



APPROVED

By the decision of the Board of NJC “Kazakh National University named after Al-Farabi”
from “October 29”, 2024 № 14



Anti-corruption standard to ensure openness and transparency in NJC “Kazakh National University named after Al-Farabi”

Almaty, 2024

Chapter 1: General Provisions

1. This Anti-Corruption Standard on ensuring openness and transparency in the Non-profit Joint Stock Company "Kazakh National University named after Al-Farabi" (*hereinafter - the University*) is developed in accordance with the requirements of the Law of the Republic of Kazakhstan dated November 18, 2015 "On Combating Corruption", Methodological Recommendations for the development of anti-corruption standards approved by the Agency for Civil Service of the Republic of Kazakhstan and Anti-Corruption, as well as in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan.

2. Anti-corruption standard on ensuring openness and transparency in Non-Commercial Joint Stock Company "Kazakh National University named after Al-Farabi" (*hereinafter - the Standard*) is aimed at establishing public relations and a system of recommendations for the sphere of activity of the University in the implementation of its functions as an organization of higher and postgraduate education, research university, aimed at prevention, detection and eradication of corruption in the University.

3 The main objectives of anti-corruption activities are:

1) formation of sustainable anti-corruption behavior and responsibility among all employees of the University, including officials, administrative staff, teaching staff (*hereinafter - faculty*) in the performance of their official duties, students;

2) timely detection of corruption manifestations and prevention of negative consequences for the University;

3) development of anti-corruption culture among the University employees, including officials.

4. The Standard shall be applied in the activities of the University in the implementation of its functions as an organization of higher and postgraduate education, as well as research university in accordance with the legislation of the Republic of Kazakhstan, the Charter and internal regulatory documents of the University.

5. The Standard is mandatory for all employees and students of the University. Each employee and student of the University shall be personally responsible for the application and implementation of the Standard. Failure to fulfill the requirements of the Standard may serve as a basis for bringing the employee and student to disciplinary responsibility in accordance with the legislation of the Republic of Kazakhstan, as well as entail measures of civil and criminal prosecution.

6. Control over the compliance of employees and students of the University with the Standard is carried out by the Compliance Control Service, deans of faculties and heads of structural units.

7. The basic principles of openness and transparency are:

1) integrity is honest, decent fulfillment *by students (students, masters, doctoral students)* of assessed and non-assessed types of academic work;

2) realization of protection of the rights of the author and his legal successors - recognition of authorship and protection of works that are the object of copyright

by means of correct transmission of other people's speech, thoughts and indication of sources of information in the evaluated works;

3) openness - transparency, mutual trust, open exchange of information and ideas between learners and teachers;

4) respect for the rights and freedoms of students - the right of free expression of opinions and ideas;

5) Equity - each student ensures compliance with the rules of academic honesty and equal responsibility for their violation;

8. The following definitions are used in this Standard:

1) plagiarism - intentional or negligent, full or partial illegal use, appropriation or disposal of protected results of another's labor, results of academic, scientific, research, journalistic and analytical activities, which is accompanied by communication to other persons of false information about oneself as the actual author;

2) cheating - unscrupulous behavior of a student or employee that implies copying someone else's intellectual product;

3) duplication - presentation of the same work within the framework of different

assessment and requirements, including attempting to submit as one's own, in part or in whole, any work that has been previously assessed in another course without prior permission from the faculty, even if the learner is the author;

4) Falsification - falsification of academic records or other documents; data (observations in a scientific experiment, falsification of a record, results of a survey); signature in an academic paper; intentional falsification or defacement of an academic paper;

5) concealment - silence and withholding of information about the dishonest presentation of fictitious information in the academic product; substitution of data and results of research and experiments; presentation of false information obtained in the course of research;

6) collusion - a mutual agreement between the subjects of the educational process to perform any academic work to be checked and evaluated for another student.

Chapter 2: Principles of the Standard

1. Principle of information openness (reliability of information, timeliness of publication).

1-1. The principle of information openness means the mode of operation of the University and the availability of information at its disposal.

