

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC  
"SALYMBEK UNIVERSITY" INSTITUTION**



**APPROVED**

**at the meeting of the Academic Council of  
"Salymbekov University" Institution**

**Protocol No. \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_**

**APPROVED**

**Rector of the "Salymbekov University"  
Institution Zhumadilov E.Zh.**

**Order No. \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_**

**CODE OF ETHICS FOR TEACHERS,  
STAFF AND STUDENTS**

**Bishkek 2019**

## **1. General regulations**

1.1. The Code of Ethics for teachers, employees and students of the “Salymbekov University” Institution (hereinafter - the Code) was developed on the basis of the Law of the Kyrgyz Republic "On Education", other legislative acts of the Kyrgyz Republic, the Charter of the University, as well as generally recognized moral and ethical standards of morality, reflecting the ideals of justice, humanism, honesty and decency.

1.2. The Code of Ethics for teachers, staff and students of the University is a local normative act that defines moral and ethical principles, principles of professional ethics, norms, rules of conduct and business communication at the University.

1.3. The Code is introduced with the aim of ensuring uniform norms of behavior for university employees, increasing the efficiency of the organization of the educational process, strengthening and developing the spiritual and moral foundations of the educational, scientific, educational and organizational activities of the University, contributing to increasing the level of motivation of teachers, employees and students, providing them with conscious support for the implementation main development programs and activities of the University, aimed at strengthening the confidence of students and citizens in the employees of the University, improving the quality of training of specialists and increasing the prestige and competitiveness of the University both domestically and abroad.

1.4. Managers, employees, teachers and students of the University voluntarily undertake obligations to comply with the principles, norms and rules of business communication and behavior established by this Code.

1.5. The number of employees of the University to whom this Code applies include persons who work at the University under an employment contract and hold positions of teaching staff related to the teaching staff, scientific workers, as well as positions of administrative and managerial, engineering and technical, educational and auxiliary and other types of personnel according to the staffing table, approved in accordance with the established procedure, or hired to perform a specific type of work.

1.6. Every employee must take all necessary measures to comply with the provisions of the Code, and every visitor to the University has the right to expect the employee to behave in relations with him in accordance with the provisions of the Code.

1.7. Knowledge and observance by employees of the provisions of the Code is one of the criteria for assessing the quality of their professional activities and labor discipline.

1.8. The Code serves as the basis for the formation of proper morality, professional honor and official etiquette in the provision of educational services, respect for the employees of the University in the public consciousness, and also acts as an institution of public consciousness and morality of the employees of the University, their self-control.

1.9. Compliance by employees with the provisions of the Code is taken into account when carrying out attestations, the formation of a personnel reserve for promotion to positions.

1.10. The Code, as well as changes to it, are approved by the President of the University and are communicated to teachers, staff and students through the faculties and structural divisions of the University by posting the text of the Code on the official website of the University.

## **2. Basic principles**

2.1. Legality - following in the behavior of employees and students the requirements of the current legislation, preventing corruption risks, resolving conflicts based on legal norms and moral principles.

2.2. Respect for the rights and freedoms, honor and dignity of citizens - the behavior of employees and students is based on the principles of tolerance, tolerance, recognition of the value of each individual, respect for the interests of the team and each employee.

2.3. Openness - the readiness of the University, its employees and students for constructive cooperation in the field of educational and scientific activities, development of the University's potential, building business and partnership relations with legal entities-counterparties of the University, cooperation with representatives of the media.

2.4. Conscientiousness - timely and efficient performance of official duties, prevention of violations of labor and academic discipline, responsible attitude to scientific, technical, research and educational tasks.

### **3. General ethical rules of conduct for teachers, staff and learners**

3.1. Conscientiousness, moral decency, dedication to the interests of the University, loyalty to professional duty form the basis of the moral ethical standard of conduct for teachers, staff and students.

