



International Educational Corporation LLP Regulations on the Ethics Council

Approved

Rector

International Educational
Corporation



Regulations on the Ethics Council
LLC International Educational Corporation

Almaty



International Educational Corporation LLP
Regulations on the Ethics Council

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1. General provisions

1.1. These Regulations on the Ethics Council of International Educational Corporation LLP (hereinafter referred to as the Regulations/Council) have been developed in accordance with the provisions of the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education," the Corporation's Charter, the Code of Corporate Ethics, the Internal Labor Regulations for Employees, the Anti-Corruption Standard, the Academic Integrity Policy, the Rules for Conducting Internal Investigations, and these Regulations.

1.2. The Ethics Council is a permanent collegial body of the International Educational Corporation LLP (hereinafter referred to as IEC LLP/Corporation), created to ensure compliance with the norms of professional, academic, and official ethics.

1.3. The main purpose of the Council is to promote the formation and maintenance of high standards of moral and ethical culture, prevent and resolve ethical conflicts, and ensure the protection of the rights and interests of all members of the educational community.

1.4. In its activities, the Council is guided by the principles of fairness, independence, confidentiality, and objectivity.

2. Main tasks

2.1 Forming and maintaining moral and ethical standards of professional and educational activity.

2.2 Strengthening cooperation between members of the educational community based on mutual trust, respect, and open interaction.

2.3 Preventing and resolving emerging disagreements, settling disputes, and seeking compromise solutions to maintain a businesslike and constructive atmosphere.

2.4 Improving a professional culture that totally rejects corruption by promoting the ideals of honesty and integrity.

2.5 Developing recommendations and implementing measures to prevent corrupt practices and violations of professional ethics that undermine the reputation of educational activities.

2.6 Raising awareness among university staff about measures to combat offences and violations of internal labour regulations and the Corporation's Charter.

2.7 Analyzing the causes and conditions that contribute to ethical violations and developing recommendations based on them to eliminate such factors.

2.8 Resolving disputes and conflicts that arise in order to maintain a business environment.

2.9 Improving internal regulatory documents, taking into account changes in the external environment and professional standards.

2.10 Monitoring the implementation of the principles of openness and responsibility in the activities of employees and teachers.

2.11 Application of various forms and methods of counteracting violations, as well as protecting the rights and interests of employees and teachers.



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2.12 Reviewing appeals from teachers and employees regarding possible violations of ethical standards and internal regulations.

3. Powers of the Council

3.1 The Council has the right to:

3.1.1 convene meetings and gatherings with the participation of teachers and employees of MOK LLP;

3.1.2 meet with persons who have appealed to the Council regarding violations of ethical standards by teachers and employees of MOK LLP;

3.1.3 hear at its meetings teachers, employees of MOK LLP, as well as other persons who can provide explanations on the substance of the issues considered by the Council regarding violations of ethics;

3.1.4 request documents, materials, and information to perform its tasks;

3.1.5 submit proposals to the rector on conducting an investigation into violations of ethical standards;

3.1.6 make recommendations on strengthening labor discipline and preventing violations of ethical standards;

3.1.7 submit materials evidencing violations of ethical standards by employees of MOK LLP to the rector for further referral to the disciplinary committee of MOK LLP for consideration;

3.1.8 organize and participate in the implementation of measures aimed at forming the corporate principles and rules of MOK LLP;

3.1.9 monitor compliance by team members with the Code of Corporate Ethics, Internal Labor Regulations, and other regulatory acts of MOK LLP;

3.1.10 if necessary, conduct investigations into violations of the Code of Corporate Ethics and other regulatory acts in conjunction with other bodies or officials of MOK LLP;

3.1.11 Organize measures aimed at preventing violations to ensure the quality of the educational process, if necessary;

3.1.12 advise team members on issues of professional and academic ethics;

3.1.13 prepare reports on the work of the Council and recommendations for the management of MOK LLP.

4. Procedure for forming the Council

4.1 The composition of the Council and the number of its members shall be determined and approved by order of the rector of MOK LLP.

4.2 The Council, formed from among the most experienced and authoritative representatives of the Corporation's academic community, consists of the chairperson and members of the Council. The total number of members must be odd.

4.3 The Chair of the Council:

4.3.1 heads the Council and coordinates its activities in accordance with these Regulations;



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4.3.2 organizes the activities of the Council and manages it;

4.3.3 determines the agenda, place, and time of Council meetings;

4.3.4 convenes Council meetings and presides over them;

4.3.5 ensures the timely consideration of appeals from employees and teachers regarding offences and violations of the principles of academic integrity;

4.3.6 submits to the rector of MOK LLP materials evidencing violations of ethical standards by MOK LLP employees for further referral to the MOK LLP disciplinary committee for consideration;

4.3.7 prepares recommendations and proposals for strengthening labor discipline, preventing and combating offenses in the academic environment, and ensuring the implementation of anti-corruption legislation and anti-corruption standards.

4.4 **Members of the Council:**

4.4.1 are required to actively participate in the work of the Council without the right to delegate their powers to other persons;

4.4.2 are required to comply with the requirements of these Regulations.

4.5 **Secretary of the Council:**

4.5.1 keeps track of and registers statements and proposals submitted to the Council;

4.5.2 ensures that Council members and interested parties are promptly notified of the date and time of Council meetings;

4.5.3 ensures that the minutes of Council meetings are drawn up.