The main mechanisms of openness include:

1) disclosure of information on the official Internet resource of the University;

2) maintaining official pages in social networks;

- 3) use of open data mode (publication of data in machine-readable form suitable for further automatic processing);
- 4) processing of appeals from individuals and legal entities, including public organizations, as well as responding to these appeals;
- 5) work of public councils;
- 6) media relations;
- 7) independent anti-corruption expertise and public monitoring of law enforcement;
- 8) adoption of the activity plan and annual public declaration of goals and objectives, their public discussion and expert support;
- 9) public report on the results of the University's activities;
- 10) Ensuring that the University makes plans, decisions, programs, policies and regulations understandable (explaining their necessity and planned results);
- 11) informing all employees, faculty and students by publishing news, socially significant information, photo and video reports;
- 12) Involvement of all employees, faculty and students by organizing discussions, collecting proposals, opinions and comments on the University's documents and initiatives, published reports, anti-corruption measures, etc..;
- (13) Providing protection for personnel who report integrity violations;

1-2. In order to ensure the safety of official, commercial and other legally protected information, each employee of the University, including faculty members and officials, undertake an obligation not to disclose confidential information, as well as to use methods and information protection means authorized by the legislation of the Republic of Kazakhstan.

1-3. The University shall ensure the openness of information about the educational institution, teachers and employees in accordance with the requirements of the legislation of the Republic of Kazakhstan, the Charter and internal regulatory documents of the University.

1-4. Information openness of the University is oriented to fulfill the following tasks:

- 1) Providing for the realization of stakeholder rights in the provision of corporate information required to make decisions about the University;
- 2) improving the quality of corporate governance at the University;
- 3) formation of conditions for the growth of communication activity;
- 4) compliance with the requirements of the legislation of the Republic of Kazakhstan concerning mandatory disclosure of information;
- 5) guaranteed security of data (information) about the University, the disclosure and/or use of which may cause damage to the interests of the state, the University or lead to unjustified advantages of some interested parties over others (under equal conditions).

1-5. In exercising stakeholders' rights to information, and providing prompt and accessible information, the University employs appropriate methods of notification:

- 1) Disclosure of information through news agencies and mass media;

- 2) communicating information through publications on the official Internet resource of the University;
- 3) informing during press conferences, public speeches and personal meetings with stakeholders;
- 4) other methods stipulated by the legislation of the Republic of Kazakhstan.

2. Principle of accessibility and comprehensibility (of plans, decisions, programs, policies).

2-1. The goals, objectives, plans, and results of the University's activities shall be provided in a simple and easy-to-understand form.

In order to implement this mechanism (tool), explanations in various formats are provided for the specified types of documents and decisions in order to provide stakeholders with information about the need for a particular document/decision/action, proposed changes, their impact on the University's activities, as well as the social and economic effects achieved.

2-2. The key areas of focus in developing explanations, are:

- 1) preparation and discussion of plans, decisions, programs, policies;
- 2) wide coverage of adopted plans, decisions, programs, policies and information on their implementation;
- 3) provision of services, including in electronic form.

2-3. Work to promote accessibility and comprehensibility in preparation plans, decisions, programs, policies include:

- 1) identification of the target audience whose interests are addressed in the a particular plan, decision, program, policy;
- 2) dividing the target audience into a finite number of reference groups;
- 3) placement of material addressed to the widest possible reference groups at the beginning and narrower groups at the end;
- 4) thinking through possible questions from reference groups and preparing preliminary answers for them.

The textual explanation provided should be clearly and understandably structured.

2-4. To maximize the emphasis and clarification of practically important provisions (initiatives, documents), infographics, presentation materials, video and audio recordings, animations, smart maps, etc. are used in the preparation of explanations. Regardless of the form of explanations, the target audience of their users is clearly defined.

2-5. Various communication channels can be used to achieve the effect of the "accessibility and comprehensibility" mechanism:

- 1) mass unaddressed communications: television, radio, press, outdoor advertising, social networks;
- 2) targeted communications, implying the impact on individual reference groups.

Public discussions of projects, plans, decisions, programs, policies are organized.

3. Principle of civil society involvement

3-1. The University has created favorable conditions for the development of civic activity (student activity) in society through various forms, including such forms as volunteering and charity. The University has organized a large-scale and systematic work to stimulate the development of many civic initiatives (student initiatives), which affect all spheres of public life, and are the foundation for the development of student self-governance.

