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LIMITED LIABILITY PARTNERSHIP "FOREIGN EDUCATIONAL INSTITUTION
'UNIVERSITY OF INNOVATION AND TECHNOLOGY'"

«APPROVED»
By decision of the Academic Council
Minutes No. 4
dated «21» 04 2026
Nurlanov Sh.

PROCEDURE FOR REVIEWING STUDENT VIOLATIONS AND APPLYING DISCIPLINARY MEASURES

Almaty

TABLE OF CONTENTS

1. SCOPE OF APPLICATION 3
2. TERMS, DEFINITIONS AND ABBREVIATIONS 3
3. GROUNDS FOR THE IMPOSITION OF DISCIPLINARY MEASURES 3
4. TYPES OF VIOLATIONS 5
5. COMPOSITION AND PROCEDURE FOR THE FORMATION OF THE DISCIPLINARY COMMITTEE 6
6. PROCEDURE FOR PREPARING AND CONDUCTING MEETINGS OF THE DISCIPLINARY COMMITTEE 7
7. PROCEDURE FOR THE APPLICATION OF DISCIPLINARY MEASURES 9
8. DISCIPLINARY MEASURES 10
9. APPEAL AGAINST A DECISION 11
10. PROCEDURAL RISKS 11
11. RECORDS 12
12. RESPONSIBILITIES 12
13. REFERENCES TO DOCUMENTS 13
14. FINAL PROVISIONS 13
APPENDIX 1 15
APPENDIX 2 16
APPENDIX 4 18
APPENDIX 5 19

1. SCOPE OF APPLICATION

1.1 This Procedure for Reviewing Student Violations and Applying Disciplinary Measures at the Limited Liability Partnership "Foreign Educational Institution 'University of Innovation and Technology'" (hereinafter referred to as the "Procedure," the "University," or "Innotech") establishes uniform requirements for reviewing violations committed by students and applying disciplinary measures to them. Compliance with this Procedure is mandatory for all students, officials, and structural divisions of the University.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

2.1 The following terms, definitions and abbreviations are used in this Procedure:

1. Committee/DC – the Disciplinary Committee;
2. University, Innotech – the Foreign Educational Institution "University of Innovation and Technology";
3. ATS – Academic and Teaching Staff;
4. Head of the University – a person who manages the University in accordance with the University Charter;
5. Procedure – the Procedure for Reviewing Student Violations and Applying Disciplinary Measures.

3. GROUNDS FOR THE IMPOSITION OF DISCIPLINARY MEASURES

3.1. Grounds for the imposition of disciplinary measures shall include a student's violation of academic discipline, the Internal Regulations, the Academic Policy, other regulatory documents, rules and requirements established by the University's internal regulatory documents, or the terms of educational services agreements concluded with the student (a disciplinary offence).

3.2. The disciplinary measure imposed shall be proportionate to the seriousness of the offence committed, the form and degree of culpability of the person who committed it.

3.3. Disciplinary offences shall be reviewed in accordance with the principles of legality, objectivity, impartiality, proportionality, confidentiality, the presumption of the student's good faith, and the student's right to be heard.

3.4. The University shall bear the responsibility for establishing the circumstances of a disciplinary offence and determining whether sufficient grounds exist for the imposition of a disciplinary sanction.

3.5. In the case of a minor violation, taking into account its nature, the circumstances in which it was committed, and the absence of significant adverse consequences, the head of the relevant department or the Dean of the School may limit the response to an educational discussion with the student without referring the matter to the Committee for consideration. The fact that such an educational discussion has taken place shall be documented in accordance with the procedure established by the University.

3.6. When determining the appropriate disciplinary measure, the following factors shall be considered collectively:

1. the substance and nature of the offence;
2. the reasons for and circumstances in which the offence was committed;
3. the adverse consequences caused or potentially caused by the offence, including property damage, moral harm, damage to Innotech's business reputation, physical harm to other persons, violations of academic integrity, and similar consequences;
4. the student's general conduct and prior behaviour, including any disciplinary sanctions previously imposed;

5. individual circumstances directly related to the commission of the offence, including circumstances that mitigate or aggravate liability.

3.7. The following shall be recognized as mitigating circumstances:

1. the student's admission of the violation committed;
2. voluntary elimination of the consequences of the violation or compensation for the damage caused;
3. commission of the violation for the first time;
4. cooperation in establishing the circumstances of the violation.