3.2. All employees of the University are obliged to follow the following general principles and rules of conduct:

- compliance with high ethical standards of conduct;
- maintaining high standards of professional activity;
- following the best corporate governance practices;
- creating and maintaining an atmosphere of trust and mutual respect;
  - adherence to the principle of special social responsibility of teaching staff;
- observance of the rule of law;
- observance of the principles of objectivity and honesty when making personnel decisions.

3.3. University teachers, staff and students should:

- not to allow violation of laws and other normative legal acts based on political, economic expediency or for other reasons;
- to carry out their activities within the granted powers and in accordance with job descriptions;
- proceed from the fact that the recognition, observance and protection of human and civil rights and freedoms determine the main meaning and content of the activities of the University and its employees;
- not to use the official position to influence the activities of third-party organizations, structural divisions of the University, University employees, students and citizens when solving personal issues;
- perform official duties in good faith and at a high professional level in order to ensure the effective work of the University;
- to carry out their professional activities within the subject and goals of the University;
- in the performance of official duties not to give preference to any professional or social groups and organizations, to be independent of the influence of individual citizens, professional or social groups and organizations;
- exclude actions related to the influence of any personal, property (financial) and other interests that impede the conscientious performance of their official duties;
- to show correctness and attention in relation to students and counterparties of the University;
- refrain from public statements, judgments and assessments of the University's activities, if this is not part of the official duties of the employees;
- constantly strive to ensure the most effective management of resources in their area of responsibility;
- to observe impartiality, excluding the possibility of influence on their professional activities by decisions of political parties and public associations;
- conscientiously observe and execute the Charter, Internal Labor Regulations, this Code of Ethics and other local regulations, follow orders and orders of the University management;

- come to work and study on time, follow the rules of the admission system established at the University;
- to observe a business style in clothes, distinguished by formality, tradition, restraint and accuracy;
- in the clothes of students, it is strongly recommended to avoid details that emphasize belonging to the subculture (an abundance of metal chains, pins, rivets, etc.), you must not come to the University in torn clothes, pants and tracksuits (including as a style clothes);
- to observe the general culture of behavior, to show politeness, attention to people, correctness, benevolence, responsiveness, punctuality;
- take care of the culture of their speech and communication style, do not allow rudeness, the use of offensive expressions or remarks;
- to respect the rights and freedoms of other persons, to be tolerant of the religious and political views of other people that do not contradict constitutional principles and values;
- to show respect for the customs and traditions of employees and students, representing different nationalities, to take into account the peculiarities of ethnic and national groups, confessions;
- to promote interethnic and interfaith harmony;
- to eat at the University in specially designated places;
- not to eat during business meetings, conversations, other official communication with citizens or among themselves;
- take good care of the property, maintain cleanliness in the classrooms and other premises of the University, respect the work of the economic (service) personnel;
- immediately inform the administration or the immediate supervisor about the occurrence of a situation that poses a threat to the life and health of people, the safety of the University property (including the property of third parties located at the University).

3.3. When holding cultural events at the University, teachers, staff and students provide support and assistance in their conduct and, if possible, attend these events.

3.4. During training sessions and during various events (meetings, meetings, meetings), you must turn off the sounds of mobile devices.

3.5. At events - meetings, meetings, business meetings, concerts, holidays, it is necessary to treat the speakers with respect, to observe silence and order. If necessary, it is allowed to leave the hall in the pauses between performances.

3.6. Teachers, staff and students should not conduct political and ideological campaigning on the territory of the University, and also have no right to carry out advertising activities that are incompatible with the mission, goals and objectives of the University.

3.7. To honor and enhance the traditions of the University, to contribute to the preservation and enhancement of its prestige and authority.

3.8. Employees are obliged to take appropriate measures to ensure the safety and confidentiality of information, for the unauthorized disclosure of which they are responsible and / or which became known to them in connection with the performance of their job duties.

3.9. Promotion of University employees to a higher position should be carried out only on the basis of the business qualities of the employees.