3-2. Student self-government is represented by a number of student organizations and clubs, such as Student Senate, volunteer movement "Komek", students' trade union organization "Sunkar", Supreme Student Council of Dormitories", student club "Sanaly Urpaq", Association of Foreign Students" and other educational, scientific and cultural student associations.

4. Principle of accountability (development of public control mechanisms)

4-1. In order to strengthen the role of civil society institutions (student and youth organizations) and their influence on decision-making and management of topical issues in the life of the University, the University shall strive to ensure the participation of the student community in the collegial governing bodies (Academic Council and others) to increase transparency in the decision-making process for the management of the University. Through student self-governance organizations, the control over the activities of the University is increased.

4-2. Annually at the meeting of the Academic Council of the University a report of the Chairman of the Board - Rector on the activities of the University to the staff and the public shall be heard.

4-3. The Compliance Control Service or a specially created working group shall conduct an anti-corruption examination of the University's internal regulatory documents.

Chapter 3: System of openness and transparency in organizations higher and (or) postgraduate education

1. Responsibility/Corporate governance (collegial) decision-making, public and learner participation in decision-making)

1-1. This Standard considers corporate governance as a means of improving the University's performance, with the aim of ensuring transparency and accountability, enhancing its reputation, and creating a transparent system for managing all processes.

Corporate governance at the University is based on fairness, honesty, responsibility, transparency, professionalism and competence. The structure of corporate governance is based on respect for the rights and interests of all persons interested in the activities of the University and contributes to the success of the University, including the growth of its value, supporting financial stability and instilling in students and employees a clear civic position to develop zero tolerance for dishonesty and corruption.

1-2. The University has developed a Code of Corporate Governance with the following principles in mind:

Principle 1. Clear delineation of authority between structural subdivisions, ensuring systematic and consistent processes corporate governance, delimitation of powers of collegial bodies in decision-making.

Principle 2. Protection of rights and interests of all participants of the educational process.

Principle 3: Effective governance of the University.

Principle 4. Risk management, internal control and external control involving third parties, audit.

Principle 5: Regulation and resolution of potential corporate conflicts and conflicts of interest;

Principle 6. Transparency and objectivity of disclosure of information about the University's activities to third parties.

In order to develop and strengthen the corporate culture, the University has also developed internal regulatory documents such as the Code of Corporate Ethics, Risk Management Procedure, Regulations on the Ethics Council, Rules of Academic Integrity and others.

1-3. The University has established collegial bodies:

1) to solve the issues of distribution and proper use of budget funds - Budget Commission;

2) for hiring faculty and administrative and managerial staff - the Competition Commission.

In order to ensure openness and transparency of decisions taken by collegial bodies, the University ensures the mandatory presence/participation of public representatives with the use of video recording means.

Members of collegial bodies are responsible for:

1) the faithful performance of their assigned duties in a manner that best reflects the interests of the University;

2) the use of the University's property for personal purposes;

3) observance of confidentiality of information on the activities of the University, including for three years from the date of termination of employment with the University;

4) Non-objective judgments on corporate matters;

(5) Acting in excess of authority and using authority only for the purposes for which it was granted;

6) actions that may cause a conflict of interest with University employees as well as other interested parties;

7) improper performance of its powers and functions;

8) actions that do not comply with the norms of the legislation of the Republic of Moldova

Kazakhstan, the Charter and internal documents of the University.

2. Demonstration of readiness to comply with the Standard

2-1. The activity of collegial bodies is regulated by a regulation, with a clear delineation of the list of issues considered by this body.

Members of collegial bodies are obliged to know their functional duties, rights and responsibility for the decisions taken.

2-2. The University's developed documents governing business process transparency must demonstrate a willingness to comply with the standard.

The University in all normative and other documents, its own media, on the Internet resource, daily activities clearly and unambiguously emphasize its commitment to compliance with the norms of the Standard.

3. academic integrity (honesty)

3-1. Integrity is a permanent commitment of participants of the educational process and educational institutions to act according to values and principles that exclude corruption risks and manifestations, forming and strengthening a professional environment that enables them to adhere to such behavior.

