

«APPROVED»

Rector of the IUK

PhD., associate prof.

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Protocol of the Academic Council minutes

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## REGULATION

### on the “Helpline and e-mail” on anti-corruption issues of the “IUK”

#### 1. General provisions.

1.1. This Regulation on the "Helpline and e-mail" on anti-corruption issues in the "International University of Kyrgyzstan" (hereinafter University), developed on the basis of:

- The Law of the Kyrgyz Republic on Combating Corruption dated August 8, 2012 No. 153 (As amended by the Laws of the KP dated May 17, 2014 No. 70, 21 October 2016 No. 169, March 18, 2017 No. 46);
- State Anti-Corruption Policy Strategy of the Kyrgyz Republic of February 2, 2012 No. 26;
- By the order of the Ministry of Education and Science of the Kyrgyz Republic No. 1660/1 dated December 14, 2016 on the implementation of the Resolution of the Government of the Kyrgyz Republic No. 170 dated March 30, 2015;
- A detailed plan of step-by-step measures to dismantle systemic corruption in the Ministry of Education and Science of the Kyrgyz Republic (Approved by the Secretariat of the Defense Council of the Kyrgyz Republic (July 20, 2016);
- Regulation on the commission for anti-corruption activities of the “IUK” dated June 26, 2018.

1.2. This Regulation establishes the procedure for the operation of the "Helpline and

1.2. This Regulation establishes the procedure for the operation of the "Helpline and e-mail" on anti-corruption issues (hereinafter referred to as the Regulation), the organization of work with applications from students and citizens received via the "Helpline and e-mail", about the facts of corruption at the university.

## **2. "Helpline and e-mail" goals and objectives**

2.1. Helpline and E-mail are created in order to:

- prompt response to possible corruption manifestations in the activities of the teaching staff and university staff;
- ensuring the protection of the rights and legitimate interests of students.

2.2. The main tasks of the "Helpline and e-mail" are:

- ensuring prompt reception, accounting and consideration of messages from students and citizens received via the "Helpline and e-mail";
- processing and forwarding of received messages to the rector of the university;
- analysis of messages from students and citizens received via the "Helpline and e-mail", their consideration in the development and implementation of anti-corruption measures at the university.

## **3. The procedure for organizing the "Helpline and e-mail" work the receiving, registering and considering the messages received by students and citizens.**

3.1. Information about the functioning and mode of operation of the "Helpline and e-mail" is posted on the official website of the university, brought to the attention of each student, as well as their parents.

3.2. Reception and recording of applications by the "Helpline" is carried out by the Department of Monitoring, Quality Control, Practical Practice and Relation with Employers (hereinafter MQCPP and RE Department) of the University at the phone number 0 312 64-23-55 during working hours from 8:00 to 17: 00.

3.3. Receiving letters from e-mail is carried out at any time of the day. You can send a letter to the address: [nocorruption.iuk@gmail.com](mailto:nocorruption.iuk@gmail.com)

3.4. Pre-processing of applications includes accounting and registration of applications in the register of students 'and citizens' applications received via the

“Helpline and e-mail” on issues of anti-corruption at the university.

3.5. The organization of the "Helpline and e-mail" is carried out by a specialist of the MQCPP and RE Department, which:

- 1) fixes the text of the appeal on paper;
- 2) registers the appeal in the journal of registration of appeals;
- 3) transfers the information received to the head of the MQCPP and RE Department for subsequent analysis, further development and implementation of anti-corruption measures in the university received via the “Helpline and e-mail”.

3.6. The journal is kept under safe custody by a specialist of the MQCPP and RE Department. The pages of the magazine are numbered, stitched and sealed.

3.7. If an appeal is received, the consideration of which does not fall within the competence of the anti-corruption commission, it is sent to the rector of the university.

3.8. If there is information in the messages received by the "Hotline and e-mail", related to the competence of law enforcement and other state bodies, the information is sent to the rector of the university.

3.9. As reports of corruption-related facts are received, the head of the MQCPP and RE Department prepares an information letter and sends it, no later than the day following the day of registration of the message, to the head of the university for consideration.

## **1. Responsibility**

Specialists working with information received via the “Hotline and e-mail” are personally responsible for maintaining the confidentiality of the information received in accordance with the legislation of the Kyrgyz Republic.