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Approved by

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**REGULATION**  
**about the Anti-Corruption Council**  
**NPJSC "Zhetysu University**  
**named after Ilyas Zhansugurov"**  
**IRD-ZU-33-01**

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## 1. SCOPE OF APPLICATION

1.1 This Regulation of the NPJSC "Zhetysu University named after Ilyas Zhansugurov" (hereinafter referred to as the University) defines the procedure and working conditions of the Anti-Corruption Council (hereinafter referred to as the Council).

1.2 The Council consists of members whose term of office is two academic years.

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", etc.

1.4 The work of the Council is supervised by the Chairman. The Chairman of the Council is approved for the position and dismissed by the order of the Chairman of the Board - the Rector of the University.

## 2. REGULATORY REFERENCES

This Regulation uses references to the following regulatory documents:

Law of the Republic of Kazakhstan No. 319-III of July 27, 2007	On Education
Law of the Republic of Kazakhstan No. 410-V of November 18, 2015	On Combating Corruption
Law of the Republic of Kazakhstan No. 151 of July 11, 1997	On languages in the Republic of Kazakhstan
IRD-ZU-15-02	Documented procedure. Management of documented information

## 3. TERMS AND DEFINITIONS

The following terms and definitions are used in this Regulation:

Corruption	Illegal use by persons holding a responsible state position, persons authorized to perform state functions, persons equated to persons authorized to perform state functions, officials of their official (official) powers and related opportunities in order to obtain or extract personally or through intermediaries property (non-property) benefits and advantages for themselves or third parties, as well as the bribery of these persons by providing benefits and advantages
Corruption offense	An unlawful guilty act (action or omission) that has signs of corruption, for which administrative or criminal liability is established by law

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#### 4. DESIGNATIONS AND ABBREVIATIONS

The following designations and abbreviations are used in this standard:

University	NPJSC “Zhetysu University named after Ilyas Zhansugurov”
The Council	Anti-Corruption Council NPJSC “Zhetysu University named after Ilyas Zhansugurov”

#### 5. RESPONSIBILITY AND AUTHORITY

5.1 Responsibility for the implementation of the requirements specified in this Regulation is assigned to the Chairman of the Board.

5.2 The Chairman of the Council directs its activities, chairs its meetings, plans its work, exercises general control and is responsible for the activities and decisions taken by it.

#### 6. THE WORKING PROCEDURE OF THE ANTI-CORRUPTION COUNCIL

##### 6.1 General provisions

The main activities of the University:

- improving the system for detecting and countering corruption;
- identification and eradication of corruption schemes among students and University staff;
- implementation of measures for the organization of work on the prevention of corruption manifestations;
- formation of an atmosphere of intolerance to corruption in the team;

##### 6.2 The purpose of the activity and the main tasks

6.2.1 The Council is created in order to coordinate and improve the work on compliance with the corporate values of the University, based on the anti-corruption of the University on the principles of openness and consistency.

6.2.2 The main task of the Council:

- implementation of a complex of cultural and mass anti-corruption events aimed at clarifying and discussing the main provisions of the legislation of the Republic of Kazakhstan, Decrees of the President of the Republic of Kazakhstan, the formation of responsibility and active citizenship;

##### 6.3 Council structure

6.3.1 The activities of the Council are organized in the composition of the Chairman, Secretary and members of the Council.

6.3.2 The personal composition of the Council is approved by the order of the Chairman of the Board - Rector for a period of two academic years with its annual rotation in accordance with the established procedure. Proposals on the personal list of the Council are made by a Member of the Board - the Vice-Rector for Youth Policy.

##### 6.4 Main functions

6.4.1 The main functions of the Council:

- organization of the development of prospective and current action plans of the Council;
- management and control over the implementation of the plans and decisions of the Council;
- prevention, detection, suppression and disclosure of corruption-related offenses;
- elimination of the consequences of corruption, bringing the perpetrators to justice;
- decision-making on the main issues of the University's activities in the field of anti-corruption work.
- development and approval of concepts of plans and other anti-corruption activities of the University, control over their implementation;

##### 6.5 Права

### 6.5.1 The Council has the right to:

- request materials and reports from the deans of faculties and the director of the college concerning the organization of anti-corruption work;
- to hear reports on the organization of anti-corruption work of the deans of faculties and the director of the college;
- to make decisions on all issues of the organization of anti-corruption work at the University;
- make proposals to the Chairman of the Board - Rector on bringing the perpetrators to justice;
- organize meetings on issues related to the work of the Council;
- to submit materials to the Chairman of the Board - Rector for the encouragement and recovery of teachers, staff and students of the University;
- participate in the work of all departments and governing bodies of the University on the activities of the Council.

## 6.6 Responsibilities

### 6.6.1 Duties of Council members:

- monitor the implementation of decisions taken at Council meetings;
- timely consider and implement proposals of public organizations, faculties, colleges aimed at improving the preventive activities of the University, support and encourage activists among students;
- comply with laws and other regulatory legal acts in the field of education and labor relations;
- to determine the priority areas of the Council's activities;
- to bring to the attention of the Chairman of the Board - the Rector of the University information about cases of corruption offenses;
- monitor the preparation and implementation of Anti-corruption Action Plans of the University's structural divisions;
- hold regular meetings of the Council (in accordance with the approved plan).

## 6.7 Order of the Council meeting

6.7.1. Preparation for the meeting is carried out by the Secretary of the Council and includes the following activities:

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

6.7.2. Materials for the regular meetings of the Council are sent to its members no later than 3 working days before the scheduled meeting date.

6.7.3 Meetings of the Council are considered competent if they are attended by at least two thirds of the total number of members of the Council.

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

6.7.4 The Secretary of the Council is not entitled to take part in the voting.

6.7.5 The voting results are determined by a majority vote of the Council members. In case of equality of votes, the vote of the Chairman of the Council is decisive.

6.7.6 The members of the Council have the right to a dissenting opinion, which, if expressed, must be stated in writing and attached to the protocol.

6.7.7 The decisions of the Council on all issues are adopted by open voting by a simple majority of votes and come into force after their approval at a meeting of the Council.

6.7.8 Meetings of the Council are formalized by minutes. The minutes are signed by the Chairman and Secretary of the Council.

6.7.9 Meetings of the Council should be held once every 2 months in accordance with the approved Work Plan.

6.7.10 The decisions of the Council are binding on the faculties, the college and are subject to execution.

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6.7.11 The annual report on the anti-corruption activities of faculties and colleges is heard and discussed at the meetings of the Council.

6.7.12 Each meeting of the Council is formalized by a protocol. The decision of the Council meeting should be brought to the attention of all structural divisions of the University. The minutes of the meeting are filled in and signed by each member of the Council in one copy and stored in the materials of the Council.

6.7.13 The Council should consider the reports on anti-corruption activities submitted by the structural divisions of the University.

6.7.14 A report is compiled based on the results of the Council's work.

6.7.15 Materials on the results of the Council's work are transmitted to the Chairman of the Board – the Rector. Based on the results of the Council's work, the Chairman of the Management Board – Rector may decide to encourage individual employees, promote, demote or dismiss.

6.7.16 The decision of the Council meeting is brought to the attention of interested persons.

6.7.17 The Council informs the Chairman of the Board - Rector about its recommendations and justifications regarding the facts of violations on the part of students and employees. The Chairman of the Management Board - Rector makes an appropriate decision on each fact of violation.

## **7. CHANGES**

7.1 The development, registration, approval and approval of "Notices of Changes" of this Regulation, as well as amendments to it, must be made in accordance with IRD-ZU-15-02 and entered in the "Change Registration Sheet".