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

1) Academic honesty, which is a key value of the educational and research process;

2) adherence to clear, fair and objective standards of academic integrity, citation and conduct policies;

3) all types of written works of students are checked for plagiarism. The rules and procedure for plagiarism check are determined by the University;

4) The learner's responsibility for violating the principles and standards of academic integrity;

5) making higher demands on learners within its system of fair and objective assessment of learning outcomes;

6) Providing only the best with the opportunity to complete their studies;

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

8) Ensuring that the faculty member is highly responsible as a mentor, instilling principles and standards of academic honesty, mutual respect, and fairness;

9) Recognizing 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 assigned obligations by each student and employee of the University to comply with the principles of academic honesty.

This Standard recognizes the following misconduct as academic dishonesty (dishonesty):

Plagiarism, cheating, duplication, fabrication, cover-up, collusion.

4. anti-corruption compliance (anti-corruption culture, corporate ethics)

4-1. Promoting integrity is based on the following

Principles:

1) continuous work to develop, implement, support, analyze and improve the anti-corruption policy and management system;

2) identification by the University of external and internal factors that are essential for the purpose of its activities and that affect the ability to achieve the goals of the University's anti-corruption management system;

3) identification of stakeholders that are relevant to the anti-corruption management system and their respective requirements;

4) defining the boundaries and applicability of the anti-corruption management system in order to establish its scope;

5) conducting corruption risk assessment on a systematic basis;

6) setting criteria for assessing the level of corruption risks;

7) demonstration by the University's top management of leadership and commitment to the anti-corruption management system;

8) responsibility of the University top management for the development, implementation, support, analysis and improvement of the anti-corruption policy and management system;

9) the existence of an internal anti-corruption compliance service with The Compliance Control Service is the Compliance Control Service;

10) development and support of a decision-making process or set of anti-corruption risk management tools when senior management delegates decision-making to University personnel;

11) identification of internal and external communications essential for the functioning of the anti-corruption management system;

12) planning, implementation, analysis and management of the processes necessary to ensure compliance with the requirements of the anti-corruption management system;

13) implementation of financial and non-financial control mechanisms to manage corruption risks;

(14) Implementing procedures to prevent the offering, giving or accepting of gifts, payment of expenses, donations and other benefits;

15) implementing procedures that encourage and enable staff to report, in good faith or in good faith, to the Compliance Control Service or relevant officials (either directly or through an appropriate third party) suspected or actual cases of bribery or any corruption violations, as well as weaknesses in the anti-corruption management system;

16) implementation of procedures to investigate and take action on any case of corruption, violation of the anti-corruption policy or requirements of the anti-corruption management system, which are identified or reasonably suspected or reported;

17) evaluation of the results of anti-corruption activities at least once a year;

18) Involvement of students in the University management process to form a healthy social environment and intolerance to corruption at the University.

4-2. The University's culture of integrity shall be based on the following model of ethical behavior for faculty, staff, and student:

1) Integrity;

2) realization of the protection of the rights of the author and his legal successors;

3) openness;

4) respect for the rights and freedoms of students;

5) Equality;

6) the teacher, employee must be a model of decency and intelligence, morality and ethics, a principled opponent of any manifestations of corruption, indiscipline and irresponsibility;

7) a teacher, employee, one of the main directions of his/her activity should define educational work with students, care about their education and culture, upbringing of true patriots of their Motherland;

8) a teacher, employee shall be obliged to counteract any manifestations of corruption and take measures for its prevention;

9) a teacher, employee shall by personal example in the performance of his/her professional duties show students the inadmissibility of corrupt practices, promote a system of moral values, obligations and requirements of good conduct based on generally recognized moral principles and norms of the Kazakhstani society and state;

10) a teacher, employee shall be honest and impartial in professional activities and evaluation of his/her colleagues and students, be independent from their influence in the performance of official duties, suppress the facts of violation of norms of official ethics on the part of others, do not allow such violations on his/her part;

11) a student of the University should strive to become a worthy citizen of the Republic of Kazakhstan, a professional in the chosen specialty, to develop the best qualities of personality;

12) the student must 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 performing his/her duties in good faith;

13) the student must be conscientious about training and all forms of knowledge control, considering dishonesty, negligence unacceptable and dishonesty in the learning process;

14) the student shall be a model of decency, culture and morality, intolerant to manifestations of corruption and, first of all, not allowing his/her own corrupt behavior;

4-3. Anti-corruption compliance carried out at the University:

1) the Compliance Control Service was established, defined as the unit responsible for anti-corruption compliance and designed to coordinate the work on the formation of anti-corruption culture at the University, whose functions include:

