

Approved
Chairman of the Management Board –
Rector
ELN "Zhetysu University
named after Ilyas Zhansugurov",
d.g.s., Professor
_____ K. Baimyrzayev
«_____» _____ 2021.

ACADEMIC INTEGRITY POLICY
ELN "Zhetysu University named after Ilyas Zhansugurov"
IRD-ZU-20-02

	Position	Full name	Date	Signature
Developed	Head of the Youth Center	Gusenov B.		
Agreed	Board Member – Vice-Rector for Academic Affairs	Ahmadi M.		
	Member of the Board – Vice-Rector for Scientific Work	Bakhtaulova A.		
	Board Member – Vice-Rector for Youth Policy	Сериев Б.		
	Lawyer of the Department of Public Procurement and Legal Support	Saduakasova B.		
Put into effect by the decision of the Academic Council of October 28, 2021 (Protocol No. 3)				

Taldykorgan, 2021

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1 SCOPE OF APPLICATION

1.1 This Academic Integrity Policy (hereinafter referred to as the Policy) The NAO "Zhetysu University named after Ilyas Zhansugurov" (hereinafter – ZHU) is a document defining the basic concepts and principles of personal honesty of students, faculty and staff of Zhetysu University named after Ilyas Zhansugurov and ZHU College in teaching and evaluating learning outcomes, as well as in performing written works, exams and research.

1.2 This Policy has been developed in accordance with the Mission and Development Program of the University, the goals and quality policy and establishes the basic concepts and principles of academic integrity in the educational process, the rights and obligations of members of the university community, defines the types of violations of academic integrity and the procedure for taking measures in case of their commission.

2 REGULATORY REFERENCES

This Policy uses references to the following regulatory documents:

IRD-ZU-10-01	Academic policy of the ELN "Zhetysu University named after Ilyas Zhansugurov"
IRD -ZU-03-01	Regulations on the Ethics Council of the ELN "Zhetysu University named after Ilyas Zhansugurov"
IRD -ZU-15-02	Documented procedure. Management of documented information"

3 TERMS AND DEFINITIONS

The following terms and definitions are used in the Policy:

Academic integrity:	A set of values and principles that determine the honesty of the student when performing written works (tests, term papers, essays, theses, master's and doctoral dissertations), answers to exams (when expressing their position in research papers, decent behavior in relationships with academic staff, teachers and other students), as well as evaluating learning outcomes.
Evaluation of learning outcomes	Evaluation of works or tasks performed by the student during the current assessment to determine his academic achievements in a certain period (oral survey, written work, laboratory, practical work, independent work, etc.) or final assessment (passing tests, term paper, thesis, project, master's, doctoral dissertations, etc.) for determining the level of achievements of the student during the training period.
Violation of the Academic Integrity Policy	An illegal act committed by a guilty person in the form of plagiarism, collusion, deception, falsification of grades, data of learning results, acquisition of test answers and other tasks by dishonest means, misuse of information and technical devices by students, teaching staff and university staff.
Principles of academic integrity	The fundamental principles that determine the content and directions of the Academic policy of the university.
Integrity	This is a permanent obligation of participants in the educational process and educational institutions to act in accordance with values and principles that exclude corruption risks and manifestations, form and strengthen the professional environment that allows them to adhere to such behavior.
Conscientiousness	This is an honest, decent performance by students of evaluated and

