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**REGULATIONS
on the Ethics council
NPJSC «Zhetysu university named after I.Zhansugurov»
IRD-ZU-03-01**

Taldykorgan, 2021

CONTENT

1 Scope..... 3
2 Normative references..... 3
3 Terms and definitions..... 3
4 Responsibility and authority..... 3
5 Working procedure of the Ethics Council..... 4

1 SCOPE

1.1 These Regulations of Zhetysu university named after I. Zhansugurov (hereinafter ZhU, University) define the procedure and working conditions of the Ethics Council.

1.2 Ethics Council (hereinafter referred to as the Council) consists of members whose terms of office last one academic year.

1.3 The organization and activities of the Council are regulated by the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan «On Education», the Law of the Republic of Kazakhstan «On Combating Corruption».

1.4 This provision is mandatory for all employees, teaching staff and students of the university.

2 NORMATIVE REFERENCES

This provision uses references to the following regulatory documents:

Law of the Republic of Kazakhstan No. 319-III of 27.07.2007	On education
Law of the Republic of Kazakhstan No. 410-V of November 18, 2015	On combating corruption
IRD-ZU-20-02	Academic honesty policy NPJSC «Zhetysu university named after I. Zhansugurov»
IRD-ZU-12-05	Provisions on scientific ethics committees
IRD-ZU-15-02	Documented procedure. Management of documented information

3 TERMS AND DEFINITIONS

The following terms and definitions are used in this provision:

Ethics	A set of ethical principles and norms of business conduct that guide the teaching staff, employees and students of the university in their activities
Interested person	A person whose rights, provided for by the legislation and the Charter, are related to the activities of the university
Conflict of interest	A situation in which the personal interest of an employee or an official of the university affects or may affect the impartial performance of their official duties
Corporate culture	University-specific values, principles, norms of behavior and attitudes
Employee	A person who is in an employment relationship with the University and directly performs work under an employment contract

4 RESPONSIBILITY AND AUTHORITY

4.1 Responsibility for the implementation of the requirements specified in this regulation is assigned to the Chairman of the Board.

4.2 The Chairman of the Board – Rector is responsible for the timely formation of the members of the Ethics Council and the appointment of the Chairman.

4.3 The Chairman of the Ethics Council directs its activities, chairs its meetings, plans its work, exercises general control and is responsible for its activities and decisions.

5 PROCEDURE OF THE ETHICS COUNCIL

5.1 The main tasks of the Ethics Council

The main tasks of the Ethics Council include:

- prevention of cases of academic dishonesty among students, teaching staff and employees;
- consideration of the facts of violation of the University's academic integrity policy;
- assessment of compliance with ethical standards and principles of academic honesty in the performance of any type of written work;
- consideration of appeals from employees and students of the university on the facts of offenses, violations of internal regulations, the Charter of the university;
- ensuring awareness of employees and students of the university in matters of countering offenses, violations of internal regulations, the University Charter;
- facilitating the identification of violations at the university and the adoption of appropriate measures;
- interaction with the administration and structural divisions of the university in the fight against violations;
- formation in the university of zero tolerance for any offenses;
- the use of various forms and methods of countering offenses;
- making recommendations and proposals to strengthen discipline, prevent and prevent offenses, ensure anti-corruption legislation.

5.2 Main functions of the ethics Council

The main functions of the Ethics Council are:

- participation in the ethical assessment of written works of students and the organization of ethical examination in terms of the Policy of Academic Integrity of students, teaching staff and employees;
- consideration of controversial issues that arose during the academic period and during the period of intermediate, final certification related to the Policy of academic honesty and violation of ethical standards;
- carrying out activities to implement the principles of the Academic Integrity Policy in the educational process and prevent violations of the norms of the Academic Integrity Policy;
- carrying out activities aimed at preventing violations of the Academic Integrity Policy, offenses, violations of internal regulations, the Charter of the University;
- consideration of citizens' appeals on the facts of violations of ethical standards by students and university staff, their violations of the Policy of Academic Integrity, offenses, violations of internal regulations, the Charter of the University;
- holding meetings with parents of students-violators on the considered facts of violations of the Academic Integrity Policy, offenses, violations of internal regulations, the Charter of the University;
- review of research papers for violations in the process of planning, evaluating, selecting, conducting and disseminating the results of scientific research, including protecting the rights, safety and well-being of research objects (wildlife objects and habitats);
- consideration of the issue of recommendations for the publication of scientific articles and monographs of teaching staff and doctoral students;
- recommendation of scientific articles and monographs for publication based on the decision of the university's scientific ethics committees (IRD-ZU-12-05);
- participation in faculty councils, headships;
- analysis of comments and suggestions of students and university staff.

