

"I Agree"

First Vice-Rector of the International Kazakh-Turkish University named after Khoja Ahmed Yasawi

_____ J. Tomar
 " _ " _____ 2021

"Approved"

Rector of Khoja Akhmet Yassawi International Kazakh-Turkish University
 _____ Zh. Temirbekova

" _ " _____ 2021

QUALITY MANAGEMENT SYSTEM UNIVERSITY REGULATION

UR-IKTU -053-2021

RULES OF THE ETHICAL AND DISCIPLINARY COMMISSION

PREFACE

- 1 DEVELOPED AND INTRODUCED by the Department of Youth Policy.
- 2 Developers
 - Vice-Rector for Social and Cultural Development, A. Turganbaev
 - Responsible Secretary, G. Baisenkul
- 3 Agreed
 - Vice-Rector for Academic Affairs, E. Idrisova
 - Vice-Rector for Strategic Development and Science, Sh. Esimova
 - Vice-Rector for Finance and International Relations, P. Pilten
 - Vice-Rector for Administrative and Economic Affairs, N. Batyrbaev
 - Head of Strategic Development, Rating, and Quality Center, J. Darybaev
 - Acting Head of the Legal Department, E. Tasov
- 4 INTRODUCED - 2021
- 5 Verification - 2023
 period

**For official use, printed
Turkestan**

TRANSLATED FOR THE WEBSITE

International Kazakh-Turkish University		UR-IKTU -053- 2021
Quality management system	University regulation	
Rules of the ethical and disciplinary commission Preface		Page 2 of 8

TABLE OF CONTENTS

1. Scope of Application	3
2. Normative References	3
3. Terms, Symbols, and Abbreviations	3
4. Responsibility and Authority	3
5. General Provisions	4
6. Main Objectives	4
7. Composition and Working Regulations of the Ethical and Disciplinary Commission	5
8. Procedure for Introducing Changes	
9. Coordination, Storage, and Distribution	6
10. Appendices	
10.1 Acknowledgment Sheet	7
10.2 Change Registration Sheet	7

<i>International Kazakh-Turkish University</i>		<i>UR-IKTU -053-2021</i>
Quality management system	University regulation	
Rules of the ethical and disciplinary commission Preface		<i>Page 2 of 8</i>

1. SCOPE OF APPLICATION

1.1 This regulation has been developed to establish the administrative and legal status of the Ethical and Disciplinary Commission (hereinafter referred to as the EDC) of the Khoja Akhmet Yassawi International Kazakh-Turkish University and defines the rules for conducting meetings, forming its composition, and exercising its powers.

1.2 This regulation must be used by the members of the Ethical and Disciplinary Commission, who are appointed by the order of the University Rector.

2. NORMATIVE REFERENCES (REFERENCE DOCUMENTS)

2.1 The university's EDC regulation refers to the following normative documents:

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007;
- University Staff Discipline Regulations;
- Regulations on the Organization of the Educational Process and Examination;
- Regulations on the Teaching Staff;
- Regulations on Student Discipline;
- Labor Code of the Republic of Kazakhstan;
- University Charter;
- Regulations on Student Dormitories; Decision No. 42 of the Governance Council dated 02.06.2012;
- The Corporate Culture Code of the Professors, Teachers, and Staff of Khoja Akhmet Yassawi International Kazakh-Turkish University and the Student Code of Honor;
- CP HKTU-4.2.3-2009 Document Management;
- CP HKTU-4.2.4-2009 Record Management;
- Academic Integrity Code;

3. TERMS, DEFINITIONS, AND ABBREVIATIONS

3.1 The list of terms and definitions used in this regulation:

- **Akhmet Yassawi University** – Khoja Akhmet Yassawi International Kazakh-Turkish University;
- **EDC** – Ethical and Disciplinary Commission;
- **KR** – Republic of Kazakhstan;
- **TR** – Republic of Turkey;
- **HEIs** – Higher Education Institutions;
- **OPC** – Teaching staff;
- **GC** – Governance Council;
- **MRMES** – Ministry of Education and Science of the Republic of Kazakhstan.

