

K.Zhubanov Aktobe Regional University

**THE CODE OF ACADEMIC INTEGRITY FOR STUDENTS,
TEACHERS, AND EMPLOYEES OF K.ZHUBANOV AKTOBE
REGIONAL UNIVERSITY**

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1 SCOPE OF APPLICATION

1.1 This Code of Academic Integrity (hereinafter referred to as the Code) defines the basic concepts, format, organization procedure, applied measures and conditions for the implementation of the Code of Academic integrity for students, teaching staff and employees.

1.2 This Code regulates the activities of the organization and ensuring academic integrity in the Non-profit Joint Stock Company K.Zhubanov Aktobe Regional University (hereinafter K.Zhubanov University). The Code includes the main mechanisms for the implementation of the policy of academic integrity and the prevention of academic dishonesty.

2 NORMATIVE REFERENCES

This Code has been developed in accordance with the following regulatory documents: This Code has been developed in accordance with the following regulatory documents:

2.1 The Law of the Republic of Kazakhstan "On Education" (No. 319-III dated July 27, 2007, as amended in 2022), the State Mandatory Standard of Higher Education (No. 2 dated July 20, 2022, as amended in 2023), the standards of the League of Academic Integrity and other regulatory legal acts regulating this area.

2.2 Academic policy, Anti-corruption policy of the K.Zhubanov Aktobe Regional University, Quality Assurance Policy and other regulatory legal acts regulating the activities of K.Zhubanov Aktobe Regional University.

3 TERMS

3.1 Academic integrity is a set of values and principles that promote personal integrity in teaching and assessment. It can also be interpreted as decent behavior when performing written tests, term papers and graduation papers, exams, essays, research, presentations, research papers, scientific articles and other evaluated and unappreciated works of students, teaching staff and employees.

3.2 Academic dishonesty is any type of violation of academic integrity related to educational and scientific, as well as administrative and managerial activities.

3.3 Plagiarism is the intentional and/or careless appropriation of the results of someone else's work, reproduction of another author's work without attribution.

3.4 Cheating is an attempt by a student to get help in completing written work so that the teacher or examiner does not find out about it, including the use of cheat sheets, electronic and other means of communication, as well as broadcasting and reproducing data transmission between the sender and recipient.

3.5 Falsification is the distortion of data, information or references to sources in evaluated and unappreciated works.

3.6 Self-plagiarism is the deliberate reuse of an already published own article or part of it.

3.7 Artificial intelligence is a scientific technology for modeling human cognition and thinking processes using computing devices, using human-applied problem-solving methods to improve computer performance.

3.8 Bribery is the receipt by officials of money or other benefits from other persons for any services related to their position.

3.9 A bribe giver is a person who provides a certain benefit to the recipient of a bribe in exchange for the opportunity to use the powers of this person for their own purposes.

3.10 The recipient of a bribe is the subject of receiving a bribe in the interests of the giver of the bribe, acting in a certain way or inactive.

3.11 Collusion is an unspoken agreement concluded in circumvention of accepted rules.

4 TYPES OF ACADEMIC VIOLATIONS SUBJECT TO DISCIPLINARY LIABILITY

Violations of academic integrity for students are divided into 3 categories.

4.1 Category I violations include, but are not limited to, the following facts:

- partial or complete appropriation of materials from other sources without providing proof of authorship or specifying the original source;
- the use of an idea or a general argument without reference to the quoted text.

4.2 Examples of category II violations include:

- performing any assessed work for another student;
- copying evaluated papers from other students;
- providing false exculpatory documents (medical certificates, emergency certificates and emergency situations) in case of non-fulfillment or late submission of assessed works, non-attendance at classes, exams, defense of term papers/graduation projects/ dissertations;

- allowing other students to copy;

- presenting other people's evaluated, research, and written works as their own.

4.3 Category III violations include:

- forgery of grades, results of evaluation of answers to the task;
- falsification of the results of observations, questionnaires, surveys and other methods during the research;

- deliberate forgery or spoiling of the student's evaluated work;

- transmission of responses during the execution of the evaluated work;

- obtaining partial or complete material before evaluating the work with the help of another student, faculty member, or university employee, as well as other interested parties;

- obtaining evaluated works in different ways to issue them as their own;

- sale or other ways to help with the purchase and/or sale of finished evaluated works;

- the use of cheat sheets and information on electronic and digital media (cell phone, smartphone, tablet, wireless headphones, etc.) technical devices (calculator, etc.) during the execution of the evaluated work;

- the use of artificial intelligence in writing evaluated and invaluable research papers and projects;

- obtaining any answers to the evaluated work by any means, including downloading through a computer, hacking information sources, storing exam materials, data, etc.;

- replacing yourself with another person to take the exam or taking the exam for another person.