3.10. Employees holding managerial positions at the University are obliged to:

- take measures to prevent and resolve conflicts of interest;
- take measures to prevent corruption;
- not to allow cases of coercion of employees to participate in activities political parties, public associations and religious organizations;
- to set an example of honesty, impartiality and fairness by their behavior;
- to contribute to the formation of a favorable moral and psychological climate in the team;
- in relations with subordinates, show high exactingness, adherence to principles, but at the same time avoid arrogance, dismissive tone, rudeness, incorrect and offensive remarks, unfounded claims and accusations;

- to establish a fair, even workload of subordinates, to prevent discrimination by providing certain employees with undeserved benefits and privileges.

3.11. Employees are called upon to promote, through their service behavior, the establishment of business relationships in the team and constructive cooperation with each other.

3.12. Employees are called upon to counteract manifestations of corruption and take measures to prevent it in the manner prescribed by the current legislation.

3.13. Employees are called upon to show honesty, impartiality and fairness in the performance of their duties, performance of work, and not to allow corruptly dangerous behavior (behavior that may be perceived by others as a promise or an offer to give a bribe, as consent to accept a bribe or as a request for a bribe or as an opportunity to other corruption offense).

3.14. In order to combat corruption, the employee is recommended to:

- notify the management of the University about all cases of contacting an employee by any person in order to induce him to commit corruption offenses;
- not to receive remuneration from individuals and legal entities in connection with the performance of official duties, performance of work (gifts, monetary remuneration, loans, services of a material nature, payments for entertainment, recreation, for the use of transport and other remuneration);
- take measures to prevent the emergence of a conflict of interest and the settlement of arisen cases of a conflict of interest;
- not to allow personal interest in the performance of official duties, performance of work, which leads or may lead to a conflict of interest, notify his immediate supervisor about a conflict of interest that has arisen or about the possibility of its occurrence as soon as he becomes aware of it.

#### **4. Professional ethics of the teacher**

4.1. Recognition, observance and protection of human and civil rights and freedoms, moral decency, self-education and self-education, vocation and dedication to one's work and the interests of the University, a sense of responsibility in the performance of one's duties, loyalty to professional duty constitute the basis of moral - the ethical behavior of the teacher.

4.2. The teacher should:

- build their relationships with students on the basis of mutual respect, exactingness towards oneself and students, maintain objectivity and impartiality;
- to carry out their activities at a high professional level;
- constantly update and engage in their education, professional development and search for the best working methods;
- respect the honor and dignity of students and other participants in educational relations;
- not to impose their views on students;
- to apply pedagogically grounded and providing high quality education forms, methods of teaching and upbringing;
- take into account the peculiarities of the psychophysical development of students and their state of health, observe the special conditions necessary for education by persons with disabilities;
- to show correctness and attentiveness to students, their parents (legal representatives) and colleagues;
- to ensure the confidentiality of information that has become known to him in connection with the performance of official duties, and affecting the privacy, honor and dignity of students;
- strive to develop in students such qualities as: independence, initiative, responsibility, critical thinking, self-control, self-education, self-education, conscientiousness, honesty, professionalism, patriotism, respect for the rights and freedoms of others;

- refrain from behavior that could raise doubts about the teacher's conscientious performance of work duties, as well as avoid conflict situations that could damage his reputation or the authority of the University.

4.3. In the process of teaching and upbringing, the teacher does not have the right to use means of influencing the personality that would contradict the generally accepted moral - moral norms and would violate the interests of the individual.

4.4. The teacher should not discuss with the students the professional and personal qualities, actions and deeds of their colleagues and other students.

4.5. When performing work duties, the teacher should not allow:

- any kind of statements and actions of a discriminatory nature based on gender, age, race, nationality, language, citizenship, social, property or family status, political or religious preferences;
- manifestations of rudeness, dismissive tone, arrogance, biased remarks, presentation of inappropriate, undeserved accusations;
- threats, offensive language or remarks, actions that interfere with normal communication or provoke illegal behavior;
- receiving money or gifts from students for passing exams, tests, other forms of reporting.