4. RESPONSIBILITY AND AUTHORITY

4.1 This regulation is approved by the Rector and the First Vice-Rector of Khoja Akhmet Yassawi International Kazakh-Turkish University.

International Kazakh-Turkish University		UR-IKTU -053-2021
Quality management system	University regulation	
Rules of the ethical and disciplinary commission Preface		Page 2 of 8

4.2 The Vice-Rector for Social and Cultural Development is responsible for the implementation of the requirements of this regulation.

5. GENERAL RULES

5.1. The Ethical and Disciplinary Commission (EDC) of the Khoja Akhmet Yassawi International Kazakh-Turkish University, based on statements, will propose disciplinary actions for faculty members and students who have violated discipline, and issue orders with decisions in the form of decrees.

5.2. The number of members of the EDC at Khoja Akhmet Yassawi International Kazakh-Turkish University is 9, and the chairperson of the commission is appointed by the university rector.

5.3. This regulation determines the functioning of the university's EDC in accordance with the university regulations (University Staff Discipline Regulation, Teaching Staff Regulation, Regulation on the Organization of the Educational Process and Examinations, Regulation of the Preparatory Language Teaching Center for Education and Examinations, Student Discipline Regulation, Regulation of Student Dormitories), the Corporate Culture Code of Professors, Teachers, and Staff, the Code of Honor of Students, the Academic Integrity Code, and the Anti-Corruption Program.

5.4. Khoja Akhmet Yassawi International Kazakh-Turkish University will make decisions on issues within its authority in accordance with the laws and orders of the Ministry of Education and Science of the Republic of Kazakhstan and other legal acts.

6. MAIN GOALS AND OBJECTIVES

The main goal of the Ethical and Disciplinary Commission is to respect the university's status and implement the state policy in the field of education to ensure the competitiveness and sustainable social-ethical growth of faculty, staff, and students.

The main objectives of the Ethical and Disciplinary Commission are:

- To ensure compliance with the university staff discipline regulation, adherence to labor discipline, and that no unworthy behavior for the teaching profession is exhibited, promoting cultural and ethical norms, as well as conducting unified educational work in the field of social-pedagogical and youth policy.
- To create necessary conditions for improving the organization of the educational process, protecting the rights and legal interests of university staff and students, and making educational decisions and recommendations.

6.1. To respect the status of the university and maintain a reputation deserving of the status of a faculty member and student of Khoja Akhmet Yassawi International Kazakh-Turkish University through honor and labor.

6.2. To respect the business reputation of the university, refrain from any actions contradicting the interests of the university, and prevent any behavior that would harm its name and reputation.

6.3. To know, respect, and promote the unique traditions and history of the university, and set an

<i>International Kazakh-Turkish University</i>		<i>UR-IKTU -053-2021</i>
Quality management system	University regulation	
Rules of the ethical and disciplinary commission Preface		<i>Page 2 of 8</i>

example for students with the faculty's teaching work.

6.4. A student of Khoja Akhmet Yassawi University must know the history of the formation of the Republics of Kazakhstan and Turkey, as well as other Turkic-speaking countries, respect and honor national cultures, traditions, and strictly observe and respect the university traditions.

6.5. A student of Khoja Akhmet Yassawi University must refrain from unethical behavior during daily learning, participation in ongoing, mid-term, final assessments, and scientific work, and engage in anti-corruption activities.

6.6. To resolve and prevent disputes between the employer, teaching staff, and employees.

6.7. A student of Khoja Akhmet Yassawi University must refrain from participating in any actions that contradict the interests of the university and that could damage its image and reputation.

6.8. Smoking in areas other than specifically designated places, bringing alcohol, drugs, psychotropic substances, and toxic substances to the university premises, and using them is strictly prohibited by current laws, including administrative and criminal law. It is essential to continually remind everyone about this prohibition. Students should refrain from walking under the influence of alcohol, drugs, or other intoxicating substances.

6.9. To consider issues related to students who violate the dormitory rules and obligations, including unacceptable behavior in the dormitory, failing to maintain cleanliness, engaging in commercial activities inside the dormitory, damaging dormitory property, etc.

