

STUDENT CODE OF NON – ACADEMIC CONDUCT

The Student Code of Non-Academic Conduct reflects the University's expectation that all students adhere to generally accepted norms of behavior, University policies and procedures, and applicable state regulations. The Code outlines examples of non-academic misconduct that may occur on campus, including offenses against persons, property belonging to University or community members, as well as violations related to alcohol, drugs, assaults, and/or weapons.

All members of the KIMEP University community are required to provide truthful and accurate information during any proceedings related to non-academic misconduct. Providing false or misleading testimony to a University official investigating a complaint, or to any official body reviewing the matter, may result in disciplinary action (Faculty or Employee misconduct cases are reviewed in accordance with Faculty Code of Practice and Employees Hand Book).

KIMEP University will only address non-academic misconduct cases that occur on campus. Violations of published laws, policies, or regulations on campus may lead to appropriate disciplinary action by University authorities. All non-academic misconduct cases must be reported to the Student Affairs (hereinafter, SA) office.

1. Reporting and Initial Review of the case

The following reporting procedures comprise the conduct process:

- 1.1. Complaint Reported.** Complaints should be reported by completing the Incident Report Form and registering it at the SA office. The Incident Report Form is available on the University website under the Current Students page.
- 1.2. Case review.** This step includes a review of the alleged violation(s) and the associated information and evidence by the Chief Student Affairs Officer (hereinafter, CSAO). These include the report, explanatory note from a student named in the complaint, witness statements if any, other evidence of misconduct. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit the CSAO and SA Executive Director will meet with the complaining party and explain why the complaint will not be pursued.
- 1.3. An administrative resolution** will be attempted between the two parties. This process will allow the students to admit responsibility for violation(s) of the Code and accept the sanctions. This step may happen only in case of a minor misconduct.

2. Disciplinary Hearings

- 2.1.** The Student Affairs Disciplinary Committee (hereinafter, SADC) mandate and membership: The SADC has the jurisdiction to investigate any non-academic student violations of rules and regulations of the institution.
- 2.2.** The SADC members shall be one faculty member from each College/School, nominated by the Dean of the respective academic unit, one KSA representative and the Executive Director of SA. The Executive Director of SA shall be a chair of the committee.
- 2.3.** In instances where non-academic offenses are of a severe and sensitive nature, including but not limited to sexual, racial or ethnic harassment, and could potentially

have a significant impact on the well-being of the university community or its members, the SADC **may convoke without the inclusion of student.**

- 2.4. If a member of this committee is involved in the disciplinary action as either the initiator or alleged violator, then he/she will be replaced by an alternative representative, chosen by the corresponding College Dean/Unit Head/KSA President.
- 2.5. Eligibility Criteria for Membership: Members of the SADC shall be selected based on their expertise, impartiality, and commitment to upholding the university's values. Faculty, staff members and student chosen to serve on the committee shall demonstrate knowledge of the university's policies and procedures, as well as a willingness to engage constructively in disciplinary proceedings. Student members shall be in good academic standing and have a demonstrated record of responsible conduct.
- 2.6. The members of the committee shall not have any contacts with an alleged student, his/her relatives or any other advocates before, during and after the hearings.

3. Procedure

- 3.1. The student(s) named in the complaint will be invited to attend a meeting of the SADC in most cases three days in advance. Exceptions to this policy may occur if an emergency situation exists. The student(s) have to appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances is taken as an admission of guilt.
- 3.2. The SADC will hear from both sides in the question. The person(s) facing the complaint and those bringing the complaint will then be asked to leave the room while the SADC makes a recommendation.
- 3.3. A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.
- 3.4. The recommendation is submitted to the CSAO and after her/his review a decision is made within 3 working days.
- 3.5. If the committee does not recommend suspension or dismissal, the CSAO issues a reprimand letter and passes it to the student. Once the reprimand letter is received, the decision must be immediately obeyed. Failure to do this will open the person penalized to further disciplinary action.
- 3.6. If the committee recommends suspension or dismissal, the CSAO passes the report to the office of Provost and General Deputy to the President within one working day (if the procedure was violated or not all documents were presented, the report would be submitted once the pack is ready) of the decision of the SADC.
- 3.7. The Provost and General Deputy to the President will create a university ad hoc disciplinary committee to review the case and make a decision. The committee members shall be Law School faculty member, KIMEP U Legal Advisor and a representative of the Registry Department.
- 3.8. The person(s) about whom the complaint was lodged is then notified in writing within five working days of the Committee decision after signing the minutes of the committee hearings.
- 3.9. All appeals must be submitted to the senior management disciplinary committee within one week once a dismissal/suspension letter is received and signed by a student. The decision of this Committee is final.

4. Actions of the committee

The SADC may recommend one of, a combination of, or other actions including but not limited to the following:

4.1. Dismissal

The student is told to leave campus and not allowed to return to KIMEP University. Any degree candidacy or academic standing is automatically nullified. The student is forbidden to enter KIMEP University buildings and premises.

4.2. Suspension

The student is told to leave KIMEP University for a period deemed appropriate for the offense. During this time the student is forbidden to enter KIMEP University buildings and premises.

4.3. Disciplinary Probation

Disciplinary probation is a formal warning to a student that their conduct is unsatisfactory. A record of the probation is placed in the student's academic file. Any further violations of the discipline code will result in automatic suspension or dismissal from KIMEP University.