- development of internal regulatory documents governing the ways and procedures for identifying, measuring, monitoring and controlling compliance risks in the field of anti-corruption;

- conducting internal audits independently or jointly with other structural subdivisions of the University on the basis of appeals (complaints) about the facts of corruption in the University or on behalf of the management;
 - analyzing business processes for corruption risks independently or jointly with other units of the University;
 - conducting awareness-raising activities on anti-corruption issues and formation of anti-corruption culture at the University;
 - control over compliance by the University employees with anti-corruption legislation, as well as internal anti-corruption documents of the University;
 - conducting training for University employees on anti-corruption issues;
 - Developing and monitoring the implementation of the University's internal anti-corruption policy by the University's structural units;
 - coordination of work on internal analysis of corruption risks in the University's activities;
 - taking measures to identify, monitor and resolve conflicts of interest;
 - Taking measures to regulate the receipt and giving of gifts and hospitality at the University;
 - monitoring the compliance of the University employees, who belong to the category of persons equivalent to persons authorized to perform official functions of anti-corruption restrictions in accordance with the Law of the Republic of Kazakhstan "On Combating Corruption";
 - making recommendations to the Chairman of the Board-Rector of the University on eliminating identified corruption risks, improving the efficiency of internal processes of the University's organization;
 - development and maintenance of the compliance risk and anti-corruption reporting system, submission of periodic reports to the Chairman of the Management Board-Rector of the Company;
 - interaction with authorized state bodies in accordance with the requirements of the legislation of the Republic of Kazakhstan on anti-corruption (anti-corruption compliance), including by preparing and submitting periodic reports .
- 2) internal regulatory documents have been developed and adopted to include anti-corruption measures, such as: Code of Corporate Ethics, Anti-Corruption Policy, Rules of Academic Integrity, Code of Ethics of Scientist and other documents;
- 3) Under the coordination of the Compliance Control Service, the University's structural units shall carry out anti-corruption monitoring and analysis of corruption risks in the University's activities, based on the results of which informed decisions shall be made by the University's management on necessary actions and measures aimed at eradicating corrupt practices;
- 4) an action plan is prepared based on the analysis of corruption risks, the results of the action plan are subject to publications on the official Internet resource of the University
- 5) employees and students of the University shall be informed on a regular basis about the measures taken on the facts of committing corruption offenses;

6) HR-policy conducted in the University is based on the principles of meritocracy and exclusion of the development of favorable conditions for favoritism in personnel policy. The main indicator of the University's efficiency is considered to be its scientific achievements, which serves as an effective incentive for recruiting persons with high scientific potential and ensuring objectivity in personnel selection. The procedures of evaluation and conduct of competition and attestation of personnel are prescribed in the Rules of competitive replacement of positions of teaching and research staff and administrative and managerial personnel of the University, Regulations on attestation of teaching staff and employees whose activities are related to the organization of the educational process of the University;

7) in order to improve the quality of education, various types of questionnaires are conducted among students, such as "Teacher in the eyes of students", as well as mechanisms for notification of misconduct in the academic environment through the telephone helpline;

8) various events are organized - round tables, conferences, competitions on anti-corruption issues with the participation of students, guest speakers, faculty, and representatives of state bodies;

9) The Chairman of the Board - Rector of the University shall report to the staff/public on an annual basis;

10) the inclusion of anti-corruption topics in the programs of social disciplines implemented at the University aimed at increasing the level of legal awareness of students is introduced;

11) various awareness-raising events on anti-corruption topics are organized with the participation of the absolute majority of students and teachers (forums, seminars, trainings, actions, flash mobs, book exhibitions and competitions on anti-corruption topics, etc.);

12) openness of spending of budgetary funds of the University, as well as financial resources from non-state sources such as sponsorship contributions, charitable assistance, income from commercial activities of various foundations, etc. is ensured through the publication of the University development strategy and financial statements on the official Internet resource of the University.

5. Allocation of places in dormitories.

5-1. The University's housing stock is published on its official Internet resource.

