



Approved by  
Rector of EI "Almaty Management"  
University"

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## **1. Purpose of the document**

This document defines the procedure for the formation, powers and organization of activities of the University Disciplinary Committee.

## **2. Application area**

The requirements of this provision are mandatory for execution by structural units, teaching staff and students involved in organizing the activities of the Disciplinary Committee on issues of interaction between students and employees of the University.

## **3. References to documents**

### **Internal regulatory documents of the University**

Code of Ethics, Academic Integrity

## **4. Terms and abbreviations**

**TS** – teaching staff

**SDC** – student development center

**SU** – structural unit (department/administration/school/center, etc.) according to the approved organizational structure.

## **5. General provisions**

- 5.1 The Disciplinary Committee for Violations of the Code of Ethics, Academic Honesty and other regulatory documents (hereinafter referred to as the Committee) of EI "Almaty Management University" (hereinafter referred to as the University) is a permanent collegial body organized for the purpose of reviewing student communications, disciplinary issues of students, compliance or non-compliance with internal rules of behavior, Code of Ethics and other internal documents of the SDC.
- 5.2 The Committee carries out its activities in accordance with the Charter of the organization, these Regulations, orders, instructions and other internal regulatory documents.
- 5.3 The Committee is created and terminated by the Rector's order. The personal composition of the Committee is approved by the University Rector and consists of a Chairman, a Deputy Chairman of at least five committee members and a secretary.
- 5.4 The structural description of the Committee corresponds to the following scheme:
  - Chairman of the Committee - Rector;
  - Deputy Chairman of the Committee – Vice-Rector for Student Support and Development/Vice-Rector for Academic Development;
  - Secretary of the Committee - Manager of the SDC (does not have the right to vote);
  - Members of the Committee can be:
    - ✓ administrative staff,
    - ✓ representatives of the teaching staff,
    - ✓ Members of the Student Council.
- 5.5 The Committee is managed by the Chairman of the Committee. Interference in the activities of the Committee by other heads of structural divisions and employees of organizations is unacceptable without the Rector's consent.

- 5.6 The Committee in its activities is guided by the principles of legality, objectivity, fairness and impartiality.
- 5.7 The work of the disciplinary committee is initiated by the Student Development Center.

## **6. Main objectives of the Committee**

The main objectives of the Committee are:

- 6.1 Consideration and resolution of conflict issues related to violations of the code of ethics, academic integrity and other regulatory documents , including their communications, protection of the interests of both students and university management, heads of structural divisions, teaching staff and employees in cases of violations of their rights and legitimate interests.
- 6.2 Consideration and resolution of issues of bringing University students to disciplinary action against persons who have violated the requirements of the University's internal regulatory documentation.

## **7. General functions of the Committee**

- 7.1 The Disciplinary Committee for violations of the code of ethics, academic integrity and other regulatory documents collects the necessary information on the following characteristics from:
- teaching staff employees;
  - other University employees;
  - the University students;
  - persons - participants, witnesses of the conflict/situation.
- According to available information, SUs, students or witnesses submit letters of recommendation, certificates, characteristics or explanations/documents in writing.
- 7.2 The Committee performs the following functions:
- 7.2.1 considers and resolves conflict issues arising both in the educational and educational process;
  - 7.2.2 protects the interests of persons whose rights and legitimate interests are violated by other persons and/or students, heads of structural units, teachers, administrative staff, technical and operational staff of the University;
  - 7.2.3 considers and resolves issues of bringing to disciplinary liability persons who have violated the Code of Ethics;
  - 7.2.4 makes recommendations on bringing to disciplinary liability persons who violated the internal regulations of the University;
  - 7.2.5 discusses issues that have arisen related to non-compliance with ethics at the University, internal regulations, orders, instructions and other requirements of the University's internal regulatory documentation;
  - 7.2.6 makes decisions on the issues discussed.

## **8. Powers of the Committee**

- 8.1 As part of the organization and development of the Committee, students and employees participating in its activities have the right:

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- if necessary, request from the heads of the SU the necessary information and documents on certain students and employees, including the University teaching staff;
- demand oral and written explanations from students and employees who committed the offense.
- hold working meetings on disciplinary issues that arise;
- submit proposals to resolve disciplinary issues for consideration by the University management;
- recommend and (or) not recommend for study up to the expulsion of certain students.

## **9. Organization of the Committee's activities**

### **9.1 Chairman of the Committee:**

- heads the Committee, organizes and manages its work;
- determines the agenda of the Committee meeting;
- convenes meetings of the Committee and presides over them. In the absence of the Chairman of the Committee, his deputy presides upon his authority;
- determines a rapporteur from among the Committee members on a specific issue considered at a meeting of the Committee;
- approves the decision to hold a closed meeting of the Committee.

### **9.2 The Secretary of the Committee, as a rule, is an employee of the University or a member of the Student Council, or another member of the Committee authorized by the Rector's order. The Committee's decision is documented in a protocol kept by the Secretary of the Committee. The protocols are signed by the Chairman and the secretary; the signatures of other members of the meeting, as well as invited persons, are not included in the protocol. The protocol is sent to the Rector within three working days for further decision-making.**

### **9.3 The Committee meetings:**

- are considered competent if at least 3 (three) of the total number of members of the Committee are present, taking into account the Chairman of the Committee (in case of absence, taking into account the Deputy Chairman of the Committee).
- Conducted as needed.
- Conducted openly and publicly.
- If necessary, by decision of the Chairman of the Committee, closed meetings may be held.

### **9.4 The Committee makes a decision by a simple majority of votes from the number of Committee members present at the meeting. In case of equality of votes, the presiding officer's vote is decisive.**

### **9.5 The Committee meeting is held in the presence of the person(s) in respect of whom the issue is being considered by the Disciplinary Committee or in the presence of their legal representatives. In case of failure of these persons to appear, the meeting of the Committee is held in their absence, with subsequent communication of the decision made.**

### **9.6 Invited persons, upon written request within three working days, have the right to familiarize themselves with the minutes of the meeting of the Disciplinary Committee and bring comments to it.**

- 9.7 Based on the results of consideration of a disciplinary and other case, the Committee may make one of the following decisions:
- determine the type and recommend to the Rector of the University to impose a disciplinary sanction or take other measures;
  - stop disciplinary action;
  - types of disciplinary sanctions: reprimand, reprimand, severe reprimand and expulsion from the University.
- 9.8 Based on the results of consideration of cases for compliance with cultural and ethical standards: business conduct of University students, appearance, clothing culture, participation in events, etc. The Committee is guided by the approved Code of Ethics of the University and regulatory legal acts.

### **10. Responsibility of the Committee**

Members of the Committee are responsible for the accuracy of the information and information provided to management on disciplinary and other issues.