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	unappreciated works; the protection of the rights of the author and his legal successors is the recognition of authorship and protection of works that are the object of copyright, through the correct transmission of someone else's speech, thoughts and indication of sources of information in the evaluated works.
Openness	Transparency, mutual trust, open exchange of information and ideas between students and teachers.
Respect for the rights and freedoms of students	The right of free expression of opinions and ideas of students.
Equality	The obligation of each student to comply with the rules of academic integrity and equal responsibility for their violation.
Truthfulness	Avoiding deception, lies and falsification of documents in all situations.
Reliability	Providing information that corresponds to reality, the conclusion of scientific statements based on facts, empirical data and objective judgments.
Responsibility	Following the policy of academic integrity, avoiding situations that could lead to a violation of academic integrity.
Objectivity	Making a decision based on objective data without bias and subjective attitude.
Justice	Ensuring strict observance of the rights and obligations of members of the academic community of the University, as well as fair consideration of violations of academic integrity.
Zero tolerance for violations of academic integrity	Recording and reviewing each violation of academic integrity and taking action against the violated measures in accordance with the Policy.
Plagiarism	Intentional or careless, full or partial illegal use, appropriation or disposal of the protected results of someone else's work, the results of academic, scientific, research, journalistic and analytical activities, which is accompanied by bringing false information about yourself as a real author to other persons.
Cheating	Unfair behavior of a student or employee implying copying someone else's intellectual product.
Duplication	Presentation of the same work within the framework of different assessments and requirements, including an attempt to provide it as one's own, partially or completely, any work that was previously evaluated in another course without the prior permission of the teaching staff, even if the student is its author.
Falsification	Forgery of academic records or other documents; data (observations during a scientific experiment, forgery of a record, survey results); signatures in academic work; intentional forgery or spoiling of academic work.
Concealment	Concealment and concealment of information about the unfair presentation of fictitious information in the academic product; substitution of data and results of research and experiments; presentation of false information obtained during the research.
Collusion	Mutual agreement between the subjects of the educational process on the performance of any academic work subject to verification and evaluation for another student.

4 DESIGNATIONS AND ABBREVIATIONS

The following abbreviations are used in this Policy:

ZhU	ELN "Zhetysu University named after Ilyas Zhansugurov",
PTS	Teaching staff

5 RESPONSIBILITY AND AUTHORITY

5.1 Approves this Policy Chairman of the Management Board – Rector of the ZHU;

5.2 Responsibility for the relevant policy areas is assigned to the relevant departments of the University. The responsible authorized body for the implementation of this document is the Youth Center. Control and coordination are assigned to the Member of the Board – the Vice-Rector for Youth Policy.

6 PROCESS DESCRIPTION

6.1 Rights and obligations of participants in the educational process of the university and college:

6.1.1 Responsibilities of students

The student is obliged to:

- 1) comply with the Code of Honor of a student of the University and College of ZHU (Appendix A);
- 2) strictly observe academic integrity when performing evaluated and unappreciated works;
- 3) use traditional ways of transmitting someone else's speech and thoughts (footnotes) indicating the author, the title of the work and the page;
- 4) at the end of the evaluated works, indicate the list of references;
- 5) use reliable and reliable sources of information;
- 6) not to transfer to other students personally completed work;
- 7) independently perform all types of tasks;
- 8) do not use ready-made answers to tests, exercises and assignments, ready-made written works (essays, term papers, theses, master's theses);
- 9) do not use cheat sheets, electronic means of information and communication and other auxiliary means in exams;
- 10) not to transfer their ready-made answers and papers to other students and not to allow behavior that calls into question the honesty and integrity of training and harms the final results of other students.

6.1.2 Rights of students

The student has the right to:

- 1) to get acquainted with this Policy;
- 2) to freely express one's own opinion in the learning process, while respecting the opinions of other participants in the learning process;
- 3) to defend against unjustified accusations by any means that do not contradict the legislation of the Republic of Kazakhstan in violation of this Policy and to provide evidence.

6.2 Responsibilities of teaching staff and university staff

Teaching staff and university staff are obliged to:

- 1) comply with the Code of Honor of a university and college teacher of ZHU (Appendix B);
- 2) inform students about the main provisions of this Policy;
- 3) provide support to students in choosing reliable and reliable sources; if necessary, conduct appropriate training;
- 4) to teach students how to design footnotes, references, references;

- 5) to teach students how to design project activities on paper, electronic, digital media, indicating the authorship of all participants in the work performed;
- 6) create an environment for expressing one's own opinion in the educational process;
- 7) carry out explanatory work with students before performing the evaluated work on issues of academic integrity;
- 8) to prevent any possibility of violation of the requirements established by this Policy;
- 9) keep strict records of each case of violation of this Policy;
- 10) inform the dean's office about each case of violation of the rules in writing;
- 11) attend events related to the support of this Policy.

6.3 The rights of teaching staff and university staff

Teaching staff and university staff have the right to:

- 1) to get acquainted with this Policy;
- 2) to freely express one's own opinion in the learning process, while respecting the opinions of other participants in the learning process;
- 3) to defend against unjustified accusations by any means that do not contradict the legislation of the Republic of Kazakhstan in violation of this Policy and to provide evidence.

