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“ _____ 2021

POLICY OF ACADEMIC HONESTY
NPJSC «Zhetysu University named after Ilyas Zhansugurov»
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1 SCOPE

1.1 This Policy of academic honesty (hereinafter referred to as the Policy) of Zhetysu University n.a. Ilyas Zhansugurov (hereinafter referred to as ZHU) is a document that defines the basic concepts and principles of personal honesty of students, faculty and staff of Zhetysu University n.a. Ilyas Zhansugurov and ZHU College in teaching and assessment of learning outcomes, as well as in the performance of written work, examinations and research.

1.2 This Policy has been developed in accordance with the University's Mission and Development Program, goals and policy in the field of quality and establishes the basic concepts and principles of academic honesty in the educational process, the rights and obligations of members of the university community, determines the types of violations of academic honesty and the procedure for taking action if they are committed .

2 NORMATIVE REFERENCES

This Policy uses references to the following regulatory documents:

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

3 TERMS AND DEFINITIONS

The following terms and definitions are used in the Policy:

Academic honesty	A set of values and principles that determine the honesty of a student when performing written work (tests, term papers, essays, theses, master's and doctoral dissertations), exam answers (when expressing one's position in research papers, decent behavior in relationships with academic staff, teachers and other learners), as well as evaluating learning outcomes.
Assessment of learning outcomes	Evaluation of the work or tasks performed by the student during the current assessment, to determine his educational 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.) to determine the level of achievements of the student during the period of study.
Violation of the Policy of academic honesty	An illegal act committed by a guilty person in the form of plagiarism, collusion, deceit, falsification of grades, data on learning outcomes, acquisition of answers to test and other tasks dishonestly, misuse of information and technical devices by students, professor-teacher staff and university staff.
Principles of Academic honesty	Fundamental principles that determine the content and directions of the Academic policy of the university.
Honesty	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 assessed and non-assessed work; implementation of the protection of the rights of

	the author and his successors - 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 to free expression of opinions and ideas of students.
Equality	The duty of each student to comply with the rules of academic honesty and equal responsibility for their violation.
Truthfulness	Avoiding fraud, lies and falsification of documents in any situation.
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 honesty, avoiding situations that could lead to a violation of academic honesty.
Objectivity	Decision making based on objective data without prejudice and subjectivity.
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 honesty.
Zero Tolerance for Violations of Academic Honesty	Fixing and reviewing each violation of academic honesty and taking action against those who violated the 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 to other persons false information about yourself as the actual author.
Cheating	Unscrupulous behavior of a student or employee, implying copying someone else's intellectual product.
Duplication	Presenting the same work under different assessments and requirements, including attempting to submit it as one's own, in part or in full, any work that was previously assessed in another course without the prior permission of the professor-teacher staff, even if the student is her author.
Falsification	Forging academic records or other documents; data (observations during a scientific experiment, forgery of records, survey results); signatures in academic work; intentionally forging or defacing academic work.
Concealment	Silence and concealment of information about the unfair presentation of fictitious information in the academic product; substitution of data and results of research and experiments; submission of false information obtained during the study.
Collusion	Mutual agreement between the subjects of the educational process on the performance of any academic work that is subject to verification and evaluation for another student.

4 SYMBOLS AND ABBREVIATIONS

The following abbreviations are used in this Policy:

ZHU	NPJSC "Zhetysu University named after Ilyas Zhansugurov"
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5 RESPONSIBILITY AND AUTHORITY

5.1 This Policy is approved by the Chairman of the Board - the Rector of ZU;

5.2 Responsibility for the relevant policy areas rests with 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 - 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 Student Responsibilities

The student is obliged:

- 1) comply with the Code of Honor of a student of the University and College of ZhU (Appendix A);
- 2) to strictly observe academic honesty in the performance of assessed and non-assessed works;
- 3) use traditional ways of conveying someone else's speech and thoughts (footnotes) indicating the author, title of the work and page;
- 4) at the end of the evaluated works indicate the list of used literature;
- 5) use reliable and reliable sources of information;
- 6) do not transfer to other students the work done with their own hands;
- 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) not to use cheat sheets, electronic means of information and communication and other auxiliary means during examinations;
- 10) not to transfer their ready-made answers and work to other students and not to allow behavior that calls into question the honesty and conscientiousness of training and damages the final results of other students.