4.6. Teachers should show correctness, restraint, tact and attentiveness in dealing with participants in educational relations, respect their honor and dignity, be available for communication, open and benevolent.

4.7. The teacher has the right to inviolability of his private life, however, the lifestyle he chooses should not harm the prestige of the profession, interfere with the performance of professional duties.

4.8. The teacher values his reputation.

4.9. The teacher avoids moralizing, does not rush to condemn and does not demand from others what he cannot observe himself.

4.10. The relationship between teachers is based on the principles of collegiality, partnership and respect, the teacher protects not only his authority, but also the authority of his colleagues, he does not make claims to his colleagues in the presence of students or other persons.

4.11. Exciting problems and ways to solve them in pedagogical life are discussed and accepted in open pedagogical discussions.

4.12. Teachers do not cover up each other's misdeeds.

4.13. The teacher is responsible for:

- for the quality and results of pedagogical work entrusted to him;
- the teacher is morally responsible for the physical, intellectual, emotional and spiritual development of students;
- for the functions assigned to him by the employer.

## **5. Ethics of student behavior**

5.1. The student should strive to become a worthy citizen of his country and a professional in his chosen specialty.

5.2. The student honors and enhances the traditions of the University.

5.3. The student should refrain from committing acts that belittle the honor and dignity of students of the University.

5.4. The student conscientiously treats all types of training and forms of control, does not allow manifestations of dishonesty, indiscipline, deception and fraud in the educational process.

5.5. Students should:

- attend classes provided for in the schedule in accordance with the curriculum. Missing classes for a good reason must be confirmed with official documents;
- not to allow actions that in any way interfere with the course of training sessions, to use electronic devices only for purposes related to the educational process;

- conscientiously treat the performance of educational duties, be active in obtaining knowledge and professional skills;
- actively participate in the public life of the University;
- to take care of the culture of speech and communication style, not to allow rudeness, foul language;
- observe subordination in relations with teachers and staff of the University;
- treat other students, teachers and other categories of workers with respect and tact;
- avoid conflict situations in relations with University employees and students;
- do not show aggression, exclude profanity from use;
- to comply with the legal requirements of the University employees;
- take good care of the property of the University;
- to promote the educational process at the University;
- look neat, tidy, in accordance with the student's business style;
- do not commit acts of a corrupt nature during training;
- inform the University's management about all cases of corruption that have become known in the course of training.
- when participating in extra-university events (concerts, seminars, conferences, festivals, etc.) position yourself as a representative of the University, maintain the prestige and authority of the University;
- be guided by the principles of a healthy lifestyle, which imply quitting smoking, drinking alcoholic beverages and drugs, reasonable organization of educational and leisure time, physical education and sports.

5.6. The main principle that guides students is mutual respect, fairness and honesty in relations between students. Rudeness, profanity, infringement of the honor and dignity of other persons, causing moral or material damage to them, committing illegal actions are not allowed.

5.7. Various forms of communication between students of different groups, faculties and departments are encouraged - joint discussion and solution of educational issues, implementation of projects, participation in mass youth events and competitions, and leisure activities.

5.8. A student living in a University dormitory is obliged to:

- to comply with all the rules of living in a hostel related to the observance of the sanitary and hygienic regime, improvement of the hostel and the adjacent territory;
- pay the payment for accommodation in a timely manner, take good care of the housing and property provided during the training.

5.9. When solving problems arising in the process of learning and interaction, students of the University are guided by the principle of justice, the rules of the Code and other documents protecting civil rights.

## **6. The relationship between students and teachers**

6.1. Students must be on time for class. Latecomers are admitted to classes only with the permission of the teacher.

6.2. Students should not:

- bickering during classes, behaving cheekily or familiarly;
- discuss with the teacher someone's grades other than their own.