6.4 Responsibilities of the University and College administration

6.4.1 The administration of the University and College undertakes:

- 1) ensure the work of teaching staff and staff to explain this Policy to students;
- 2) coordinate the work on taking measures provided for by this Policy in case of violations by students, teaching staff and employees;
- 3) to monitor and monitor the implementation of academic integrity by students.

6.4.2 The staff of the G. Ormanov Library informs all participants of the educational process about the rules of resources, bibliographic sources and other references used in works indicating books, magazines and Internet sites in the preparation of any types of written works.

6.5 Violations of the Academic Integrity Policy

Violations of the academic integrity policy, manifested in educational and research activities, are reduced to deviations from regulatory requirements when performing written works (tests, essays, dissertations, etc.), answers to exams, in research, in writing scientific papers, in expressing one's position, in relationships with administrative and managerial personnel, professorial and teaching staff (hereinafter referred to as teaching staff) and students, as well as in assessment and examination.

Plagiarism is the intentional or careless, full or partial illegal use, appropriation or disposal of the protected results of someone else's work, the results of academic, scientific, research, journalistic and analytical activities, which is accompanied by bringing false information about oneself as a real author to other persons.

The following is recognized as plagiarism:

- presentation of ideas, formulations, statements or statements of another person without proper indication of sources, translation of text from one language to another without indication of the original source;
- direct copying of parts of the text or the entire text from another person's written work without proper citation and reference to the original source (which also applies to copying materials from the Internet or other electronic sources);
- paraphrasing of text elements or partial replacement of words without proper reference to the source;
- use of graphs, tables, figures, drawings and other visual representations of information without reference to the original source and/or without the consent of the author;
 - assignment of the results of joint research or other educational tasks;
 - submission or publication of a work on your own behalf, fully or partially performed by another person;

• deliberate distortion of the text of the work, in particular, font replacement, the use of symbols of other alphabets, the addition of special characters to the text of the work, changing the order of characters in words, depriving the text of part of the characters, etc.

Self-plagiarism is the full or partial use of one's own previously published text, as a result of the absence of new data and conclusions, without specifying the appropriate references to the original text.

Cheating is unfair behavior of a student or employee implying copying someone else's intellectual product.

The following is recognized as a write - off:

- obtaining illegal access to examination materials or information about examination materials that reveal the essence of tasks;
- using cheat sheets, cell phones and other devices, text messages or illegal ways to obtain information;
- cheating another student from work (both with the student's permission and without it);
- allowing another student to copy or pass on answers to other students;
- continuation of the examination task after the end of the time allocated for the exam;
- contacting another student with a request to complete an examination task;
- facilitating and facilitating the commission of any of the above-described acts by other persons.

Duplication is the presentation of the same work within the framework of different assessments and requirements, including an attempt to present it as one's own, partially or completely, any work that was previously evaluated in another course without the prior permission of the teaching staff, even if the student is its author.

Falsification – forgery of academic records or other documents; data (observations during a scientific experiment, forgery of a record, survey results); signatures in academic work; intentional forgery or spoiling of academic work.

The following is recognized as falsification:

- forgery of empirical data research results; presentation of scientific papers/works conducted by third parties as their own;
- preparation of draft reviews, reviews, recommendations and characteristics for the signatory;
- submission of any false documents submitted to the University, such as forged or false medical certificates or disability sheets.

Fabrication of academic work is a deliberate distortion of the content of academic work, i.e.:

- presentation of fictitious information in the academic product;
- substitution of data and results of research and experiments;
- presentation of false information obtained during the research;
- links to non-existent articles and fictional sources;
- omission of data affecting the results;
- submission of conclusions that do not have an evidentiary basis.

Concealment is the concealment and concealment of information about the unfair performance of work and non-compliance with the norms of the Student's Honor Code, or by University employees.

Collusion is the performance of any academic work that is subject to verification and evaluation for another student.

Unauthorized access to academic information and (or) its dissemination, i.e.:

- transmission of answers to examination questions;
 - informing students about the questions asked during the assessment;
 - distribution of partial or complete material for the evaluated works without appropriate permission;
 - sale or other ways of assistance in the purchase and/or sale of finished reports, essays, assignments, research papers, publications and other academic works;
- theft of the answers of the evaluated work by any means, including downloading via e-mail, computer, etc. in order to provide students.

