KIMYO INTERNATIONAL UNIVERSITY IN TASHKENT

ETHICS COMMITTEE POLICY

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Policy Overview

Kimyo International University in Tashkent (hereinafter referred to as KIUT or the University) is committed to fostering a culture of integrity, accountability, transparency, fairness, and respect in all aspects of its academic, research, administrative, and community activities. Ethical conduct is fundamental to the University's mission and essential for maintaining public trust, academic excellence, institutional reputation, and compliance with national legislation and international standards of higher education.

The University recognizes that ethical decision-making is a shared responsibility requiring the active participation of students, academic and administrative staff, researchers, University leaders, contractors, and external partners. To promote and safeguard these values, KIUT establishes the Ethics Committee as an independent advisory and oversight body responsible for supporting the implementation of the University's ethical principles, reviewing ethical matters within its jurisdiction, and promoting ethical awareness across the University community.

This Policy establishes the governance framework for the Ethics Committee, including its authority, composition, responsibilities, operating principles, and procedures. It provides a transparent mechanism for the consideration of ethical issues, the review of alleged breaches of the University's ethical standards, the management of conflicts of interest, and the promotion of responsible conduct in teaching, learning, research, administration, and community engagement.

The Ethics Committee shall perform its functions impartially, independently, and in accordance with the principles of natural justice, procedural fairness, confidentiality, accountability, and respect for the rights and dignity of all individuals. The Committee shall make recommendations based on objective evidence, applicable legislation, University policies, and established ethical principles, free from improper influence or personal bias.

Through this Policy, KIUT reaffirms its commitment to maintaining the highest standards of professional and academic ethics, strengthening institutional governance, preventing unethical conduct, and fostering a safe, inclusive, and respectful environment in which ethical behaviour is expected, encouraged, and recognized.

Purpose

The purpose of this Policy is to establish the Ethics Committee as the University's independent advisory and oversight body responsible for promoting ethical conduct, integrity, accountability, and transparency across all University activities.

This Policy provides the governance framework for the Ethics Committee by defining its authority, composition, functions, responsibilities, and operating procedures. It also establishes the principles by which the Committee considers ethical matters, provides advice and recommendations, reviews alleged breaches of the University's ethical standards, and supports the consistent application of the University's Code of Ethics and related policies.

The Policy is intended to strengthen institutional governance, promote confidence in the University's decision-making processes, and foster a culture in which ethical behaviour, fairness, respect, and professional responsibility are embedded throughout the University community.

Scope

This Policy applies to all members of the University community, including members of the Governing Board, the Rectorate, academic and administrative employees, researchers, students, contractors, consultants, volunteers, visiting scholars, and any other individuals acting on behalf of or representing the University.

The Policy applies to ethical matters arising from academic, research, administrative, operational, and community engagement activities conducted by or under the authority of the University. This includes matters relating to professional conduct, academic integrity, research integrity, conflicts of interest, confidentiality, respect, fairness, equality, discrimination, harassment, responsible use of University resources, and compliance with the University's Code of Ethics and other relevant policies.

The Ethics Committee shall consider ethical matters referred to it by the Rector, the Rectorate, faculties, departments, administrative units, or other authorized bodies of the University. The Committee may also review matters submitted by members of the University community where such matters fall within its jurisdiction and have been referred in accordance with the University's established procedures.

This Policy does not replace or supersede the responsibilities of other University committees or administrative bodies established to consider disciplinary, academic, employment, research, financial, or legal matters. Where an ethical matter falls within the jurisdiction of another committee or requires action under another University policy, the Ethics Committee shall cooperate with the relevant body and, where appropriate, refer the matter for further consideration or action.

Nothing in this Policy shall limit the University's obligation to comply with applicable legislation or prevent matters from being referred to external authorities where required by law.

Establishment of the Ethics Committee

The University hereby establishes the Ethics Committee as a standing advisory body responsible for promoting ethical conduct, integrity, accountability, and transparency across all areas of the University's activities.

The Ethics Committee shall operate in accordance with this Policy, the University's Code of Ethics, applicable legislation of the Republic of Uzbekistan, and other relevant University policies and regulations. In performing its responsibilities, the Committee shall act independently, impartially, and objectively, ensuring that its deliberations and recommendations are guided by the principles of fairness, confidentiality, and professional integrity.

The Ethics Committee shall serve as the principal institutional body responsible for advising the University on ethical matters, reviewing issues referred to it within its jurisdiction, and making recommendations to the Rector or other authorized University bodies, where appropriate. The Committee shall also support the development of an ethical institutional culture by promoting awareness of ethical standards, encouraging responsible conduct, and providing guidance on ethical issues affecting the University community.

The Ethics Committee shall report to the Rector and shall submit periodic reports on its activities, findings, and recommendations. The Committee may also provide recommendations for the improvement of the University's ethical governance framework, policies, procedures, and institutional practices.

The establishment of the Ethics Committee does not replace or limit the authority and responsibilities of other University committees or administrative bodies operating under the University's governance framework. Where matters fall within the jurisdiction of another committee or require action under a separate University policy or applicable legislation, the Ethics Committee shall coordinate with the relevant body or refer the matter as appropriate.

Composition and Membership

The Ethics Committee shall consist of members appointed by the Rector to ensure balanced representation, appropriate expertise, and independence in the consideration of ethical matters. The composition of the Committee shall reflect the University's academic, administrative, and governance structures and shall support objective, informed, and impartial decision-making.

The Committee shall comprise a Chairperson, a Deputy Chairperson, a Secretary, and other members representing academic and administrative units of the University. Where appropriate, the Rector may appoint additional members or external experts to provide specialist advice on matters requiring particular expertise. External experts shall participate in the Committee's work in an advisory capacity unless otherwise determined by the Rector.

The Chairperson shall provide leadership to the Committee, preside over meetings, ensure the effective and impartial conduct of its business, and represent the Committee in its communications with the Rector and other University bodies. In the absence of the Chairperson, the Deputy Chairperson shall perform the duties of the Chairperson.

The Secretary shall provide administrative support to the Committee, coordinate meetings, prepare agendas and supporting documentation, maintain records of proceedings and decisions, monitor the implementation of Committee recommendations, and ensure the secure management of Committee documentation.

Members of the Committee shall perform their duties with integrity, impartiality, professionalism, and respect for confidentiality. They shall disclose any actual, potential, or perceived conflict of interest and, where appropriate, withdraw from the consideration of matters in which such conflicts exist.

Members shall be appointed for a term of three (3) years and may be reappointed for subsequent terms at the discretion of the Rector. A member may resign by providing written notice to the Chairperson or the Rector and may be replaced before the expiry of the term where necessary to ensure the effective functioning of the Committee.

The Rector may revoke the appointment of a Committee member where the individual is unable to fulfil their responsibilities, repeatedly fails to participate in Committee activities without reasonable justification, breaches confidentiality or ethical obligations, or ceases to hold the position on the basis of which they were appointed.

The composition of the Ethics Committee shall be reviewed periodically to ensure that it continues to reflect the University's organizational structure, operational needs, and commitment to effective ethical governance.

Roles and Responsibilities of the Ethics Committee

The Ethics Committee is responsible for promoting and upholding the highest standards of ethical conduct throughout the University. In fulfilling its role, the Committee shall provide independent advice and recommendations on ethical matters, support the consistent application of the University's Code of Ethics, and contribute to the development of an institutional culture founded on integrity, accountability, transparency, fairness, and mutual respect.

The Committee shall consider ethical matters referred to it by the Rector, the Rectorate, faculties, departments, administrative units, or other authorized bodies of the University. It may also consider ethical concerns submitted by members of the University community in accordance with the procedures established by the University.

The Committee shall review matters within its jurisdiction objectively, impartially, and confidentially, ensuring that all individuals are treated fairly and with respect throughout the review process. In carrying out its responsibilities, the Committee shall act independently and shall make its recommendations based on relevant facts, applicable legislation, the University's Code of Ethics, and other relevant policies and regulations.

The Committee shall advise the Rector and other University bodies on matters relating to ethics, integrity, professional conduct, conflicts of interest, and ethical governance. Where appropriate, it may recommend improvements to University policies, procedures, and practices to strengthen ethical standards and reduce the risk of unethical conduct.