The Committee may recognize other circumstances not specified in this clause as mitigating circumstances, provided that the reasons for doing so are recorded in the minutes of the meeting.

3.8. The following shall be recognized as aggravating circumstances:

1. repeated commission of a violation, provided that such repetition has not already been taken into account in the classification of the violation pursuant to Clauses 4.2 and 4.3 of this Procedure;
2. the intentional nature of the violation;
3. commission of the violation by a group of persons;
4. causing substantial harm;
5. exerting pressure on witnesses or other participants in the review proceedings;
6. attempting to conceal the violation or its consequences.

3.9. Where a disciplinary offence is committed jointly by several students, disciplinary measures shall be imposed on each student found responsible individually.

3.10. Only one disciplinary sanction shall be imposed for each disciplinary offence. In addition to a disciplinary sanction, educational, restorative or preventive measures may be applied, provided that such measures do not constitute disciplinary sanctions.

3.11. The imposition of a disciplinary sanction shall not release the student who committed the offence from the obligation to perform the duties for whose non-performance or improper performance the sanction was imposed.

3.12. Holding students administratively, criminally or otherwise legally liable under the legislation of the Republic of Kazakhstan shall not preclude the application of disciplinary measures against them pursuant to this Procedure.

3.13. A Violation Report (Appendix 1) shall be prepared by the University employee who directly identified the violation or by an authorized employee of the relevant structural unit. If the student who committed the violation is absent and their identity is established subsequently, the Violation Report shall be presented to the student for acknowledgment by signature.

3.14. Written explanations shall be requested on a mandatory basis from each student in respect of whom information concerning the commission of an offence is available, as well as from any other persons possessing information regarding the circumstances of the offence. Such explanations shall be provided using the form set out in Appendix 2 to this Procedure. The written explanations shall be attached to the internal memorandum and/or the Violation Report.

3.15. If a person refuses or evades providing written explanations within five (5) calendar days, a Statement of Refusal to Provide a Written Explanation (Appendix 3) shall be drawn up.

3.16. Information concerning a student's commission of a disciplinary offence may be documented in any other form that confirms the fact that the offence occurred, including a report, an internal memorandum prepared by a University employee, a written complaint, as well as video, audio and photographic materials, and other relevant evidence.

3.17. Video, audio and photographic materials may be used as evidence in disciplinary proceedings, provided that they are obtained and used in accordance with the legislation of the Republic of Kazakhstan and the University's internal documents.

4. TYPES OF VIOLATIONS

4.1. Violations committed by Innotech students may be classified as minor violations, violations of moderate severity, or serious violations.

4.2. Minor violations shall include acts or omissions by a student that result in violations of academic discipline, ethical standards of conduct, access control procedures, or other requirements established by Innotech's internal regulatory documents, provided that such acts or omissions do not result in property damage to other persons or the University. A repeated minor violation committed within the same academic year shall be classified as a violation of moderate severity.

4.3. Violations of moderate severity shall include acts or omissions by students that result in damage to the property of the University or other persons, infringement of the rights and interests of other students, or violation of the Academic Integrity Policy, except for cases specified in Clause 4.5 of this Procedure.

Violations of moderate severity shall also include acts or omissions by a student that result in violations of academic discipline, ethical standards of conduct, access control procedures, or other requirements established by Innotech's internal regulatory documents, provided that such acts or omissions do not result in property damage to other persons or the University. Examples include the use of offensive language or engaging in offensive conduct towards other persons; the use of tobacco products or smoking mixtures; and the use of vapes, electronic cigarettes and/or smoking mixtures outside designated smoking areas.

A repeated violation of moderate severity committed within the same academic year shall be classified as a serious violation.

4.4. Serious violations shall include acts or omissions by a student that have resulted, or could have resulted, in harm to the life or health of other persons, significant property damage, or other actions resulting in substantial adverse consequences for the University or members of the University community.

4.5. Serious and/or intentional violations of the Academic Integrity Policy or the Innotech Student Code of Ethics shall include, but are not limited to, the following acts:

1. Forging grade sheets;
2. Stealing examination materials or purchasing stolen examination materials;
3. Falsifying academic performance records or altering records of work completed at the University;
4. Substituting another person to take an examination on one's behalf or taking an examination on behalf of another person;
5. Disrupting another student's work through actions intended to prevent that student from successfully completing an assignment;
6. Obtaining or distributing copies of examination materials from unauthorized sources;
7. Conspiring with other students before an examination to develop methods of unauthorized information exchange during the examination;
8. Altering examinations or other academic work after submission for assessment;
9. Organizing or conspiring to commit any of the acts listed in this clause;
10. Committing any other act of academic dishonesty that the Committee classifies as a serious violation, taking into account its nature, intent, consequences and the circumstances in which it was committed.