Bribery is the transfer of remuneration to teaching staff, as well as to University employees in various forms, or without the transfer of remuneration from another personal interest, as well as inducement to such behavior.

All written works of students, including current and final ones, are checked for plagiarism.

The requirements for the design of bibliographic lists and references (citation of sources) when writing graduate works of undergraduates are reflected in the Regulations on the master's thesis/project (IRD-ZU-09-06).

Checking for plagiarism of scientific articles, monographs and dissertations is mandatory by the Department of Science and Commercialization of Scientific Projects.

6.6 Procedure for applying measures in case of violation of the Academic Integrity Policy

The question of violation of the Policy can be raised by any participant in the academic process.

Violation of the Policy can be detected during the current, intermediate or final control of students' knowledge.

- In case of detection of a violation of the Policy during the current and interim control:

Teacher/the employee draws up an act of violation of the Policy (Appendix B), attaches the student's work with evidence of guilt to it and passes it to the dean of the higher school. At the meeting of the Council of the higher school, a conversation is held with the student.

- In cases of violation of the Policy more than three times, the acts of violation are submitted to the Ethics Council (hereinafter referred to as the Council).

The behavior of the student is considered at a meeting of the Council, which decides on the measure of recovery.

- In case of detection of a violation of the Policy during the final control:

The teacher or the commission carrying out the final control of the discipline, draw up an act of violation of the Policy, attach the student's work with evidence of guilt to it and transfer it to the dean of the higher school. The Dean submits all documents to the Ethics Council for consideration.

The behavior of the student is considered at a meeting of the Council. The Ethics Council decides on the measure of disciplinary punishment of the student.

6.6. 1 Types of disciplinary measures in cases of violation of the Academic Integrity Policy

1) For teaching staff and employees:

- comment;
- reprimand;
- severe reprimand;
- exclusion from publications.

2) For students:

- remark (with notification of students' parents);
- exclusion from the assessment procedure/exam;
- deprivation of the right to retake;
- reprimand;
- expulsion from the number of students.

6.6.2 The procedure for applying disciplinary measures in cases of violation of the Academic Integrity Policy

A) In case of confirmation of the facts of plagiarism, the current or final work of the student is not allowed to the evaluation procedure, in case of detection of the facts of plagiarism, the materials of the participants of the educational process are not allowed to be published.

B) In case of collusion, the following measures are provided:

- remark;
- reprimand;
- the participants (both parties) who committed this violation for the first time are punished with a remark followed by cancellation of the written work;

C) In case of detection of plagiarism, collusion during the current, final assessment of students' academic achievements:

1) the authorized person draws up an Act of violation of the Academic Integrity Policy in accordance with Annex B to this Policy, conducts a conversation with the student. The act of violating the Academic Integrity Policy with the relevant material evidence and copies of the student's works are transferred to the dean of the higher school;

2) in case of systematic violation (three or more times), the authorized person draws up an Act of violation of the Academic Integrity Policy in the prescribed form. The act of violating the Academic Integrity Policy with the relevant evidence and copies of the student's papers are transmitted to the Dean of the higher school, who transmits all documents to the Ethics Council.

D) In case of decommissioning, duplication:

- remark;
- cancellation of the assessment;
- exclusion from the assessment procedure/exam;
- deprivation of the right to retake.

E) If fraud is detected during the current, final assessment of students' academic achievements:

1) the authorized person draws up an Act of violation of the Academic Integrity Policy in the prescribed form, conducts a conversation with the student in the presence of the curator. The act of violating the Academic Integrity Policy with the relevant material evidence and copies of the student's works are transferred to the dean of the higher school;

2) in case of systematic violation (three or more times), the authorized person draws up an Act of violation of the Academic Integrity Policy in the prescribed form. The act of violating the Academic Integrity Policy with the relevant physical evidence and copies of the student's papers are transferred to the dean for subsequent transfer to the Ethics Council.

F) In case of falsification of the current and final control, or overestimation of the estimates of the current and final control:

- remark (with notification of parents of students / posting on the website);
- reprimand, severe reprimand.