4.4. Reprimand letter

This is an official document that can be issued by the CSAO to a student for behavioral misconduct. It serves as a formal warning and is used to inform the student that his/her actions are not acceptable and must be corrected. The letter should include clear details about what the behavior was and any consequences that may result from future occurrences.

4.5. Community Service/Work Experience

The student is asked to perform a specified number of hours of volunteer work, either at KIMEP University or in the wider community. In certain circumstances, the Committee may require that the student find regular paid employment and demonstrate a period of time working in that job.

4.6. Monetary Compensation for Damages from the Student

In cases where property has been damaged (E.g. computers, software, fixtures etc.), the Committee may offer the student an opportunity to compensate KIMEP University for the damage caused. In case of serious damage, the Committee may impose either suspension or expulsion, or recommend that KIMEP University sue the student in a civil court action to recover the cost of the damages.

5. Examples of Misconduct*

5.1. Severe Behavioral Misconduct that leads to immediate Suspension and likely Dismissal

	Behavioral Misconduct Includes:	Normal sanction
1	Physically Assaulting Another Student or Faculty/Staff Member or visitor with a Weapon (knife, bat, traumatic gun)	Suspension and probability of permanent dismissal from KIMEP University.
2	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Faculty or staff member or visitor	Suspension and probability of permanent dismissal from KIMEP University.
3	Being identified as dealer and/or provider of drugs on campus	Suspension and probability of permanent dismissal from KIMEP University.
4	Unlawful Possession of Substances on Campus (drugs)	Suspension and probability of permanent dismissal from KIMEP University.
5	Sexual Harassment/Assault	Suspension and probability of permanent dismissal from KIMEP University.
6	Threatening bodily harm to another person with a knife, firearm, club, or another object that could be construed as a weapon.	Suspension and probability of permanent dismissal from KIMEP University.
7	Theft of KIMEP U, students, faculty or staff property	Suspension and probability of permanent dismissal from KIMEP University.
8	Hazing	Suspension and probability of permanent dismissal from KIMEP University.
9	Falsification of official documents	Suspension and probability of permanent dismissal from KIMEP University.
10	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Another Student	1 st Offense: Suspension. 2 nd Offense: Permanent Dismissal from KIMEP University.
11	Undermining the KIMEP U reputation while studying in a partner university (any reported academic misconduct should be referred to the college; non-academic misconduct to SADC)	1 st Offense: Suspension. 2 nd Offense: Permanent Dismissal from KIMEP University.

*Final recommendations of the SADC will depend on the severity of the violation

5.2. Behavioral Misconduct that leads to Disciplinary Probation and after 2nd offense to Dismissal

1	Verbally threatening /using abusive language /discrimination of any aspects towards another student or faculty/staff member with harmful intent	1 st Offense: Disciplinary Probation. 2 nd Offense: Suspension and probability of Dismissal from KIMEP University.
2	Groundless accusation	1 st Offense: Disciplinary Probation. 2 nd Offense: Suspension and probability of Permanent Dismissal from KIMEP University.
3	Being found in possession of any kind of weapon (For example: a knife, firearm, or club).	1 st Offense: Disciplinary Probation. 2 nd Offense: Suspension and probability of Permanent Dismissal from KIMEP University.
4	Alcohol Intoxication/Possession Unlawful Substances on Campus	1 st Offense: Immediate confiscation of the substance by security personnel. Disciplinary Probation. 2 nd Offense: Suspension and probability of permanent dismissal.
5	Smoking is banned at KIMEP University (cigarettes, electronic cigarettes, water pipes etc.). Violating the smoking policy anywhere at KIMEP University Campus is prohibited.	Immediate confiscation of cigarettes by security personnel. 1 st Offense: Disciplinary Probation. 2 nd Offense: Community service. 3 rd Offense: Suspension and probability of permanent dismissal.
6	Vandalism or deliberate damage to KIMEP University property or the property of other individuals	1 st Offense: Disciplinary Probation. 2 nd Offense: Suspension or Dismissal.
7	Offensive behavior in the classroom or corridors of the university (For example: spitting, shouting, offensive behavior towards classmates/faculty members along with ethnic, religious or racial slurs, etc.)	1 st Offense: Disciplinary Probation. 2 nd Offense: Suspension or Dismissal.
8	Littering On Campus Grounds (This would include the improper disposal of cigarette butts, chewing gum, and other trash, etc.)	1 st Offense: Official reprimand letter. 2 nd Offense: Community Service. 3 ^d Offense: Suspension or Dismissal.

9	The playing of cards for the purpose of gambling and/or gambling on campus grounds	1 st Offense: immediate confiscation of cards by KIMEP University Official and Official reprimand letter 2 nd Offense: Disciplinary Probation 3 rd Offense: Suspension or Dismissal
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Note: For other actions, which are not specified in the list above will also be subject to Disciplinary Committee penalties.

Dr. Christopher Bridges, Dean of Student Affairs



Mr. Yuriy Fidirko, Vice President for Finance



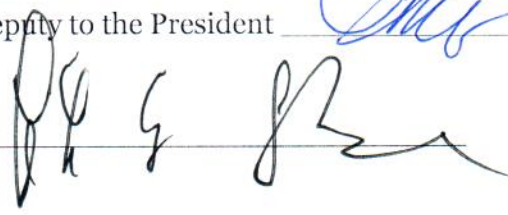
Dr. Damian Riviez, Vice President of Academic Affairs



Dr. Timothy Barnett, Provost and General Deputy to the President



Dr. Chan Young Bang, President



Date: _____

1 Support

Andriana Yessenar

RSA President



12.02.2025