The Committee shall promote awareness and understanding of ethical principles by supporting education, training, guidance, and other initiatives that encourage ethical behaviour and responsible decision-making across the University community.

The Committee shall maintain appropriate records of its activities and recommendations and shall report periodically to the Rector on matters relating to ethical governance, significant issues considered by the Committee, and opportunities for institutional improvement, while maintaining the confidentiality of individual cases.

Functions of the Ethics Committee

The Ethics Committee shall perform its functions in accordance with this Policy, the University's Code of Ethics, and other applicable legislation, regulations, and institutional policies. In carrying out its responsibilities, the Committee shall serve as the University's principal advisory body on matters relating to ethics, integrity, and professional conduct.

The Committee shall review ethical matters referred to it by the Rector, the Rectorate, faculties, departments, administrative units, or other authorized bodies of the University and provide recommendations based on the principles of fairness, impartiality, objectivity, and confidentiality.

The Committee shall advise the University on the interpretation and application of ethical principles, identify areas of ethical risk, and recommend measures to strengthen ethical governance, institutional integrity, and responsible decision-making across the University.

The Committee shall monitor the implementation of the University's Code of Ethics and, where appropriate, recommend revisions to ethical policies, procedures, and guidelines to ensure their continued effectiveness and alignment with national legislation and international best practices.

The Committee shall promote ethical awareness by supporting educational initiatives, guidance, training programmes, and other activities that foster a culture of integrity, accountability, transparency, respect, and professional responsibility within the University community.

Where appropriate, the Committee may request information, documentation, or clarification from relevant University units necessary to fulfil its responsibilities. All

University units and members of the University community are expected to cooperate with the Committee within the scope of this Policy and applicable legislation.

The Committee may establish temporary working groups or invite internal or external experts to provide independent advice on specialized ethical matters where additional expertise is required. Such experts shall serve in an advisory capacity and shall be subject to the same standards of confidentiality and conflict of interest as Committee members.

The Committee shall prepare periodic reports summarizing its activities, significant trends, recommendations, and opportunities for improvement. Such reports shall be submitted to the Rector while maintaining the confidentiality of individual cases and protecting personal information in accordance with applicable legislation and University policies.

Meetings and Decision-Making

The Ethics Committee shall meet on a regular basis to consider matters within its jurisdiction and to fulfil its responsibilities under this Policy. Ordinary meetings shall be held at least once each academic semester or as determined by the Chairperson. Extraordinary meetings may be convened by the Chairperson, at the request of the Rector, or where urgent ethical matters require timely consideration.

The agenda and supporting documentation for each meeting shall be prepared by the Secretary and circulated to Committee members in advance of the meeting whenever practicable. Members are expected to review all relevant materials prior to the meeting and actively participate in discussions and decision-making.

A meeting of the Ethics Committee shall be considered quorate when more than half of the appointed members are present. Meetings may be conducted in person, by videoconference, or through other approved communication technologies, provided that all participants are able to engage effectively in the proceedings.

The Committee shall endeavour to reach decisions by consensus. Where consensus cannot be achieved, decisions shall be made by a simple majority of the members present and entitled to vote. In the event of an equality of votes, the Chairperson shall have a casting vote.

Members who have an actual, potential, or perceived conflict of interest in relation to a matter under consideration shall declare the conflict at the earliest opportunity and shall not participate in the discussion or decision-making on that matter unless the Committee determines otherwise in accordance with applicable University policies.

The Secretary shall prepare accurate minutes of each meeting, including attendance, matters considered, decisions made, recommendations issued, and any actions required. Minutes shall be reviewed and approved by the Committee and maintained as official University records in accordance with the University's record management requirements.

The Committee may invite University employees, students, external experts, or other individuals to attend meetings for the purpose of providing information or professional advice. Such individuals shall not participate in the Committee's decision-making unless they are appointed members of the Committee.

All proceedings of the Ethics Committee shall be conducted in a manner that ensures confidentiality, impartiality, procedural fairness, and respect for the rights and dignity of all individuals involved.

Confidentiality and Conflict of Interest

The Ethics Committee shall conduct its activities in a manner that protects the confidentiality of information entrusted to it and preserves the integrity of its decision-making processes. Committee members and any individuals participating in the Committee's work shall maintain the confidentiality of all information, documents, deliberations, and records obtained in the course of performing their duties, except where disclosure is required by law or authorized by the University.

Information relating to ethical concerns, complaints, investigations, deliberations, recommendations, and personal data shall be accessed only by individuals who have a legitimate need to know and shall be handled in accordance with the University's policies on information security, records management, and personal data protection.

Members of the Ethics Committee shall perform their duties independently, objectively, and in the best interests of the University. They shall avoid any actual, potential, or perceived conflict of interest that may compromise, or reasonably be perceived to compromise, their impartiality or professional judgement.

Any Committee member who identifies a conflict of interest in relation to a matter under consideration shall disclose the nature of the conflict to the Chairperson or, where the conflict involves the Chairperson, to the Committee. The disclosure shall be recorded in the minutes of the meeting, and the member shall withdraw from the discussion and decision-making process unless the Committee determines that the conflict is insignificant and does not affect the member's ability to act impartially.

Where a conflict of interest affects the ability of the Committee to achieve an impartial decision, the Chairperson may invite an alternative member or an independent expert to participate in the consideration of the matter in accordance with the University's established procedures.

Any unauthorized disclosure of confidential information or failure to declare a conflict of interest may constitute a breach of this Policy and the University's Code of Ethics and may result in appropriate corrective or disciplinary action in accordance with applicable University policies and legislation.

Policy Violations

The University expects all members of the University community to uphold the principles of integrity, honesty, accountability, respect, and professionalism established by the University's Code of Ethics and this Policy. Any act or omission that is inconsistent with these principles or that undermines the ethical standards, reputation, or governance of the University may constitute a violation of this Policy.

Alleged violations of this Policy may be referred to the Ethics Committee for consideration in accordance with the University's established procedures. Upon receipt of a referral, the Committee shall review the matter within its jurisdiction, assess the available information, and, where appropriate, make recommendations to the Rector or the relevant University authority. The Committee shall conduct its work objectively, impartially, confidentially, and in accordance with the principles of procedural fairness.

Individuals whose conduct is subject to review shall be afforded an opportunity to present relevant information before the Committee reaches its recommendations. The Committee may request additional information or seek clarification from relevant University units or individuals where necessary to ensure that matters are considered fairly and comprehensively.

Where a violation of this Policy is established, the Committee may recommend appropriate corrective or disciplinary measures in accordance with the University's Code of Ethics, applicable University policies, contractual obligations, and the legislation of the Republic of Uzbekistan. The implementation of any disciplinary action shall remain the responsibility of the appropriate University authority in accordance with the University's governance framework.

The University shall not tolerate retaliation against any individual who, in good faith, reports an ethical concern, provides information, or participates in proceedings under this Policy. Any act of retaliation shall itself be considered a violation of this Policy and may result in appropriate action under the University's applicable regulations.

Information arising from ethical concerns and confirmed violations shall be used, where appropriate, to strengthen institutional governance, improve policies and procedures, promote ethical awareness, and support the continuous improvement of the University's ethical culture.

Policy Review and Approval

This Policy shall be reviewed periodically to ensure its continued effectiveness, relevance, and alignment with the University's strategic objectives, governance framework, applicable legislation, and international best practices in higher education.

The review of this Policy shall be coordinated by the Ethics Committee in consultation with relevant academic and administrative units, as appropriate. The review shall take into account changes in legislation, regulatory requirements, University policies and procedures, organizational structures, emerging ethical issues, and recommendations arising from the implementation of this Policy.

This Policy shall be reviewed at least once every three (3) years or earlier where required as a result of significant legislative changes, institutional developments, or matters that may materially affect the University's ethical governance framework.

Any amendments to this Policy shall be subject to the University's established governance and approval procedures. The Policy, and any subsequent revisions, shall become effective upon approval by the Rector and shall supersede any previous versions of the Ethics Committee Policy.

The University shall ensure that the current version of this Policy is communicated to the University community and made available through the University's official communication channels.