible for the implementation of this code.
- 13.4. Measures will be taken against professors, teaching staff, and students who violate the provisions of the code.
- 13.5. The university is obligated to respect the constitutional and legal rights of employees and students when considering any academic or disciplinary violations.
- 13.6. University employees are required to be familiar with and adhere to the provisions of this Code, and to be equally responsible for their actions and behavior.
- 13.7. All university employees must be familiar with this Code.
- 13.8. Ignorance of the provisions of the Code does not exempt from responsibility for failing to adhere to them.
- 13.9. The responsibility for monitoring compliance with the Code is entrusted to the deans and heads of other structural divisions of the university.
- 13.10. Faculty deans must hold preliminary discussions with teachers on the topic of consistently maintaining academic integrity.
- 13.11. Taking measures against employees for non-compliance with the provisions of the Code in accordance with the legislation of the Republic of Kazakhstan and labor agreements/academic contracts.
- 13.12. Violation of the provisions of the Code is considered an act unbecoming of a university professor, teaching staff, or employee and may result in the following measures being taken:
- Suggesting a public apology;
  - Expulsion of students;
  - Dismissal of professors, teaching staff, and employees in case of violation of the ethical code requirements.

### **14. PROCEDURE FOR INTRODUCING CHANGES**

- 14.1. Amendments to this university code are made in accordance with the Documented Information Management Procedure.
- 14.2. Changes made to the QMS document must be recorded in the 'Change Register.

### **15. APPROVAL, STORAGE, AND DISTRIBUTION**



<b><i>International Kazakh-Turkish University named after Khoja Akhmet Yassawi</i></b>		EK-HQTU-001-2025
<b>Quality Management System</b>	<b>University Regulations</b>	Version 1
<b>Draft of the Ethical Code of Ahmet Yesevi University</b>		11 беттің 9-беті

15.1 The discussion and approval of this university code are carried out at the Senate meeting and are formalized with minutes.

15.2 The responsibility for storing, duplicating, and distributing working copies of this university code to users is assigned to the Chairperson of the Ethics and Disciplinary Committee. The working version of this university code will be sent to faculty deans, department heads, directors of departments, research institutes/centers, campus directors, and heads of centers and departments via email.

15.3 The control copy of this university code is submitted to the QMS for storage.

15.4 The Vice Rector for Social and Cultural Development oversees the implementation of the university code requirements.

#### **AGREED:**

Vice Rector for Academic Affairs

E.Idrisova

Vice Rector for Science and Strategic Development

A. Oshibaeva

Vice Rector for Finance and International Relations

Mustafa Giritlioglu

Acting Executive Secretary

V.M.Kim

Head of the Legal Department

G. Musakhanov

Head of the Human Resources Department

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