- the revealed fact of buying the evaluated work and presenting it as their own intellectual work.

Violations of academic integrity for teaching staff and employees are also divided into 3 categories.

4.4 Category I violations include:

- partial or complete appropriation of materials from other sources without confirmation of authorship or indication of the source;

- using an idea or a general argument without reference to the quoted text;

- biased assessment of students' knowledge.

4.5. Category II violations:

- allowing other students to copy;

- presenting other people's research papers as their own;

- interference in the student assessment process;

- prejudice, violation of ethical standards in the learning process.

4.6 Category III violations include:

- forgery of grades, results of evaluation of answers to the task;

- falsification of the results of observations, questionnaires, surveys and other methods during the research;

- deliberate forgery or spoiling of the student's evaluated work;

- transfer of partial or complete material before carrying out the evaluated work with the help of another student, teaching staff or university employee;

- sale or other ways of assistance in the purchase and (or) sale of finished evaluated works;

- transfer of student assessment results to third parties;

- provision of goods, works and services for a positive decision when evaluating students' work;

- the revealed fact about the purchase of the evaluated work and the presentation as one's own intellectual work;

- deliberate increase and (or) decrease in students' knowledge assessments;

- disclosure or dissemination of information about the educational process in favor of third parties (assessment results, answers);

- interference in educational processes related to the assessment of students in order to exert pressure or bribe teaching staff to obtain a positive result in favor of the student;

- revealed facts of administrative and criminal offenses by letters submitted from the police departments of the city of Aktobe and other regions of the Republic of Kazakhstan: being out of the house as a minor without legal representatives after 23:00, for carrying cold weapons (brass knuckles, knives, etc.), for hooliganism (fighting in public places, including within the walls of the university and in Houses students), for theft and extortion, etc.

- using one's official position when working with students and teaching staff to obtain commercial benefits from third parties and/or oneself.

* This list of types of violations of academic integrity is not exhaustive and may be supplemented as necessary.

5 MEASURES FOR ACADEMIC VIOLATIONS

5.1 Measures for academic violations against students are divided into three categories in ascending order, depending on the severity: category I, category II, category III.

5.1.1 Measures applied to category I violations:

- performing an additional task that is more difficult than the first task;
- reduction of the grade for the evaluated work in case of detection of several cases of misappropriation of someone else's work (lack of footnotes or proper references to the source) by decision of the Ethics Commission.

5.1.2 Measures applied to category II violations:

- cancellation of the evaluated work of students in case of plagiarism, duplication, cheating and repeated control assessment.

5.1.3 Measures applied to category III violations:

- re-study of the course during the summer semester on a paid basis;
- expulsion from the university;
- expulsion from the university without the right to reinstatement.

5.2 Measures for academic violations applied to teaching staff and employees are considered by the Disciplinary Council of the Non-profit Joint Stock Company «K.Zhubanov Aktobe Regional University».

5.3 Measures for academic violations applied to teaching staff and employees are divided into three categories in ascending order, depending on the severity: category I, category II, category III.

5.3.1 Measures applied to category I violations:

- Warning.

5.3.2 Measures applied to category II violations:

- Reprimand.

5.3.3 Measures applied to category III violations:

- severe reprimand;
- termination of the employment contract.

5.4 Each individual case of violation is assessed individually, taking into account the severity of the incident, the presence or absence of previously recorded violations, and the extent to which the interests and objectives of the university were affected.

6 PROCEDURE FOR APPLYING MEASURES FOR VIOLATIONS OF ACADEMIC INTEGRITY

6.1 Cases of violations of the Code of Academic Integrity by students are considered at a meeting of the Commission on Academic Ethics (hereinafter referred to as the Commission), which is established on the basis of the Rector's order for a period of one academic year and consists of at least 7 people (a representative of the anti-corruption compliance service is invited to the meeting of the Commission as an observer and makes recommendations based on the results of the review).

6.2 Tasks and functions of the Commission:

- assessment of compliance with ethical standards and principles of academic integrity in the performance of any type of evaluated work;

- developing and making decisions that will help prevent further violations of the Code of Academic Integrity.

- participation in the ethical assessment of students' evaluated work and the organization of ethical expertise in terms of Academic integrity;

- holding meetings on the results of the commission's work on violations of this Code.

6.3 The Chairman of the Commission may invite university professors who understand the issue under consideration as an expert.

6.4 In case of detection of violations prescribed in Paragraph 4 of this Code, an ACT on violation of the rules of academic integrity (Appendix 1, 2) is drawn up by the person who identified the academic violation.