6.3. If the student needs to communicate with the teacher outside the classroom, the following rules should be followed:

- you need to know the position, name, patronymic and surname of the teacher;
- carefully read the information posted on the University website or on the cathedral stands before asking questions;
- take into account that the teacher must deal with students in the following cases: in the classroom - according to the schedule; for consultations - according to the schedule; for tests and exams - according to the schedule; at the time appointed by individual agreement; during various

student events (concerts, cultural events, sports events, scientific student conferences, etc.).

#### 6.4. Communication of the teacher with the students:

- the style of communication between the teacher and the student is based on mutual respect;
- first of all, the teacher must be demanding of himself;
- the exactingness of the teacher in relation to the student is positive, is the core of the teacher's professional ethics and the basis for his self-development;
- the teacher chooses such methods of work that encourage the development of positive traits and relationships in students: independence, initiative, responsibility, self-control, self-education, the desire to cooperate and help others;
- when assessing the behavior and achievements of students, the teacher strives to strengthen their self-esteem and self-confidence, to show them opportunities for improvement, to increase motivation in learning;
- the teacher is impartial, equally benevolent and supportive of all students, having made unreasonably degrading evaluative decisions, the teacher should try to immediately correct his mistake;
- when assessing the achievements of students, the teacher strives for objectivity and fairness;
- tendentious underestimation or overestimation of assessment points for artificial maintenance of the visibility of progress is unacceptable;
- the teacher constantly cares about the culture of his speech and communication;
- the teacher is prohibited from communicating information entrusted to the students personally to other persons, with the exception of cases provided for by the legislation of the Kyrgyz Republic;
- the teacher does not abuse his official position;
- the teacher has no right to demand (ask, offer voluntarily, etc.) from the students remuneration for their work, including additional;
- the teacher is tolerant of the religious beliefs and political views of students, he has no right to impose his views on students;
- the teacher should not discuss other teachers with the students.

6.5. The teacher, at the request of the student, is obliged to justify the grade given to him.

6.6. In the event of an individual conflict with the teacher, the student can contact the head of the department with a request to allow another teacher to take the exam. The question of replacing the teacher is decided by the Rector of the University on the basis of the submission of the head of the department.

## **7. Ethics of behavior of a University employee**

7.1. Relations within the University staff are based on the ideals of solidarity, mutual assistance, cooperation, maintaining a favorable climate at the University as a whole.

7.2. The main principle that guides employees is mutual respect based on business ethics, fairness and honesty in relations between team members.

7.3. The staff member must promote the reputation of the University and refrain from behavior that may be detrimental to it.

7.4. The employee should control his behavior, feelings and emotions, not allowing personal likes or dislikes, mood to influence office decisions; treat colleagues, management and students equally correctly, regardless of their official or social status.

7.5. In the process of business telephone communication, it is recommended to observe the following rules:

- to answer incoming calls quickly, specifically, when answering, give your last name, first name and position;



- when calling the University departments, you should introduce yourself to the interlocutor (give your name and patronymic and / or position and / or the name of the department), and also ask if the interlocutor can take time to talk at the moment;
- when calling other organizations, you should introduce yourself (state your last name, first name and patronymic, position, name of the University), clarify whether it is convenient for the interlocutor to talk at the moment;
- the caller should, as a rule, end the conversation;
- if the issue for which the employee needs to contact colleagues or external representatives is not urgent, e-mail should be preferred.

7.6. The employee should refrain from making negative statements about the business qualities, behavior and personal life of his colleagues who are not participating in the conversation.

7.7. An employee can openly express his opinion and apply with statements and proposals to the management of the University and structural divisions on educational, scientific work and organization of the internal life of the University.

7.8. The employee is personally responsible for the results of his / her activities.

7.9. The employee should avoid being involved in conflict situations that may damage his personal authority and business reputation, or the authority and reputation of the University.

7.10. To prevent and resolve a conflict situation, an employee should:

- report to the immediate supervisor about the conflict that has arisen or about the threat of its occurrence;
- stop dubious, compromising interpersonal relationships;
- behave with dignity, act in strict accordance with their official duties, principles and norms of professional ethics;
- to counteract corruption;
- take measures to overcome the negative consequences of conflict situations.