4.6. Serious disciplinary violations unrelated to the educational process shall include any unlawful act directly related to the University's activities, the educational process, presence on University premises, or affecting the safety, rights or legitimate interests of members of the University community, irrespective of whether the person concerned is held administratively or criminally liable. Such violations include, but are not limited to, the following:

1. Participation in a physical altercation, disturbance of public order, theft, or causing injury or bodily harm to another person;

2. Possession, use or distribution of dangerous objects, toxic substances or narcotic substances;

3. Consumption of alcoholic beverages or being present on University premises under the influence of alcohol, narcotic substances, toxic substances or other intoxicating substances;

4. Deliberately disseminating information known to be false that infringes the rights and legitimate interests of the University, its employees or students, where such actions violate the legislation of the Republic of Kazakhstan and/or the University's internal regulatory documents;

5. Dangerous conduct or conduct that endangers or threatens the health or safety of oneself or another person;

6. Sexual assault, stalking, harassment, intimidation or bullying;

7. Participation in gambling, defined as wagering money or any item of material value on an event with an uncertain outcome, where the primary purpose is to win money and/or material valuables;

8. Advertising a financial pyramid scheme and/or involving other persons in such a scheme;

9. Conduct that obstructs or impedes activities carried out or authorized by the University;

10. Unlawful possession, creation, alteration or misuse of University documents or other official documents, records, keys, electronic devices or passwords;

11. Misuse of computer resources, including:

1) Using the University's computer resources for unauthorized commercial or personal purposes;

2) Failing to protect a personal password or user account provided by the University;

3) Violating computer security, invading privacy or obtaining unauthorized access to the University's computer resources;

4) Knowingly providing false oral or written statements to any University employee;

5) Deliberately refusing to comply with a lawful and reasonable instruction issued by an authorized University employee in connection with safety, the educational process or compliance with the University's internal regulatory documents.

4.7. Where the Committee receives materials indicating conduct that endangers or threatens the health or safety of the person concerned or another person, sexual assault, harassment, intimidation or similar conduct, such materials shall be referred to the University's Legal Department for legal assessment and determination of whether referral to the competent state authorities is necessary in accordance with the legislation of the Republic of Kazakhstan.

4.8. Typical examples of violations in each category and the corresponding measures are set out in the Disciplinary Violations Matrix (Appendix 5). The list of examples is not exhaustive. The classification of a violation shall take into account its nature, the form of culpability, its consequences and the circumstances in which it was committed.

4.9. Violations of academic integrity shall be reviewed by the Committee in accordance with the requirements of the University's Academic Integrity Policy. In the event of a conflict between procedural requirements, the special procedure established by the relevant internal regulatory document of the University shall apply.

5. COMPOSITION AND PROCEDURE FOR THE FORMATION OF THE DISCIPLINARY COMMITTEE

5.1. The Innotech Disciplinary Committee (hereinafter referred to as the "Committee") is a collegial body established to review matters relating to disciplinary offences committed by University students.

5.2. The Committee's mandate is to establish the circumstances of an alleged disciplinary offence comprehensively, fully and objectively, and to issue a decision on the application of specific disciplinary measures to the student concerned.

5.3. In carrying out its activities, the Committee shall be guided by the Law of the Republic of Kazakhstan "On Education" and other applicable legislation of the Republic of Kazakhstan, the Innotech Charter, the Internal Regulations, the Innotech Academic Policy, this Procedure and other University regulatory documents.

5.4. The Committee shall be established by order of the Head of the University.

5.5. The Committee shall consist of an odd number of members, but not fewer than five (5) persons, including the Chairperson and the Secretary of the Committee. The Secretary shall be a member of the Committee.

5.6. The Secretary of the Committee shall be responsible for collecting documents, organizing Committee meetings and keeping the minutes of such meetings.

5.7. The Committee may include representatives of the academic administration, academic and teaching staff, the student affairs unit, the Legal Department, and student representatives.

5.8. A student representative shall not participate in the review of a case where a conflict of interest exists or where the nature of the case requires restricted access to confidential information.

5.9. Members of the Committee shall act independently, in good faith and impartially, ensuring an objective and comprehensive review of the circumstances of each case, respect for the student's rights, and protection of the University's legitimate interests.

