



"APPROVED"
By the decision of the Academic Council
of NJSC Narxoz University
Protocol No. 04 dated November 04, 2022



**REGULATION
ON UNIVERSITY COMMITTEE ON ACADEMIC DIVERSITY, EQUITY AND
INCLUSION**

Almaty, 2022

Table of contents

Document of the passport	3
Approval sheet.....	4
Chapter 1. General Provisions	5
Chapter 2. Goal.....	5
Chapter 3. Mission.....	5
Chapter 4. Functions of the Committee.....	5
Chapter 5. Field of activity	5
Chapter 6. Membership	6
Chapter 7. Duties of Committee Members	7
Chapter 8. Final provisions.....	7

Document of the passport

Title of the document	Regulation on Narxoz University' Committee on Academic Diversity, Equity, and Inclusion
Short description	The document regulates the activities of the University' Diversity, Equity and Inclusion Committee
Topic:	Inclusion
Status:	Not limited
Approval date:	
Audit date:	if necessary
Responsible for audit:	Head of Accreditation Department

Approval sheet

Acting Provost, Vice Provost for Academic Affairs



Umirzakov S.Y.

Vice Provost for Research



Shenin A.S.

Director of the Administrative Department



Bissengali L.

1. General provisions

1.1 These Regulation define the status, purpose, tasks and functions of the Diversity, Equity and Inclusion Committee (hereinafter referred to as the "Committee") of the Narxoz University Non-Commercial Joint Stock Company (hereinafter referred to as the "University"), as well as the procedure for its formation and interaction with structural divisions and other collegiate bodies of the University.

1.2 The Committee is a collegial, expert and advisory body of the University, formed to implement the University's strategy in the field of ensuring equal access to education.

1.3 The Committee operates on the basis of the Academic Council of the University.

1.4 In its activities, the Committee is guided by the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan; Standards and guidelines for ensuring the quality of higher education in the European Higher Education Area (ESG 2015), the Charter of the University, these Regulations, other internal documents and acts of the University, decisions of the governing bodies of the University.

1.5 The University strives to create a diverse, equal and inclusive environment that appreciates and accepts representatives of various ethnicities and races, age and gender, physical abilities and capacity, culture and religious beliefs, sexual orientation, which make up the University community. We recognize the rights of refugees and migrants in accordance with international law. We recognize marriage in accordance with the legislation of the Republic of Kazakhstan and ensure the legal rights of women during pregnancy and maternity leave.

Building on our values-based culture, the University is committed to providing equal access to education.

2. Goal

This Regulation establishes the University Committee on Academic Diversity, Equity and Inclusion (Committee) and defines its vision, goals, responsibilities and activities.

The purpose of the Committee is to develop recommendations and mechanisms for creating a favorable, positive and inclusive educational and working environment for all students and employees of the University.

3. Mission

The mission of the Committee is to work to create an organizational culture that appreciates the wide range of thoughts and perspectives provided by the diverse staff of the University working within an inclusive organization, strengthening tolerance.

The Committee should support the activities of the University in matters related to diversity, equality and inclusion.

4. Functions of the Committee

The Committee will perform the following functions, which may change on need basis:

- advise and assist in creating opportunities for employees to provide feedback to the University management and external organizations on the climate and culture of inclusion (through assessment tools - satisfaction surveys, focus groups, etc.);

- promoting cultural inclusiveness and discussing issues related to equality in the workplace;

- provide the University management with recommendations on short-term and long-term strategies aimed at meeting the needs of employees and students of the University;

- formulate recommendations for changing policies and practices that may adversely affect the practice of supporting diversity, equality and inclusiveness at the University;

- advise in identifying learning and development opportunities that will enable employees at all levels to develop and deepen skills, knowledge and behaviors based on the principles of diversity, equality and inclusiveness;
- identify opportunities for the organization to interact with the external community to promote equity, social justice and inclusion (public volunteering and corporate social responsibility initiatives);
- serve as a means of communication between the management of the University, students and employees, helping to develop internal business processes and communications necessary for the development of inclusion;
- conduct self-assessment of the effectiveness of the Committee on an ongoing basis.

5. Field of activity

The committee will guide the work on diversity, equality and inclusion through the following:

- I. Submit proposals for the Strategic Plan, the University's Diversity, Equity and Inclusion Strategy.
- II. Develop, implement and evaluate standards of cultural competence for students and employees of the University.
- III. Contribute to institutional policies and procedures to address issues of diversity, equity and inclusion .
- IV. Recommend short and long term strategies and practices to address inequalities.
- V. Ensure the maintenance and dissemination of best practices in the field of diversity, equality and inclusion in institutional policy, teaching, learning, recruitment and retention of students and employees of the University.
- VI. Serve as a resource for guidance and advice on diversity, equality and inclusion for students and staff of the University.
- VII. Spread the word about continuing professional development on issues of diversity, equality and inclusion.
- VIII. Regularly receive feedback from employees and students of the University to inform them about decision-making and identify opportunities for improvement (Identification of opportunities for improvement.)

6. Membership

Committee membership should represent diversity and inclusion in terms of race/ethnicity; gender and gender identity; religious, spiritual or ethical practices/value systems; age; abilities; socio-economic status, etc.

Application Process

Students and employees of the University who are interested in serving on the Diversity, Equality and Inclusion Committee fill out an online application.

- I. _ Membership structure:
 - A. Representative members of schools (School of Economics and Management (SEM), School of Digital Technologies (SDT), School of Law and Public Administration (SLPA), School of Humanities (SH), Business School (BS) and SED "Doctoral studies").
 - B. student representative (Bachelor's, Master's, PhD).
 - C. representatives of the dean's office for student affairs.
 - D. representatives of administrative and managerial personnel.
 - E. _ Representative of the Department for International Development and Partnership.

I I. The committee will be led by two co-chairs

A. The co-chairs must serve for 2 years in a staggered manner (i.e. 1 new co-chair is selected each year).

B. One co-chair should represent the faculty and students, and the other should represent the administrative and management staff.

III. The elected chairs will be selected from among the members of the Committee and serve for one year in that role, prior to assuming the position of co-chair.

7. Responsibilities of Committee Members

Meetings

I. The Committee will meet at least once a quarter; additional meetings will be convened as necessary).

II. Members of the Committee are required to attend and participate in all meetings (offline and online formats), participate in Committee events and make proposals for the University's short-term and long-term strategy for diversity, equality and inclusion.

8. Final provisions

I. This Regulation and its changes are approved by the decision of the Academic Council of the University.

II. These Regulations come into effect from the moment of its approval by the Academic Council of the University.

III. If, as a result of changes in the regulatory legal acts of the Republic of Kazakhstan, certain clauses of these Regulations come into conflict with the provisions of the legislation, then they become invalid.

IV. Issues not regulated by the norms of this Regulation are regulated by the provisions of the current legislation of the Republic of Kazakhstan and internal documents of the University.

Specialist who formed
this document:

Check mark
of the document:

Dr. Shakhanova N.

Head of Accreditation Department

Abyzova G.O.

Head of office work and archive department