F) In case of concealment:

- cancellation of certificates;
- deprivation of the right to retake.

G) In case of detection of bribery, deception, falsification of data when performing assessed works by students, sale of term papers, theses, master's theses by a teacher/university employee, an authorized person draws up an Act of violation of the Academic Integrity Policy and submits it to the Ethics Council (see IRD-ZU-03-01).

6.6.3. The Ethics Council is an independent body that reviews violations of the Policy, ethical standards of conduct and discipline by students.

The main tasks of the Council:

- Consideration of cases of violation of academic integrity;
- Assessment of the student's behavior and the imposition of a form of punishment for violating the Policy;
- Conducting an independent examination;
- Prevention of cases of academic fraud;
- Preventive work on compliance with the principles of academic integrity.

The Council consists of representatives of the University administration, deans of the higher school, curators of groups, students.

Meetings of the Council are held as necessary.

The Council, having considered cases of violation of the Policy, may make the following decisions:

- reduce the rating for the submitted work;
- cancel the work and recommend re-conducting the current, interim or final control;
- cancel the work and recommend re-passing the discipline during the summer semester on a paid basis;
- announce a verbal warning;
- declare a written reprimand entered in the student's personal file;
- inform parents;

- declare a disciplinary warning and/or probation period for a certain period of time;
- expel from the University.

The Ethics Council may seek the help of independent experts in controversial situations.

Meetings of the Council are formalized by minutes. In each case, a conclusion is issued on the fact of violation of the Policy with justification of the penalty applied.

6.6.4. Procedure for reviewing the facts of violations of the Academic Integrity Policy

The facts of violations and the degree of responsibility are reviewed by employees of the Registrar's Office, the Ethics Council and the Appeals Commission. Penalties provided for in paragraph 6.6. of this Policy or expulsion from the university are considered at a meeting of the Ethics Council with the participation of representatives of the student government, which ensures compliance with the protection of the rights of the student.

Materials on the consideration of each case should be drawn up in a Protocol and stored in the student's personal file or the employee's personal file.

6.6.5. Appeal

If the student does not agree with the charges against him for violating the rules of the Policy, then he has the right to appeal.

The appeal must be filed in the form of an application and registered in the personal account of the student of the Smart Zhetysu system within five working days from the date of registration of the fact of violation of the rules of this policy.

The appeal is considered by the Appeal Commission (hereinafter referred to as the Commission), based on the Registrar's Office, which includes teaching staff and university staff.

The Commission is responsible for reviewing and studying the material and evidence presented by the teacher and the student.

The Commission must decide on the appeal within five working days from the date of submission of the student's application, eliminating any further need for consideration.

The Commission should determine, based on a conversation with the student and the study of all relevant evidence, whether there has been a violation of this Policy, and if the violation is proven, apply these measures.

If the Commission decides that the student did not commit a violation, then the student is exempt from sanctions regarding this incident.

6.7 Measures to prevent violations of the Academic integrity Policy

6.7.1. Careful monitoring of the examination process, in order to exclude cases of cheating.

Ignoring this procedure by teachers provokes students to all kinds of violations and reduces the quality of education.

6.7.2. Checking examination, diploma (project) papers and student abstracts for plagiarism (the use of someone's ideas and opinions without reference to the source) is one of the most obvious manifestations of academic dishonesty and other forms.

6.7.3. Introduction of automatic services for checking the originality of works. Verification of all graduation, research, educational and methodical works for the uniqueness of the text with the help of appropriate programs - Turnitin.com ; Anti-plagiarism. UNIVERSITY.

6.7.4. Carrying out constant purposeful work to develop students' academic integrity:

- attracting students to perform research tasks;
- the formation of students' research skills, as well as the introduction of scientific ethics, academic parity when writing scientific work, the concept of plagiarism;

6.7.5. To foster an intolerant attitude to plagiarism among students and teaching staff;

6.7.6. Education for the formation of zero tolerance for corruption, (not to offer bribes to teachers, etc.).

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7 CHANGES

Amendments to this regulation and the preparation of "Notices of Changes" must be made in accordance with the requirements of IRD-ZU-15-02 and registered in the "Change Registration Sheet".

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Application A

Student's Code of Honor

The student strives to become a worthy citizen of the Republic of Kazakhstan, a professional in his chosen specialty, to develop the best qualities of a creative personality.