5.10. A Committee member shall not participate in the review of a case where there is a direct or indirect personal interest, a conflict of interest, or any other circumstance that may give rise to reasonable doubts as to their impartiality. Such circumstances include, but are not limited to, cases where the member is the complainant, the author of an internal memorandum or Violation Report, the injured party or a witness in the case, or is related to the student by family ties.

5.11. Where any of the circumstances specified in Clause 5.10 of this Procedure exist, the Committee member concerned shall declare their recusal before the review of the case begins. The student shall also have the right to submit a reasoned motion to disqualify a Committee member. The motion for disqualification shall be decided by the Committee without the participation of the member concerned, and the decision shall be recorded in the minutes of the meeting.

5.12. Information and materials submitted to the Committee for consideration shall be confidential and shall not be disclosed or transferred to third parties, including students and employees who are not involved in the case under review.

6. PROCEDURE FOR PREPARING AND CONDUCTING MEETINGS OF THE DISCIPLINARY COMMITTEE

6.1. Committee meetings shall be held as necessary on the basis of internal memoranda (reports) submitted by a Dean's Office, another structural unit, or an official of the University (head of a structural unit). The internal memorandum shall be accompanied by the written explanation of the student alleged to have committed the violation and any other materials evidencing the commission of a disciplinary offence.

6.2. The Committee shall review a disciplinary case within twenty (20) working days from the date on which the materials are received by the Committee Secretary. Where an additional investigation is necessary, the Chairperson of the Committee may extend this period by no more than ten (10) working days, stating the reasons for the extension.

6.3. Where necessary, a preliminary review of the circumstances and information relevant to the case shall be conducted before the meeting. The case materials shall include the date on which the violation was committed, the date on which it was discovered, copies of educational services

agreements, references to the provisions of internal regulatory documents allegedly violated by the student, the student's academic transcript, character references from the Dean's Office and academic and teaching staff, information regarding any previous disciplinary violations, and any other information directly relevant to the case and necessary for its objective resolution.

6.4. The date of the meeting shall be determined by the Chairperson of the Committee. The Committee Secretary shall notify all Committee members of the agenda, date, time and venue of the meetings, prepare the minutes of each meeting, and ensure their safekeeping. The Secretary shall provide all Committee members with the case materials sufficiently in advance to allow them to review such materials before the meeting.

6.5. The student shall be notified of the date, time, venue and subject matter of the disciplinary case review no later than three (3) working days before the Committee meeting. Such notification shall be sent via the University's corporate email system and/or other official communication channels used by the University.

6.6. A Committee meeting shall constitute a quorum if more than half of the total number of Committee members are present. In the absence of the Chairperson, their duties shall be performed by a Committee member designated by the Chairperson.

6.7. At its meeting, the Committee shall review the case materials and examine the facts relating to the student's alleged commission of a disciplinary offence. Where an additional investigation is necessary to establish the circumstances of the case, the Committee may involve the University's structural units in conducting such an investigation, including the Student Affairs Department, the Registrar's Office, Dean's Offices and other relevant units. The structural units shall provide all necessary assistance to Committee members in conducting the investigation and shall supply the required documents and information.

6.8. Where necessary, representatives of the Dean's Office of the relevant School and other structural units may be invited to attend the Committee meeting to provide explanations, information concerning the student's conduct, and other relevant information.

6.9. As a general rule, a disciplinary case shall be reviewed at a Committee meeting after hearing a brief explanation from the student concerned and, where necessary, hearing testimony from witnesses to the alleged violation.

6.10. A student whose disciplinary case is under review shall have the right to:

1. Be informed of the nature of the alleged violation;
2. Examine the materials of the disciplinary case, except for information subject to restricted access;
3. Provide written and oral explanations;
4. Submit documents, evidence and other materials;
5. Submit motions requesting that witnesses be invited to attend;
6. Submit a reasoned motion to disqualify a Committee member in accordance with Clause 5.11 of this Procedure;
7. Attend the review of the case and be heard;
8. Receive a copy of the decision (an extract from the minutes of the Committee meeting) insofar as it directly concerns the student;
9. Appeal the decision in accordance with the procedure established in Section 9 of this Procedure.

6.11. A student's refusal to provide a written explanation or failure to attend a Committee meeting shall not prevent the Committee from reviewing the case materials and making a decision on the imposition of a disciplinary sanction.