4.6 **The Council has the right to:**

4.6.1 request and receive necessary materials and information from the heads of structural divisions;

4.6.2 invite and hear at Council meetings representatives of the Corporation's management, deans, heads of structural divisions, department heads, and faculty members who have the right to participate in discussions and make proposals on the substance of the issues under discussion.

4.7 **Membership in the Ethics Council may be terminated:**

4.7.1 at the initiative of a Council member based on a statement addressed to the chairperson;

4.7.2 in cases of dismissal of a teacher (employee);

4.7.3 if the Council ceases to perform its functions for any reason other than temporary absence.

5. **Organisation and procedure of the Council**

5.1 The Ethics Council carries out its activities in accordance with the approved annual schedule of meetings (Appendix 1). Scheduled meetings of the Council are held on a regular basis, on the first Thursday of each month, at least once a month during the calendar year. If necessary, extraordinary meetings may be held by decision of the Chair of the Council.



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5.2 Meetings of the Council outside the established schedule are held in the event of a report of a violation of the provisions of current legislation, anti-corruption standards, moral and ethical norms, as well as the principles of academic integrity and integrity.

5.3. The Chairperson presides over the meetings of the Ethics Council, and in his/her absence, one of the members of the Ethics Council on his/her behalf.

5.4. If an invited person violates the rules of the meeting, they shall be removed from the room by decision of the Chair or at the request of the majority of the Ethics Council members present.

5.5. Meetings shall be considered valid if at least two-thirds of the total number of Council members are present. In the event of a tie, the chairperson shall have the casting vote. Members of the Ethics Council may not abstain from voting. The secretary of the Council shall not have the right to vote.

5.6. Materials received from other state and non-state bodies (persons) that are not within the competence of the Ethics Council shall be forwarded by the Chairperson, without actual consideration of the case, to the authorized state (law enforcement) body or the relevant official within three working days.

5.7. In the absence of the person (persons) under consideration for valid reasons, the consideration of the materials shall be postponed until they return to work.

5.8. The meeting of the Ethics Council shall be recorded in the minutes. The minutes shall be signed by all members of the Council.

5.9. The Ethics Council prepares and submits an annual summary report on its work to the rector of MOC LLP, including information on the appeals considered, violations identified, and measures proposed. The annual report of the Ethics Council (Appendix 2) is subject to publication on the official website of International Educational Corporation LLP to ensure transparency and awareness among members of the academic community.

5.10. Information on the procedure for submitting complaints, appeals, and applications to the Ethics Council is publicly available on the official website of the International Educational Corporation LLP. Appeals may be submitted in writing or electronically, and the confidentiality of persons who have appealed to the Council is guaranteed.

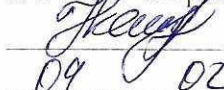
SUBMITTED BY:

HR Director

 A.N. Zhuandykova
09 02 2025

APPROVED BY:

Director Department of Academic Affairs

 N.A. Kaidarova
09 02 2025

Head of Legal Department

 A.G. Balmukhanov
09 02 2025



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Head of the Office

 R.U. Baitalipova
02 2025

Quality Manager

 I.Z. Denakova
09 02 2025



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Appendix 1

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_____ B.A. Sabdenaliyev
_____ 2025

Annual schedule of meetings of the Ethics Council
International Educational Corporation LLP
for the 20__–20__ academic year

No.	Date of meeting	Main agenda items	Person responsible for preparing materials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



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Appendix 2

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_____ B.A. Sabdenaliyev

_____ 2025

Annual Report
of the Council on Ethics and Academic Integrity
for the 20__–20__ academic year

Date of compilation: "___" _____ 20__

Responsible for preparing the report: _____

Chair of the Council: _____

1. General information

Indicator	Information
Name of the Council	Ethics Council
Period covered by the report	20__–20__ academic year
Basis for activities	Regulations on the Ethics Council of MOK LLP
Number of Council members	_____
Secretary of the Council	_____

2. Information about Council meetings

No	Date of meeting	Number of attendees	Issues discussed at the meeting	Decisions taken	Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					



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3. Information on incoming requests and cases reviewed

No	Date of receipt of the appeal	Subject of the appeal (brief description)	Initiator (full name, department)	Results of consideration	Measures taken	Status (closed/in progress)
1						
2						

4. Analysis of the Council's activities

4.1. General description of work during the reporting period (description of the number of meetings, dynamics of appeals, trends).

4.2. Main categories of violations (e.g., academic dishonesty, conflict of interest, ethical violations, etc.).

4.3. Measures taken by the Council to prevent violations (conducting explanatory work, participating in seminars, preparing methodological recommendations, etc.).

5. Problematic issues and suggestions for improving activities

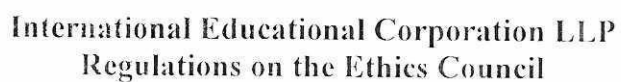
(describe identified difficulties, suggestions for improving procedures, the need to update the Regulations, expand the composition of the Council, automate document flow, etc.)

6. Results and conclusions

(brief analytical conclusion: results achieved, dynamics of improvements, proposals for the next academic year).

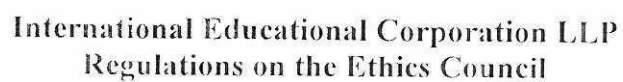
7. Signatures

Position	Full name	Signature	Date
Chair of the Council			
Executive Secretary			
Members of the Council			



6. Change log

[illegible]



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7. Information sheet

[illegible]