5.3 Structure of the Ethics Council

5.3.1 The structure of the Council is appointed by the order of the Chairman of the Board - the Rector of the University from among the teaching staff, administrative and managerial staff and students of the university for one academic year.

5.3.2 Chairman of the Ethics Council:

- carries out the general management of the Council and coordinates its work in accordance with this regulation;
- determines the directions of the work of the Council;
- distributes responsibilities among members of the Council;
- approves the work plan of the Council and controls its implementation;
- determines the agenda, place and time of Council meetings;

- convenes meetings of the Council and presides over them;
- ensures timely consideration of applications from employees and students of the university on the facts of offenses;
- submits proposals to the Chairman of the Board - the Rector of the University on the adoption of disciplinary measures on the revealed facts of offenses;
- submits to the Chairman of the Board - Rector of the University a report on the work done by the Council;
- prepares recommendations and proposals to strengthen discipline, prevent and prevent offenses and ensure anti-corruption legislation.

5.3.3 Members of the Ethics Council:

- make proposals on the work plan of the Council and the agenda of meetings;
- participate in the preparation of materials for the meetings of the Council and its draft decisions;
- take part in the discussion of issues considered by the Council.

5.4 The procedure for organizing and holding a meeting of the Ethics Council

5.4.1 The Council carries out its activities in accordance with the Work Plan approved by the Chairman.

5.4.2 Preparation for the meeting includes the following activities:

- development of the meeting plan;
- organization of explanatory work on the goals and procedure for holding a meeting;
- determination of dates and places of meetings;
- preparation of necessary documents for consideration at a meeting of the Council.

6.4.3 Materials for the regular meetings of the Ethics Council are sent to the members of the Council no later than 3 working days before the appointed date of the meeting.

5.4.4 Council meetings are held at least once every 2 months.

5.4.5 Meetings of the Council are considered competent if at least two thirds of the total numbers of members of the Council are present.

Members of the Council who were not present for a valid reason (due to a business trip, due to health reasons) do not participate in determining the quorum of the meeting.

5.4.6 A member of the Ethics Council is obliged to participate in its work and attend meetings of the Council, or, if it is impossible for a good reason to attend a meeting, inform the Chairman of the Council and/or his deputy in advance.

5.4.7 The Council considers a disciplinary case within 10 days from the date of its acceptance for proceedings.

5.4.8 In case of violations of the Academic Integrity Policy, the Council carries out an expert assessment of students' written works and analyzes this violation.

Based on the results of the examination of the submitted written works and the analysis of unacceptable behavior of students, teaching staff and employees, the Council may make the following recommendations:

- For teaching staff and employees:

- make a comment;
- issue a reprimand;
- issue a severe reprimand;
- dismiss from work;
- not to allow publication of articles, textbooks, teaching aids and other works;

- For students:

- make a comment (notifying parents of students or posting on the website);
- reduce the score (for each case 10 points);
- cancel an assessment, answer or written work/reference;
- not to be admitted to the assessment/examination procedure;
- forfeit the right to transfer;
- issue a reprimand;
- expel from the number of students.

5.4.9 Students, teaching staff and university staff are invited to the meeting of the Council, whose cases are being considered.

5.4.10 Students, teaching staff and university staff whose cases are considered by the Council have the right to be protected from unfounded accusations by any means that do not contradict the legislation of the Republic of Kazakhstan.

5.4.11 The Ethics Council makes decisions by a simple majority of votes from the members of the Council present at the meeting. In case of equality of votes, the chairperson's vote is decisive. Members of the Ethics Council cannot abstain from voting.

5.4.12 The meeting of the Council is drawn up in the form of a protocol, which is signed by the chairman, members, as well as the secretary of the Council.

5.4.13 A member of the Ethics Council who does not agree with the decision made has the right to express his dissenting opinion in writing, which is attached to the relevant conclusion of the Council and is its integral part.

5.4.14 The decision of the meeting of the Council is brought to the attention of interested parties.

5.4.15 The Council informs the Chairman of the Board – Rector of its recommendations and justifications regarding the facts of violations by students and employees. Chairman of the Board - Rector makes an appropriate decision on each fact of violation.

5.4.16 Disagreement with the decision of the Ethics Council is considered by the Chairman of the Board – Rector of the University.