The student treats his elders with respect, does not allow rudeness towards others and shows empathy for socially unprotected people and, as far as possible, takes care of them.

The student is a model of decency, culture and morality, he is intolerant of immorality and does not allow discrimination based on gender, nationality or religion.

The student leads a healthy lifestyle and completely abandons bad habits.

The student respects the traditions of the university, protects its property, monitors the cleanliness and order in the Student House.

The student recognizes as necessary and useful any activity aimed at the development of creative activity (scientific, educational, sports, artistic, etc.), to improve the corporate culture and image of the university.

Outside the university, a student always remembers that he is a representative of a higher school and makes every effort not to drop his honor and dignity.

The student considers it his duty to fight against all types of academic dishonesty, among which:

- cheating and turning to other persons for help in passing knowledge control procedures;
- presentation of any volume of ready-made educational materials (abstracts, term papers, tests, theses and other works), including Internet resources, as the results of their own work;
- using family or service ties to get a higher score;
- absenteeism, tardiness and skipping classes without a valid reason.

The student considers all the listed types of academic dishonesty as incompatible with obtaining a high-quality and competitive education worthy of the future economic, political and managerial elite of Kazakhstan.

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Application B

Teacher's Code of Honor

The main activity of the teacher is working with students, taking care of their education and culture, educating true patriots of their homeland.

The teacher must be a professional who is constantly working to improve his theoretical knowledge and pedagogical skills. The teacher actively conducts research and scientific activities on the basis of an honest search for knowledge, properly ensuring evidence, impartiality of judgments and integrity in reporting results.

The teacher is a model of decency and intelligence, morality and morality, an active propagandist of the statehood of Kazakhstan, a principled opponent of any manifestations of corruption, indiscipline and irresponsibility.

The teacher proves by personal example to students the need to comply with the rules of labor and academic discipline, respect for colleagues. The teacher is demanding of himself, his words and actions, openly admits his mistakes and corrects them in good faith.

The teacher must be honest and impartial in the professional assessment of his colleagues and students, he is organized, his words coincide with the case. The teacher openly expresses his position on fundamental issues of activity and proves his point of view in a reasoned manner.

The teacher assumes responsibility for the implementation of the stated basic principles and adherence to the Code of Honor of the teacher. The teacher makes active efforts to ensure that the university becomes a model of moral and intellectual strength and is in the elite of higher education in Kazakhstan.

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Application C

The form of the Act of violation of the Academic Integrity Policy

Director of the Registrar's
Office_____

«____» _____ 20____.

THE ACT of violating the Academic Integrity Policy (examination session)

Discipline:	
Type of educational activity:	
Full name of the teacher	Full name of the student
_____	_____
	Course _____ № groups _____
Date : Lecture hall : Time: Description of the violation :	
Signature of the teacher or the person authorized to attend the exams : _____ «____» _____ 20____ .	
Student's signature : _____ «____» _____ 20____ .	
I am familiar with the act : Dean of the Higher School _____ «____» _____ 20____ . Curator of the group : _____ «____» _____ 20____ .	

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Application D

The form of the Law Enforcement Violation Act

Board Member – Vice-Rector for
Youth Policy_____

«_____» _____ 20____ .

THE ACT № about the violation of law and order

from «_____» _____ 20____ .

We, the undersigned, have drawn up this act stating that

Full name of the teacher (student)_____

Position (educational program/specialty)_____

Educational program_____

High School_____

Date _____

Time_____

Place of violation _____

Footing _____

I am familiar with the act _____

Dean_____

Head of the OP_____

Department for Social and Creative Work _____

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Application F

Form of the Act of disruption of classes

Board Member - Vice-Rector
for Academic Affairs

«____» _____ 20____.

THE ACT №

about the disruption of the lesson

от «____» _____ 20____.

We, the undersigned, have drawn up this act stating that

Full name of the teacher _____

Position _____

Educational program _____

High School _____

Date _____

Time _____

Discipline _____

Group, number of students _____

Lecture hall _____

Footing _____

I am familiar with the act _____

Deputy Dean _____

Head of the OP _____

Department of Academic Affairs _____

Change Registration Sheet

[illegible]

Familiarization sheet

[illegible]