6.5 The report on the violation of the Code, with the appropriate evidence, and the student's work in identifying academic dishonesty is brought to the attention of the Chairman of the Commission on Academic Ethics.

6.6 The Chairman of the Commission on Academic Ethics convenes the Commission, and the person for whom the violation report was drawn up is invited to the meeting. The meeting of the Commission is held in the presence of at least 75% of the members who have the right to vote.

6.7 The Commission on Academic Ethics must familiarize itself with the Act of Violation, the evidence base and, guided by the Code, determine the type of academic violation, the category of violation and the measures applied.

6.8 All decisions of the Commission are taken at the meeting through an open vote, by a majority vote. A protocol is drawn up based on the results of the meeting. The decision is communicated to the person in the form of an extract from the protocol. Interference in the work of the Commission is not allowed.

6.9 The Commission's decision is not subject to change and must be carried out by the responsible person.

6.10 On the basis of the minutes of the meeting of the Commission, the case is referred to the Dean for the preparation of an order for the imposition of measures for academic violations. When taking a measure to expel a student, the dean of the faculty writes an official letter addressed to the Chairman of the Board-Rector of the K.Zhubanov Aktobe Regional University.

6.11 When considering acts of violation of the Teaching Staff and employees of the Code of Academic Integrity, the Disciplinary Council also draws up a protocol and informs the person against whom the act was drawn up in the form of an extract from the protocol.

6.12 The Commission makes recommendations on the act of violation of academic integrity by a teacher or employee to the Chairman of the Board-Rector of the University for disciplinary action.

7 RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE ACADEMIC INTEGRITY PROCESS

7.1 Students have the right to:

- free expression of one's own opinion in the learning process;
- the freedom to receive and disseminate educational and scientific information and ideas. The exercise of these freedoms is regulated by ethical standards and legislative acts

that do not contradict the interests of protecting national security, territorial integrity or public order, protecting the reputation or rights of others, etc.

- to protect against unjustified accusations and violations of this Code and the provision of evidence.

7.2 Students are required to:

- to observe academic integrity when performing research work and assignments;
- perform assignments and research work independently based on their own ideas, using reliable sources of information;

- indicate the authorship and ideas of other people;
- do not submit your work for copying to other students;
- do not use cheat sheets and write off various types of control during the execution of tasks: current, milestone, final;

- inform the faculty's management or the anti-corruption compliance service about violations of the Code of Academic Integrity, if you have witnessed it, directly encountered such a fact, or received an offer to commit one of the violations.

7.3 The teaching staff of the university has the right:

- require students to adhere to academic integrity;
- Academic freedom: to express one's own opinion, receive and disseminate scientific information and ideas;
- to conduct an examination of completed assignments and research papers of students for borrowing;
- to make proposals for improving the current Code.

7.4 The teaching staff is obliged to:

- comply with the Code of Academic Integrity;
- carry out explanatory work at the beginning of each course regarding the observance of academic integrity;
- to train and assist in the preparation of research papers and assignments;
- monitor compliance with academic integrity;
- inform students in a timely manner about changes regarding academic integrity requirements;

- inform the dean's office about the identified facts of academic violations;
- inform the faculty's management or the anti-corruption compliance service about violations of the Code of Academic Integrity, if they witnessed it, directly encountered such a fact, or received an offer to commit one of the violations.

7.5 A university employee has the right to:

- make suggestions for improving the current Code;
- to issue, within the limits of their powers, acts regulating the work of departments to ensure the principles of academic integrity, and are mandatory for all stakeholders.

7.6 A university employee must:

- maintain an environment of academic integrity;
- to resist actions that harm the interests and image of the university, any manifestations of corruption and actions that create conditions for corruption;
- comply with the Code of Academic Integrity;
- to be correct in relation to students and university staff;

- inform the management of the Zhubanov University or the anti-corruption compliance service about violations of the Code of Academic Integrity, if they witnessed it, directly encountered such a fact, or received an offer to commit one of the violations.

8 CONCLUSION

8.1 The Code of Academic Integrity applies equally to all students, employees and teachers, regardless of their position and work experience.:

8.2 This Code is put into effect from the moment of approval and is valid until the adoption of the new Code of Academic Integrity.

The Act of violating the Code of Academic Integrity

Full name of the student	
Course, specialty	
Full name of the teacher	
Discipline	
Audience	
I category	
II category	
III category	

Teacher's signature:

Student's signature:

I am familiar with the Act:

Signature of the Dean of the Faculty:

Curator's signature:

The Act of violating the Code of Academic Integrity

Full name of the teacher, employee	
Faculty/Департамент	
Discipline	
I category	
II category	
III category	

Signature of the teacher/ employee:

I am familiar with the Act:

Signature of the Dean/Director of the Department: