

**Bylaws of the Anti-Harassment Committee of the Academic Council of the  
autonomous organization of education Nazarbayev University**

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## **Section 1. Purpose and application**

1.1. Bylaws of Anti-Harassment Committee of the Academic Council of the autonomous organization of education Nazarbayev University establish functions of the Committee, principles and procedures of its activity, its membership, rights and responsibilities of its members.

1.2. The Bylaws apply to NU regarding the activity of the Anti-Harassment Committee.

## **Section 2. Definitions**

2.1. The following terms and definitions are used in this Bylaws:

2.1.1. University or NU – autonomous organization of education Nazarbayev University;

2.1.2. Committee – Anti-Harassment Committee of the Academic Council of the autonomous organization of education Nazarbayev University, which is a subcommittee and advisory body of the Academic Council of the University that coordinates educational and related initiatives on anti-harassment issues;

2.2. Other terms used in this Policy have definitions established by the legislation of the Republic of Kazakhstan, the Charter and other internal documents of the University.

## **Section 3. Main Provisions**

### **3.1. Committee mission and functions**

3.1.1. The Committee is established by the decision of the Academic Council.

3.1.2. The Committee activities shall comply with the Charter of the University, these Bylaws, and internal documents of the University.

3.1.3. The mission of the Committee is in coordinating educational and related initiatives on national and international standards for creating a culture on campus which is safe from harassment.

3.1.4. In order to achieve the objectives, the Committee will:

1) engage and involve the University community in educational and related initiatives to create a campus culture safe from harassment;

2) prepare anti-harassment and informational materials; coordinate with Department of Student Services, Department on Human Capital Development and Office of the Provost and other relevant entities to inform newly admitted students and newly hired academic and administrative staff about upholding a campus culture safe from harassment;

3) review internal documents of the University and propose the inclusion of anti-harassment statements in those documents;

4) work with Head of Institutional Research and Analytics to survey members of the University community to review and assess experiences relating to issues of harassment and bullying;



5) propose and recommend specific support measures for victims of harassment as well as effective remedies of victims' rights;

6) periodically, normally once per academic year, review the effectiveness of the campus safety and anti-harassment measures, including information about officially recorded cases and recommend modifications if necessary;

7) collect harassment related information from Schools and structural divisions;

8) assess educational needs and propose training for the University community members and for advisory and support services;

9) share statistics on harassment related initiatives and disciplinary sanctions. These statistics should not reveal individual names or cases, but provide information on general trends;

10) coordinate with Schools and relevant Departments to clarify additional levels of support for specific cases, if requested, as per the appropriate regulations, including: NU Code of Ethics, standards and regulations on student conduct, and Faculty Policies and Procedures and other internal documents;

11) implement other tasks and actions as instructed by the Academic Council of the University.

3.1.5. The Committee will make reports on its activities to Academic Council, as necessary on a regular basis, normally once per academic year.

## **3.2. Membership**

3.2.1. The Committee shall consist of the following members:

1) Vice President of Student Affairs and International Cooperation and the Vice Provost for Academic Affairs as Co-Chairs of the Committee;

2) one member representing Faculty Senate;

3) members who can represent each School, including CPS (Center for Preparatory Studies);

4) one member representing professional, technical and administrative staff;

5) one member representing Office of the Provost;

6) one member who represents faculty who undertake research in gender or related disciplines;

7) two members representing Student Government – undergraduate and graduate students;

8) one member representing the Department of Student Services.

3.2.2. The Committee shall have a balanced gender membership.

3.2.3. The Committee Members select the Secretary of the Committee.

3.2.4. Members of the Committee, may be replaced at any time, if required.

3.2.5. In the event any Member of the Committee is unable to attend a meeting, they should designate a representative to appear in his/her stead.

3.2.6. The Committee membership is approved by Academic Council.

## **3.3. Rights and Responsibilities of the Committee Members**



3.4.1. The Committee Members are required to fulfill their duties, assignments, and responsibilities as assigned to them in order to carry forward the work of the Committee.

3.4.2. The Committee Members are to serve as a liaison and to disseminate information between the Committee and their Schools, University structural units and other organizations.

3.4.3. Members of the Committee have a right to suggest items for the Committee's consideration and have access to materials of the Committee.

### **3.4. Procedures**

3.5.1. The Committee will meet at the call of the co-Chair or pursuant to the schedule established by the Committee.

3.5.2. Agenda items for the Committee will only be accepted by the co-Chair if they are submitted by a member of the Committee.

3.5.3. The Committee may seek advice from national, international and University experts.

3.5.4. Meetings of the Committee can be held remotely, by means of any combination of electronic communication and in-person participation.

3.5.5. Meetings will normally be open to all members of the University community. Closed sessions may only be attended by Members of the Committee, and will be held if private or confidential agenda items are under discussion.

3.5.6. The quorum of the Committee is fifty percent of the voting Members.

3.5.7. In case of tie votes, the Co-Chairs negotiate to resolve the issue, if there is no agreement between Co-chairs, the issue remains unresolved.

3.5.8. The co-Chair may appoint ad hoc committees and/or call for special interest groups, as appropriate.

3.5.9. The co-Chairs convene meetings, organizes the Committee's work, and ensures the implementation of recommendations made by the Committee.

### **3.5. Records**

3.6.1. The Secretary of the Committee will prepare and maintain written records of the Committee's activities, including minutes and agendas of all Committee meetings.

3.6.2. The minutes of meetings shall be signed by the co-Chairs and the Secretary of the Committee in Kazakh and English.

3.6.3. The minutes of meetings shall be maintained in accordance with the specified requirements for preparing Minutes of meeting of the University. The working language of the Committee meetings is English.

## **Section 4. Waiver**

4.1 Only the Academic Council is eligible to waive any provision of this Bylaws.



## **Section 5. Temporary provisions**

5.1. Not applicable.

## **Section 6. Revision**

6.1. This Bylaws shall be reviewed within three years after its approval and revised if necessary.

## **Section 7. Related documents**

7.1. Bylaws of the Academic Council of the autonomous organization of education “Nazarbayev University”, NU Code of Ethics, Student Code of Conduct, Faculty Policies and Procedures.