6.12. A disciplinary sanction may be imposed only where there is a sufficient body of reliable and relevant evidence enabling the Committee to reach a reasoned conclusion that the student has

committed a disciplinary offence.

6.13. Material contradictions in the case materials that cannot be resolved shall be interpreted in favour of not imposing a disciplinary sanction until additional materials have been obtained.

6.14. Committee decisions shall generally be adopted by open voting. At the request of any Committee member, a secret ballot may be held on specific matters.

6.15. Decisions shall be adopted by a simple majority of the votes of the Committee members present. In the event of a tie, the vote of the presiding officer shall be decisive.

6.16. Committee decisions shall be documented in minutes signed by the Chairperson and the Secretary of the Committee who prepared the minutes.

6.17. The Committee's decision shall be reasoned and shall specify the established circumstances of the case, an assessment of the principal case materials and the student's explanations, the classification of the violation, the disciplinary sanction imposed, and the justification for the proportionality of that sanction.

6.18. Within three (3) working days after the Committee meeting, the signed minutes, together with all materials relating to the case reviewed, shall be forwarded to the Head of the University for review.

7. PROCEDURE FOR THE APPLICATION OF DISCIPLINARY MEASURES

7.1. The student shall be informed orally of the decision adopted by the Committee during the meeting or within one (1) working day from the date on which the minutes of the Committee meeting are signed by the Committee Secretary. Such notification may be provided in person or via the University's corporate email system, the WhatsApp messaging application, or other official communication channels used by the University.

7.2. Within two (2) working days after the minutes have been signed, the Registrar's Office shall prepare the relevant Order for signature by the Head of the University.

7.3. The Dean's Office shall notify the student of the Order imposing the disciplinary measure and obtain the student's signature acknowledging receipt within three (3) working days. If the student refuses to acknowledge the Order by signature, the notation "Refused to Sign" shall be entered on the Order. If the student is absent, a copy of the Order shall be sent by email or through other communication channels. The copy of the Order signed by the student shall be kept at the Dean's Office by the staff member responsible for student development and educational activities.

7.4. The period established for announcing the Order imposing a disciplinary sanction shall not include any period during which the student is ill, on academic vacation or on academic leave.

7.5. Within five (5) calendar days from the date on which a minor student is subjected to disciplinary liability, the Dean's Office shall notify one of the student's legal representatives in writing and provide a copy of the Order issued by the Head of the University imposing the disciplinary sanction.

7.6. If no new disciplinary sanction is imposed on a student within twelve (12) months from the date of imposition of the previous disciplinary sanction, the student shall be deemed to have no outstanding disciplinary sanction. The disciplinary sanction shall expire automatically, without the need to issue a separate Order.

7.7. A strict reprimand recorded in the student's personal file shall not expire automatically in accordance with Clause 7.6 of this Procedure. The Committee may consider the early removal of such a sanction after at least six (6) months have elapsed from the date of its imposition, provided that a petition has been submitted by the Dean's Office or the Student Council and is supported by evidence of the student's academic, educational, social, sporting or other achievements, or by other information demonstrating the student's positive conduct during the relevant period.

8. DISCIPLINARY MEASURES

8.1. Ignorance of the University's rules and the terms of the educational services agreement shall not exempt a student from disciplinary action for violating the established rules and shall not constitute a mitigating circumstance.

8.2. For a disciplinary offence, the Disciplinary Committee may impose the following disciplinary measures on a student:

8.2.1. For minor violations, one of the following disciplinary sanctions may be imposed:

1) A reprimand;

2) A written warning.

In addition to a disciplinary sanction, the following measures, which do not constitute disciplinary sanctions, may be applied:

1) An educational discussion;

2) Notification of one of the student's parents or other legal representative, where the student is a minor; in the case of an adult student, such notification may be made with the student's consent or on another lawful basis;

3) Involvement in various University activities.

8.2.2. For violations of moderate severity, a disciplinary sanction in the form of a reprimand shall be imposed.

In addition to the disciplinary sanction, the following measures, which do not constitute disciplinary sanctions, may be applied:

1) Notification of one of the student's parents or other legal representative, where the student is a minor; in the case of an adult student, such notification may be made with the student's consent or on another lawful basis;

2) Notification of the legal entity responsible for paying the student's tuition fees, to the extent and in the circumstances provided for by the relevant agreement, the legislation of the Republic of Kazakhstan, or another lawful basis.