Acceptance of applications for granting a place in the House of Students (dormitory) is carried out in the order defined by the Rules of distribution and provision of places, as well as settlement in the House of Students (dormitory) NJC "KazNU" and is carried out through:

1) the Admissions Office/Dean's Office of the relevant faculty (first-year students at the beginning of the academic year, as they are not in the Univer information system);

2) the information system "Univer" placed in the Internet at the address: www.univer.kaznu.kz (senior students);

3) e-government web portal www.egov.kz (hereinafter referred to as the portal, at the time of approval the algorithm has not been developed).

The allocation of places shall be based on grounds and priority in the following priority order:

1) orphans and children left without parental care, as well as citizens of the Republic of Kazakhstan from among young people who lost or were left without parental care until adulthood, persons with a disability of the first or second group, persons with disabilities since childhood, children with disabilities;

2) persons with disabilities of 1,2,3 groups, persons in whom one or both parents are persons with disabilities, persons receiving state social allowance on the occasion of loss of breadwinner, persons receiving state targeted social assistance, veterans equated in terms of benefits to veterans of the Great Patriotic War, persons from among rural youth who entered training under educational programs that determine the socio-economic development of rural areas, kandas, as well as citizens of the Republic of Kazakhstan who have served the prescribed period of compulsory military service.

3) students enrolled in the first year, possessing the sign "Altyn Belgi", students who have a certificate of 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 confirming document on education (certificate, certificate, diploma);

4) students accepted for training in the first year, having a high score on the results of the Unified National Testing or Comprehensive Testing, entrance examinations on subjects or in the form of testing, conducted by the educational organization.

At equality of scores on the results of the Unified National Testing or Comprehensive Testing, entrance examinations on subjects or in the form of testing, conducted by the educational organization, the financial situation of the student shall be taken into account in accordance with the Rules of formation, direction of spending and accounting of funds allocated for the provision of financial and material assistance to students and pupils

State educational organizations from families eligible for state targeted social assistance, as well as from families not receiving state targeted social assistance, in which

average per capita income below the subsistence minimum, and orphans, children left without parental care living in families, children from families requiring emergency assistance as a result of emergencies, and other categories of students and pupils, approved by Government Decree No. 64 of January 25, 2008;

- students from among senior students with high results in academic, scientific and social work;
- other students of the University.

5-2. For an objective review of applications for occupancy in a dormitory, the University shall, by decision of the Chairman of the Board-Rector of the University, establish a special commission for the distribution of places in dormitories

(hereinafter referred to as the commission), which shall be composed of the deans of faculties, representatives of structural units of the University and representatives of student self-governance.

The Chairman of the Commission shall be an official from among the members of the Board of the University. The secretary shall not be a member of the commission. The commission consists of an odd number of members. The decision of the commission is the basis for occupancy in the dormitory or refusal to provide a place in the dormitory.

5-3. The University conducts constant monitoring of the educational process of students. In this regard, after settling in, the electronic personal file of each student includes all his/her violations of the rules of internal regulations of the University, including residence in the dormitory. All violations of students are registered in the system. According to the results of the analysis of violations, the student can be evicted from the housing fund of the University, and the system forms an automatic refusal, if the student who has violations will be submitted in the next academic year application for accommodation.

6. Appropriate allocation of financial resources

6-1. Financial and budgetary procedures at the University are aimed at improving the efficiency of the University's activities transparency and accessibility. Development plans, financial statements and reports on the implementation of the development plan are annually posted on the official Internet resource 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.

6-2. Allocation of financial resources is carried out in accordance with the requirements of the legislation and adopted standards for staffing and salaries, for the acquisition of goods and materials, works and services.

6-3. In order to exclude corruption risks and to plan expenditures for the procurement of goods - tangible assets, works and services, the University has established a special budget commission from among representatives of the University's structural units. The chairman of the commission shall be an official from among the members of the Board. The secretary is not a member of the commission. The commission shall consist of an odd number of members.

6-4. At the meeting of the Budget Commission, requests for the purchase of goods - material goods, works and services from the structural units of the University are considered, a decision is made on their expediency and the need to include them in the state procurement plan.

6-5. Following the results of the meeting of the budget commission, minutes shall be drawn up. Based on the minutes, the necessary data shall be entered into the University's Development Plan, the University's annual public procurement plan shall be prepared and the procurement of goods, works and services shall be carried out.

6-6. Procurement of goods, works and services shall be carried out strictly in accordance with the legislation on public procurement of the Republic of Kazakhstan.