7.11. The head of the structural unit is obliged to take the necessary measures to resolve the conflict.

7.12. The head of the structural unit should be an example of professionalism, serve as an example of justice, benevolence and attentiveness to people, contribute to the formation of a favorable moral and psychological climate in the team for effective work.

The head of the structural unit does not have the right to shift his responsibility to colleagues and subordinates.

## **8. Ethical rules of interaction of employees with the leaders of the University**

8.1. Employees in relationship with management:

- the activities of the University are based on the principles of freedom of speech and belief, tolerance, democracy and justice;
- the management of the University does everything possible to fully disclose the abilities and skills of employees, as the main subject of educational activities;
- the University maintains a culture of communication, expressed in mutual respect, benevolence and the ability to find a common language;
- the leadership of the University is tolerant of a variety of political, religious, philosophical views, tastes and opinions, creates conditions for the exchange of views, the opportunity to come to an agreement and find a common language;
- different statuses of employees, qualification categories and duties should not interfere with the equal expression of all employees of their opinion and protection of their beliefs;
- management cannot discriminate, ignore or persecute employees for their beliefs or on the basis of personal likes or dislikes;
- the management cannot demand or collect information about the personal life of the employee that is not related to the performance of his job duties;

- assessments and decisions of management, including when appointing employees to their positions, should be impartial and based on facts, real merit and business qualities of employees;
- employees have the right to receive information from management that is relevant to their work;
- the management has no right to hide or biasedly distort information that may affect the employee's career and the quality of his work;
- decisions important for the teaching community are made at the University on the basis of the principles of openness;
- criticism aimed at the work, decisions, views and actions of the management should not humiliate the person being criticized, it must be reasonable, constructive, tactful;
- employees respect management, observe subordination and, if a conflict with management occurs, they try to resolve it in compliance ethical standards.

## **9. Ethical rules for interaction with external structures, partners and the media**

9.1. When interacting with external structures, the University, its structural divisions, teachers, employees and students are guided by:

- high standards of business ethics;
- the principle of the reliability of the information provided;
- the principle of confidentiality;
- the principle of priority of resolving differences and disputes through negotiations and finding compromises.

9.2. Employees must respectfully treat the activities of representatives of the media (media) to inform society about the work of the University, as well as assist in obtaining reliable information in the prescribed manner.

9.3. When interacting with the media, teachers, staff and students of the University:

- act in the interests of the University, maintain its image, do not take actions that damage the interests of the University and are not coordinated with the leadership of the University;
- refrain from discrediting the University;
- do not allow the misuse of information obtained in the course of performing their duties;
- do not allow the dissemination of inaccurate information;
- do not violate confidentiality rules;

9.4. Public speeches on the University's activities are carried out by authorized employees.

9.5. Communication of employees and students with media representatives should be based on respect for the status and interests of the University, provision of reliable information, compliance with restrictions on the disclosure of confidential information.

9.6. The personal opinion of an employee or student is not an official position of the University.

9.7. The accusation in the media of employees and students of the University of illegal actions, in the absence of decisions of law enforcement agencies, should entail an immediate appeal to the courts.

9.8. Employees in relations with society:

- show themselves as public educators, custodians of cultural values, decent educated people;
- try to contribute to the correct interaction of all groups in the community, not only in private, but also in public life, avoid strife, conflicts, quarrels;
- they understand well and fulfill their civic duty and social role, avoid emphasized exclusivity, but they are also not inclined to adaptably descend to any environment and merge with it.

## **10. Procedure and conditions for the prevention and resolution of conflicts**

10.1. Leading employees should not allow a conflict of interest in the departments of the University headed by them, which is understood as a situation when, by virtue of their official position, conditions can be created for the provision of incentives, benefits, privileges contrary to the law or local acts of the University to subordinate employees. The question of the presence or absence of a conflict of interest in each individual case is considered by the HR and Records Management Department.