8.2.3. For serious violations, one of the following disciplinary sanctions may be imposed:

1) A strict reprimand, with an entry in the student's personal file;

2) Expulsion from the University.

In addition to a disciplinary sanction, the following measure, which does not constitute a disciplinary sanction, may be applied:

The Disciplinary Committee may submit a petition to the Financial Matters Commission requesting the withdrawal of a previously granted preferential tuition rate, an Innotech educational grant, or a corporate grant, provided that the possibility of terminating the relevant benefit or grant is stipulated in the terms under which it was granted, the relevant agreement and/or the University's internal regulatory documents.

8.3. For minor violations and violations of moderate severity, the Committee may, subject to the student's agreement, recommend restorative measures, including an apology, restoration or compensation for the damage caused, participation in an educational or preventive programme, or other measures aimed at remedying the consequences of the violation. Restorative measures shall not constitute disciplinary sanctions. Voluntary completion of such measures shall be taken into account as a mitigating circumstance in accordance with Clause 3.7 of this Procedure.

8.4. Expulsion shall be an exceptional disciplinary measure and shall be applied only where, taking into account the nature and seriousness of the offence, its consequences, the degree of culpability and the student's prior conduct, the application of a less severe disciplinary measure would be insufficient.

8.5. A Committee decision to expel a student shall contain a separate, reasoned justification explaining why a less severe disciplinary measure cannot be applied.

9. APPEAL AGAINST A DECISION

9.1. A student shall have the right to appeal a decision to impose a disciplinary sanction within ten (10) working days from the date on which the student acknowledges receipt of the Order imposing the disciplinary sanction or from the date on which a copy of the Order is sent to the student in accordance with Clause 7.3 of this Procedure.

9.2. An appeal shall be submitted in writing to the Head of the University, stating the grounds for disagreement with the decision and enclosing any supporting documents available to the student. The appeal shall be reviewed by an Appeals Committee established by order of the Head of the University within ten (10) working days from the date of its receipt.

9.3. Persons who participated in the review of the case by the Disciplinary Committee or in the adoption of the original decision shall not participate in the review of the appeal. The provisions of Clauses 5.10 and 5.11 of this Procedure shall apply accordingly to members of the Appeals Committee.

9.4. The student shall have the right to attend the appeal hearing and provide explanations. The failure of a student who has been duly notified of the date, time and venue of the appeal hearing to attend shall not prevent the appeal from being considered.

9.5. Following its review of the appeal, the Appeals Committee shall adopt one of the following decisions:

1. To uphold the original decision and dismiss the appeal;
2. To replace the disciplinary sanction with a less severe sanction;
3. To overturn the decision to impose the disciplinary sanction;
4. To refer the case back to the Disciplinary Committee for reconsideration.

9.6. Grounds for amending or overturning the decision may include:

1. Incomplete examination of the circumstances of the case;
2. Inconsistency between the Disciplinary Committee's findings and the case materials;
3. A material violation of the procedure established by this Procedure;
4. Incorrect classification of the violation;
5. Disproportionality of the disciplinary sanction imposed.

9.7. A decision on an appeal shall not result in a worsening of the student's position.

9.8. An appeal against a decision to expel a student shall suspend the execution of the expulsion Order until a decision on the appeal has been adopted. An appeal against any other disciplinary sanction shall not suspend its execution.

9.9. The decision of the Appeals Committee shall be documented in minutes and communicated to the student within three (3) working days from the date of its adoption. Where the original decision is amended or overturned, the Registrar's Office shall prepare the relevant Order for signature by the Head of the University within two (2) working days.

9.10. The decision of the Appeals Committee shall be final within the University and shall not preclude the student from applying to the competent authorities or a court in accordance with the legislation of the Republic of Kazakhstan.

10. PROCEDURAL RISKS

The following procedural risks may arise in the course of carrying out the actions governed by this Procedure:

№	Risk Description	Preventive Measures	Corrective Actions	Risk Owner
1	Failure to achieve the required quorum at a Committee meeting	Timely notification of the date, time and venue of the meeting	Arranging online access for Committee members	Disciplinary Committee (DC)

			who are unable to attend in person	
2	The student concerned disagrees with the Committee's decision	A comprehensive and fair decision by the Committee	Appealing the decision in accordance with the procedure set out in Section 9 of this Procedure	Disciplinary Committee (DC)

11. RECORDS

11.1. This Procedure includes the following records, which document, in written and/or electronic form, the interim and final results of activities carried out under this Procedure:

№ п/п	**Record Title**	**Record Storage Location**	**Person Responsible for Records**
1	Order of the Head of the University on the Imposition of a Disciplinary Sanction	Innotech Administrative Office	Head of the Administrative Office
2	Violation Report	Disciplinary Committee Secretariat	Disciplinary Committee Secretary
3	Statement of Refusal to Provide a Written Explanation	Disciplinary Committee Secretariat	Disciplinary Committee Secretary
4	Register of violations	Disciplinary Committee Secretariat	Disciplinary Committee Secretary
5	Strict Reprimand Recorded in the Student's Personal File	Disciplinary Committee Secretariat	Disciplinary Committee Secretary
6	Petition of the Disciplinary Committee	Disciplinary Committee Secretariat	Disciplinary Committee Secretary
7	Notifications pursuant to Clauses 7.5 and 8.2 of this Procedure	Disciplinary Committee Secretariat	Disciplinary Committee Secretary
8	Student's Appeal and Minutes of the Appeals Committee	Disciplinary Committee Secretariat	Disciplinary Committee Secretary

12. RESPONSIBILITIES

12.1. The Disciplinary Committee shall be responsible for:

1. The timely and comprehensive collection of information confirming the fact of a violation;
2. The timely and proper preparation of materials necessary to support the Committee's activities;
3. The timely notification of Committee members of scheduled meetings and the preparation of meeting minutes.

12.2. The Schools shall be responsible for:

1. The timely and comprehensive collection of information confirming the fact of a violation;
2. The timely and accurate reporting of violations and the preparation of relevant materials for

consideration by the Disciplinary Committee;

3. Providing prompt assistance to the Disciplinary Committee and preparing letters and notifications addressed to the student concerned, their parents or other legal representatives (in the cases specified in Clauses 7.5 and 8.2 of this Procedure) and/or legal entities responsible for paying the student's tuition fees.

13. REFERENCES TO DOCUMENTS

13.1. This Procedure has been developed in accordance with the following regulatory legal acts and documents:

1. The Law of the Republic of Kazakhstan dated 27 July 2007 "On Education";
2. The Standard Rules for the Activities of Educational Organizations Implementing Educational Programmes of Higher and/or Postgraduate Education, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018;
3. Other regulatory legal acts of the Republic of Kazakhstan in the field of education governing the rights and obligations of students, the organization of the educational process, academic integrity, and student accountability;
4. The Rules for Documenting, Managing Documentation and Using Electronic Document Management Systems in State and Non-State Organizations, approved by Order No. 236 of the Minister of Culture and Sports of the Republic of Kazakhstan dated 25 August 2023;
5. The University Charter and other internal regulatory documents governing the organization of the educational process, academic integrity, student conduct and student accountability.

14. FINAL PROVISIONS

14.1. This Procedure shall enter into force on the date of its approval in accordance with the procedure established by the University.

14.2. Amendments and additions to this Procedure shall be made in accordance with the procedure established by the University.

14.3. A student may not rely on ignorance of this Procedure after it has been duly communicated to the student.

14.4. Matters not governed by this Procedure shall be regulated by the legislation of the Republic of Kazakhstan, the University Charter, educational services agreements, and other internal regulatory documents of the University.

14.5. Where new technologies, digital tools, methods of committing violations or other circumstances not expressly provided for in this Procedure arise, the provisions of this Procedure shall be applied taking into account the nature of the relevant conduct, its consequences, and its consistency with the principles of academic integrity, ethics and student conduct established by the University.

FLOWCHART:

DISCIPLINARY PROCEDURE

Input:	**Identification of a Violation**	
Action	**Responsible Person(s)**	**Record**
Preparation of a Violation Report ↓	Employee who identified the violation or an authorized employee of the relevant structural unit	Violation Report (Appendix 1)
Request for written explanations from the student ↓	Committee Secretary	Written Explanation (Appendix 2) / Statement of Refusal to Provide a Written Explanation (Appendix 3)
Collection and preliminary review of case materials ↓	Committee Secretary and structural units	Case Materials
Notify the student of the Committee meeting at least three (3) working days in advance ↓	Committee Secretary	Student Notification
Review of the case by the Disciplinary Committee ↓	Disciplinary Committee	Minutes of the Committee Meeting
Adoption of a reasoned decision by the Committee ↓	Disciplinary Committee т	Reasoned Decision (Minutes)
Issuance of an Order by the Head of the University ↓	Registrar's Office; Head of the University	Order of the Head of the University
Acknowledgment of the Order by the student ↓	Dean's Office	Acknowledgment of Receipt / Copy of the Order
Has an appeal been submitted? ↓ No ↓ Yes	Student	Appeal (if submitted)
No → The decision becomes final within the University	—	—
Yes → Review by the Appeals Committee ↓ Appeal decision ↓ New Order, if necessary	Appeals Committee; Registrar's Office; Head of the University	Minutes of the Appeals Committee; Order (if necessary)
Output:	**Order of the Head of the University / Appeal Decision**	

