

REGULATIONS

on the Anti-Corruption Commission of JAIU

Code: **SMK-10-10**

Version: **1.0**

Effective Date: «» _____ 20

Approved by: Rector's Order No. __ dated ..20__

1. General Provisions

1.1. The Anti-Corruption Commission of JAIU (hereinafter referred to as **the Commission**) is a standing collegial body established to prevent corruption, identify and resolve conflicts of interest, and ensure the transparency and accountability of the university's processes.

1.2. The Commission operates in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, local regulations, QMS documents, and orders of the Rector.

1.3. The Commission is accountable to the Rector and interacts with the Rector's Office, the Office of Academic Affairs, the Office of Research and Innovation, the Office of International Affairs, the IT Department, the Accounting Department/Financial and Economic Service, deans' offices, departments, and other units.

1.4. The Commission's decisions are recorded in minutes/conclusions and are implemented within the scope of the Commission's authority or submitted to the Rector for an administrative decision (order).

2. Goals and Objectives

2.1. The Commission's objective is to establish and maintain an anti-corruption environment at JAIU, reduce corruption risks, and ensure compliance with the principles of ethics and transparency in management decisions.

2.2. The Commission's tasks:

- a) analyzing corruption risks in JAIU's processes and developing preventive measures;
- b) reviewing reports of corruption offenses and conflicts of interest;
- c) monitoring the implementation of anti-corruption measures and management decisions;
- d) participating in the development and updating of local anti-corruption regulations;
- e) organizing anti-corruption awareness and training for employees and students;
- f) collaborating with the Anti-Corruption Monitoring Committee on CAPA and monitoring non-compliance related to corruption risks.

3. Principles of Operation

The Commission is guided by the principles of: legality, objectivity and evidence-based decision-making, confidentiality, prevention of conflicts of interest, protection of whistleblowers from reprisals, and transparency of final decisions (without disclosure of personal data).

4. Powers of the Commission

The Commission has the right to:

- 4.1. Request documents, information, and explanations from departments within its jurisdiction.
- 4.2. Review reports/communications regarding corruption risks, incidents, and conflicts of interest.
- 4.3. Conduct an internal review (investigation) within the scope of internal regulations or initiate an investigation by authorized departments.
- 4.4. Formulate recommendations: disciplinary measures, organizational changes, procedural changes, control of access to information systems, increased transparency in procurement/finance/personnel, etc.
- 4.5. Initiate CAPA for identified non-conformities (in conjunction with the OVMK).
- 4.6. Submit proposals to the Rector regarding amendments to local regulations and processes.

5. Composition and Organization of Work

- 5.1. The composition of the Commission is approved by order of the Rector.
- 5.2. It is recommended that the Commission include representatives from: the Rector's Office, the Legal and Human Resources Department (lawyer/HR), the OVMK, the UIO, IT, the Accounting Department/FES, and the Dean's Office/departments (as necessary).
- 5.3. **The Chair of the Commission is an appointed individual approved by order of the Rector of JAIU.**
- 5.4. The Secretary of the Commission is appointed by order of the Rector (or by decision of the Commission followed by approval by order) and is responsible for maintaining minutes, registering complaints, and providing organizational support for the Commission's work.
- 5.5. Meetings are held on a scheduled basis (at least once per quarter) and on an unscheduled basis (upon receipt of a request or in response to an incident).
- 5.6. Quorum: a meeting is valid with the participation of at least two-thirds of the members.
- 5.7. Decisions are made by a simple majority of those present and are recorded in the minutes.

6. Procedure for Reviewing Requests and Reports

- 6.1. Submission channels: written appeals, email/form (if available), submission via eBilim/EDO (if available), in-person submission.
- 6.2. The appeal is registered by the Commission's secretary in the appeal log and assigned a number.
- 6.3. The preliminary review period is up to 5 business days; the full review period is up to 30 calendar days (unless otherwise required by applicable laws and regulations).
- 6.4. The Commission ensures the confidentiality of information and the protection of personal data.
- 6.5. Based on the results, the Commission makes a decision and issues recommendations and/or forwards the materials to the Rector for a decision/order; if necessary, it transmits the information to the OVMK for CAPA and risk analysis.

7. Conflict of Interest

7.1. A Commission member is required to recuse themselves if they have a personal interest.

7.2. The recusal is recorded in the minutes.

7.3. If necessary, independent experts or department representatives are consulted.

8. Documentation and Storage of Materials

8.1. Commission documents: meeting minutes, log of inquiries, conclusions, recommendations, event reports, and audit materials.

8.2. Custodian of the Commission's original materials: Vice Rector for Academic Affairs (AA).

8.3. Commission materials are stored with the Vice Rector for Academic Affairs in accordance with the file classification system and retention periods, with restricted access. Copies/excerpts are issued in accordance with established procedures.

9. Key Performance Indicators (KPIs) and Reporting

The Commission prepares reports (quarterly/annually) based on the following indicators:

1. number of inquiries and percentage processed on time;
2. number of identified risks and measures taken;
3. the percentage of recommendations/measures implemented;
4. number of CAPAs related to corruption risks and percentage closed on time;
5. conduct of training/awareness sessions (coverage).

10. Interaction with the QMS (CAPA)

10.1. Upon identifying systemic issues, the Commission initiates corrective/preventive actions (CAPA) through the Quality Management Office.

10.2. Implementation of measures is monitored by process owners and the Quality Management Office; results are reviewed by the Quality Council and/or the Rector's Office.

11. Final Provisions

11.1. These Regulations shall enter into force upon the issuance of an order by the rector.

11.2. Amendments and additions shall be approved in accordance with established procedures.

11.3. This document shall be communicated to employees and students via the official website, eBilim, and/or information boards.

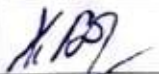
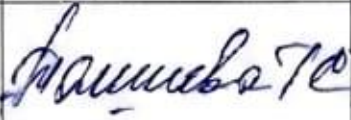







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

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APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