10.2. Employees and students of the University must avoid corruption risks, which are understood as situations of a provocative nature that create conditions for the illegal solution of official and educational issues. Each case of an offer to an employee or student of remuneration or services not established by law should be immediately notified to the head of the structural unit of the University, and, if necessary, to the administration of the university or the administration of the University. The decision to apply to law enforcement agencies in these cases is taken by the University leadership.

10.3. Gifts received by employees during official events are the property of the University.

10.4. All employees and students of the University must be familiarized with the anti-corruption policy of the University and this Code.

10.5. When resolving a conflict, both the interests of the University and the interests of employees or students are taken into account. The University's leadership is designed to minimize the consequences of the conflict.

10.6. The University has access control. Employees and students must comply with all legal requirements of the security service representatives. Security officers are obliged to suppress all cases of aggressive and provocative behavior at the University. If necessary, representatives of law enforcement agencies are called by security officers. The decision to apply for assistance to law enforcement agencies should be made by the University security personnel immediately when there is a threat to the safety, personal integrity of employees or students, if the danger cannot be eliminated by independent efforts.

10.7. Video surveillance is installed in the premises of the University in order to ensure the safety of employees and students. Information obtained as a result of video surveillance is confidential information of the University and can only be used to solve problems of countering illegal or unethical behavior of employees and students.

## **11. Responsibility for violation of the provisions of the Code**

11.1. To consider issues related to violation of ethical norms and rules established by this Code, an Ethics and Corporate Policy Department is created.

11.2. The head of the department and the regulations on its activities are approved by the President of the University.

11.3. For individuals who do not comply with the Code, the Division can provide an appropriate assessment and recommendation for behavior change.

11.4. Students' compliance with the provisions of the Code is taken into account when deciding whether to send them to an internship, when transferring to other educational institutions, in a description issued after graduation, in recommendations for admission to graduate school, as well as when deciding whether to encourage or impose disciplinary sanctions.

11.5. Compliance by teachers and employees with the provisions of the Code is taken into account when conducting certification, elective and competitive procedures, forming a personnel reserve for promotion to positions, as well as when deciding issues of encouraging or imposing disciplinary sanctions.

11.6. The teacher, employee, student are required to know and follow this Code. Ignorance or misunderstanding of ethical standards does not absolve from responsibility.

11.7. Violation of the Code is recognized as the failure or improper implementation by the employee of the principles, norms and rules of conduct established by the Code, as well as the commission of a misdemeanor defaming the honor of the employee or the University.

11.8. The Department of Ethics and Corporate Policy considers statements by teachers, employees and students about violation of ethics and, in case of confirmation of violation of the rules and regulations of this Code:

- makes public censure;
- in the event of a gross and repeated violation of ethics incompatible with the behavior of a teacher and employee, recommends the University administration not to renew the employment contract with him.

11.9. In the case of particularly serious violations that resulted in the impossibility of continuing the teacher's activities that went outside the University and caused a public outcry or litigation, administrative penalties may be applied up to exclusion of students and dismissal of teachers / employees.

## **12. Final provisions**

12.1. Changes and additions to this Code can be made at the suggestions of teachers, staff and students of the University.

12.2. The provisions of this Code are binding on all teachers, staff and students of the University.

12.3. This Code, as well as the changes and additions made to it, are approved by the order of the President of the University, taking into account the opinion of the Academic Council of the University.

## APPROVAL AND RECOGNITION SHEET

" \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_

President of "Salymbekov University"

Institution

Zhumadilov A.Zh.

Vice President of "Salymbekov University"

Institution

Esenamanov U.E.

Rector of "Salymbekov University"

Institution

Zhumadilov E.Zh.

Dean of the Faculty

Head of Educational-methodical department

Akmatova A.T.

Head of department NH

Kasymalieva K.K.

Head of the SHRD

Sadyrbaev A

Head of Development department

Kazakov A.A.

Head of Administrative and management  
department

Kulmatov A.Sh.

HR department

## Registration of changes

[illegible]