APPENDIX 1

(Mandatory)

VIOLATION REPORT

“ ____ ” _____ 20 **No. _____**

I, (full name, position, structural unit), in the presence of (full names, positions and structural units of the employees present), have drawn up this Violation Report as follows:

_____
_____
_____
_____
_____
_____
_____
_____
_____

This Violation Report has been prepared by:

Position title	*Signature*	*Full name (printed)*

The contents of this Violation Report are confirmed by:

Position title	*Signature*	*Full name (printed)*

Position title	*Signature*	*Full name (printed)*

Acknowledged by the student:

Student’s full name	*Signature*

APPENDIX 2

(Mandatory)

To: The Head of the Limited Liability Partnership "Foreign Educational Institution 'University of Innovation and Technology'"

From: Student _____

School, degree programme, year of study

_____

Student's full name

WRITTEN EXPLANATION

I, _____,

(Student's full name)

Date: _____ **Signature: _____**

APPENDIX 3

(Mandatory)

Statement of Refusal to Provide Written Explanations

"____" _____ 20 No. _____

We, the undersigned:

_____

_____

in the presence of:

_____

have drawn up this Statement as follows:

On "_____" **_____ 20**, at _____, in accordance with _____, the individual concerned was requested to provide written explanations regarding:

_____

_____

_____

The written explanations were not provided. The individual concerned gave the following reason for refusing to provide them:

_____

_____

Statement prepared by:

_____ _____ / _____

Position *Signature / Full name (printed)*

Present:

_____ _____ / _____

Position *Signature / Full name (printed)*

_____ _____ / _____

Position *Signature / Full name (printed)*

APPENDIX 4
(mandatory)

Register of Violations

№	Date of Violation	Full Name of Student in Violation	Brief Description of the Violation	Person Who Prepared the Violation Report	Measures Taken

APPENDIX 5
(mandatory)

Disciplinary Violations Matrix

Violation Category	Typical Examples	Disciplinary Sanction	Measures That Are Not Sanctions
Minor (cl. 4.2)	– Violation of the access control regime; – Violation of academic discipline that did not cause harm; – First violation of rules of conduct and ethical norms that did not cause property damage	Reprimand or written warning	Educational conversation; notification of the legal representative of a minor (of an adult – with their consent or on another lawful basis); involvement in organizing events; restorative measures (cl. 8.3)
Moderate (cl. 4.3)	– Insulting words and actions toward other persons; – Smoking, using vapes and e-cigarettes outside designated areas; – Causing damage to the property of the University or other persons; – Repeated minor violation within the academic year; – Isolated violations of academic integrity not covered by cl. 4.5	Severe reprimand	Notification of the legal representative of a minor (of an adult – with their consent or on another lawful basis); notification of the legal entity paying for the tuition (in cases provided for by the contract or law); restorative measures (cl. 8.3)
Gross (cl. 4.4–4.6)	– Violence, participation in a fight, causing harm to health; – Forgery or falsification of grade sheets, documents, records; – Impersonating another person during an exam or taking an exam for another person; – Possession, use, or distribution of narcotic substances; being intoxicated; – Bullying, harassment, intimidation, or other serious threat to safety; – Repeated moderate violation within the academic year	Strict reprimand entered in the student's personal file, or expulsion from the University	Petition to the Financial Affairs Commission to revoke benefits or a grant (if such grounds are provided by the terms of their award)

Note. The list of examples is not exhaustive. When classifying a violation, consideration shall be given to the nature of the violation, the form of culpability, the consequences, and the circumstances in which it was committed, including the mitigating and aggravating circumstances specified in Clauses 3.7 and 3.8 of this Procedure. The measures specified in the Matrix shall be applied subject to Clause 3.10 of this Procedure. In the event of any discrepancy between the Disciplinary Violations Matrix and the provisions of the main text of this Procedure, the provisions of the main text of this Procedure shall prevail.