6.10. To address conflicts and misconduct between faculty members and students, and to prevent violations in the teaching process and classroom behavior.

7. COMPOSITION AND WORK REGULATIONS OF THE ETHICAL AND DISCIPLINARY COMMISSION

7.1. The composition of the Ethical and Disciplinary Commission includes the core and auxiliary members, approved by the university rector's decree. The core members consist of the chairperson, vice-chairperson, secretary, and commission members. The auxiliary members are called upon when the core members are unavailable or in cases of conflicts of interest. The commission chairperson is appointed by the university rector. The commission is composed of respected and honorable members of the university's faculty with extensive pedagogical experience.

7.2. The composition of the commission and any changes to it are approved by the rector's decree, based on the proposal of the Vice-Rector for Social and Cultural Development and the agreement of the First Vice-Rector.

7.3. The commission reviews complaints, reports, and other documents related to violations of internal university regulations, which have been gathered based on suggestions from complaint boxes or discovered during investigations. Specialists from the legal department carry out investigations and obtain clarifications. If there are signs of legal or disciplinary violations, the university rector or the acting head issues instructions for the Ethical and Disciplinary Commission to discuss the matter and take appropriate action.

7.4. The commission has the right to invite witnesses, specialists for technical and financial audits, and union representatives to meetings.

7.5. The Ethical and Disciplinary Commission meets at least once every two months or more frequently as necessary. Meetings are held when at least two-thirds of the members are present, and decisions are made when two-thirds of the members approve the motion by open vote. In certain cases, decisions may be made through closed voting, as agreed upon by the commission members.

<i>International Kazakh-Turkish University</i>		<i>UR-IKTU -053-2021</i>
Quality management system	University regulation	
Rules of the ethical and disciplinary commission		<i>Page 2 of 8</i>
Preface		

7.6. The issues on the agenda of the Ethical and Disciplinary Commission (EDC) meeting are approved by the EDC Chairperson or Vice-Chairperson and are communicated to the commission members 5 days before the start of the meeting.

7.7. The requirement for annual training is defined based on the principles of labor legislation of the Republic of Kazakhstan, the development of negotiation skills, and achieving consensus in labor disputes.

7.8. Upon receiving a dispute request or task, the EDC will review the issue at the next commission meeting, and the parties involved in the dispute will receive copies of the decision within three days from the date of its adoption.

7.9. The work of the Ethical and Disciplinary Commission of Khoja Akhmet Yassawi International Kazakh-Turkish University is carried out in accordance with an annual plan, which is developed and approved for each academic year.

7.10. The decisions of the EDC meetings are recorded in the form of minutes. The minutes are signed by the chairperson or vice-chairperson and the secretary and are sent to the university rector as a proposal within 3 working days. The relevant sections of the decision are then distributed to the departments concerned.

7.11. In cases of urgent issues, an expert commission consisting of 3 members is formed within the EDC to review such matters.

8. PROCEDURE FOR INTRODUCING CHANGES

8.1. The management of this university regulation and the introduction of changes are carried out in accordance with KPTU-4.2.3-2009.

8.2. Changes introduced to the Quality Management System (QMS) should be recorded in the "Changes Registration Sheet."

9. AGREEMENT, STORAGE, AND DISTRIBUTION

9.1. The responsibility for storing, duplicating, and distributing copies of this university regulation lies with the Department of Youth Policy. Copies of the regulation will be sent to the relevant legal and private entities.

9.2. The control copy of this regulation will be handed over to the Strategic Development, Rating, and Quality Center (SDRQC).

AGREED:

Social and Cultural Development Vice-Rector
Turganbaev A.

Responsible Secretary
Baisenkul G.

Academic Affairs Vice-Rector
Idrisova E.

Strategic Development and Science Vice-Rector
Esimova Sh.

<i>International Kazakh-Turkish University</i>		<i>UR-IKTU -053-2021</i>
Quality management system	University regulation	
Rules of the ethical and disciplinary commission Preface		<i>Page 2 of 8</i>