6-7. All financial transactions made by the University shall be fully and accurately recorded and reported in accordance with international financial reporting standards, accounting and tax policies adopted by the University.

6-8. A strict separation of powers is observed in the conduct of financial transactions at the University. The same official may not initiate and approve payments.

Significant financial transactions require the approval of the Chairman of the Board - Rector and, in statutory cases, the approval of the Board of Directors.

6-9. All payments must be confirmed by properly executed documents (contracts, acts of work performed, invoices, payment orders with a bank stamp, etc.). It is obligatory to have supporting documents attached to the supporting documentation.

The member of the Board - Vice-Rector for Financial Activities analyzes significant operations and current financial activities of the University on a periodic basis.

6-10. An independent audit organization engaged in accordance with the requirements of the legislation annually audits the financial activities of the University.

7. Transparency of grant distribution

7-1. The University shall ensure the transparency of the distribution of grants within the framework of the current legislation in accordance with the principles of the state policy in the field of education:

- 1) Equality of rights to quality education;
- 2) prioritizing the development of the education system;
- 3) accessibility of education at all levels for the population, taking into account the intellectual development, psychophysiological and individual characteristics of each person;
- 4) the secular, humanistic and developmental nature of education, the priority of civil and national values, human life and health, and the free development of the individual;
- 5) respect for human rights and freedoms;
- 6) Stimulation of educated personality and development of giftedness;
- 7) continuity of the education process, ensuring the continuity of its levels;
- 8) unity of training, education and development;
- 9) democratic nature of education management, transparency of the education system activities;
- 10) diversity of educational organizations by forms of ownership, forms of education and upbringing, directions of education.

7-2. The order of distribution of educational grants is carried out in accordance with the requirements of the Law of the Republic of Kazakhstan dated July 27, 2007 № 319-III "On Education" (hereinafter - the Law) and the Rules of awarding

educational grants to pay for higher or postgraduate education with the award of the degree of "bachelor" or "master", approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 № 443.

7-3. The University shall protect personnel who report corruption or reasonable suspicion in the distribution of grants from pressure and retaliatory action by responsible employees or senior management of the University.

8. Recruitment (competition, information on vacancies)

8-1. Labor relations between employees and the University shall be regulated by the labor legislation of the Republic of Kazakhstan. Replacement of positions of teaching staff, researchers at the University in accordance with the requirements of the Law and the Personnel Policy of the University is carried out on a competitive basis. Internal procedures, rules of conducting competitions to fill vacant positions of teaching staff are regulated by the Rules of competitive replacement of positions of teaching staff and researchers.

8-2. In order to prevent corruption and nepotism in the activities of the University, if there is a vacant position, the University shall place an announcement of the competition on Internet resources, including recruiting portals, at least two weeks prior to the date of finalization of the admission of documents.

The competition includes the following stages:

- 1) publication of the announcement of the contest;
- 2) formation of the competition committee;
- 3) Acceptance of documents from citizens wishing to participate in the contest;
- 4) review of participants' documents by the tender commission of the competition for compliance with the established requirements;
- 5) Interviewing candidates;
- 6) the final meeting of the competition committee.

8-3. The University has developed the following internal regulatory documents to ensure the transparency of competitive procedures for employment:

1. Personnel policy of NAO "Kazakh National University named after Al-Farabi";
2. Rules of competitive filling of positions of teaching staff and scientific workers of NJC "Kazakh National University named after Al-Farabi", which contain, among other things, qualification characteristics of positions of employees of the University;
3. Regulation on attestation of teaching staff and employees whose activities are related to the organization of educational process NJC "Kazakh National University named after Al-Farabi".

8-4. In order to eliminate corruption offenses in personnel selection, the University has developed and implemented an internal anti-corruption policy to ensure:

- 1) conditions of personnel employment in accordance with the anti-corruption policy in the Republic of Kazakhstan;

2) timely familiarization of the employee with the anti-corruption policy upon employment and, if necessary, the employee's attendance of relevant training;

3) having procedures in place to enable the University to take appropriate disciplinary action against those employees who violate the anti-corruption policy;

4) the safety of employees by preventing unjustified punishment, discrimination or disciplinary measures (threats, isolation, demotion, preventing promotion, transfer, dismissal, intimidation and harassment).