6.1.2 Student rights

The student has the right:

- 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 unreasonable 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 the PTS and university staff

PTS and university staff are required to:

- 1) comply with the Code of honor of the teacher of the university and college of ZhU (Appendix B);
- 2) inform students about the main provisions of this Policy;
- 3) provide support to students in the selection of reliable and reliable sources; if necessary, provide appropriate training;
- 4) to teach students how to design footnotes, references, list of 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) conduct explanatory work with students before performing the assessed work on the issues of compliance with academic honesty;
- 8) prevent any possibility of violation of the requirements established by this Policy;
- 9) keep a strict record 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 Rights of university staff

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 unreasonable 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 University and College Administration

6.4.1 The university and college administration undertakes:

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

6.4.2 Employees of the library named after G. Ormanov inform all participants in the educational process about the rules of resources, bibliographic sources and other references used in the work indicating books, magazines and Internet sites in the preparation of any types of written work.

6.5 Policy of academic honesty violations

Violations of academic honesty, manifested in educational and research activities, are reduced to deviations from regulatory requirements in the performance of written work (controls, essays, dissertations, etc.), answers to exams, in research, in writing scientific papers, in expressing one's position, in relations with administrative and managerial personnel, 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 to other persons false information about oneself as the real author.

The following is considered plagiarism:

- presentation of ideas, formulations, statements or statements of another person without proper indication of sources, translation of the text from one language into another without indication of the original source;
- direct copying of parts of the text or the entire text from the written work of another person without proper citation and reference to the original source (which also applies to copying materials from the Internet or other electronic sources);
- paraphrasing of elements of the text or partial replacement of words without proper indication of the source;
- the 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 learning assignments;
- submitting or publishing work in one's own name, wholly or partly done by another person;
- intentional distortion of the text of the work, in particular, changing the font, using symbols of other alphabets, adding special characters to the text of the work, changing the order of symbols in words, depriving the text of some symbols, etc.

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

Cheating is the dishonest behavior of a student or employee that involves 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;
- use of cheat sheets, cell phones and other devices, text messages or illegal means of obtaining information;
- writing off another student from work (both with the student's permission and without it);
- permission for another student to write off or pass on answers to other students;
- continuation of the examination task after the end of the time allotted for the examination;
- an appeal to another student with a request to complete an examination task;
- facilitating and facilitating the commission of any of the above acts by others.

Duplication - the presentation of the same work under different assessments and requirements, including the attempt to provide it as one's own, in part or in full, any work that was previously assessed in another course without the prior permission of the teaching staff, even if the student is its author.

Falsification - falsification of academic records or other documents; data (observations during a scientific experiment, forgery of records, survey results); signatures in academic work; intentionally forging or defacing academic work.

The following are considered fraudulent:

- forgery of the results of the study of empirical data; presentation of scientific works / works carried out 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 certificates of incapacity for work.
- 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;
- submission of false information obtained in the course of the study;
- links to non-existent articles and fictitious sources;
- omission of data that affects the results;
- presentation of conclusions that do not have an evidentiary basis.

Concealment - silence and concealment of information about the unfair performance of work and non-compliance with the norms of the Code of Honor of the student, or employees of the University.

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

Illegal access to and/or dissemination of academic information, i.e.:

- transfer of answers to examination questions;
- informing students about the questions asked during assessment;
- dissemination of partial or complete material for the evaluated work without the appropriate permission;
- selling or otherwise assisting in the purchase and/or sale of completed reports, essays, assignments, scientific papers, publications and other academic works;
- Stealing the answers of the work being assessed by any means, including downloading via e-mail, computer, etc. to provide to students.

Bribery is the transfer of remuneration to teaching staff, as well as employees of the University in various forms, or without transferring 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.

Requirements for the design of bibliographic lists and references (citing sources) when writing issues of undergraduates' papers 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 carried out without fail by the Department of Science and Commercialization of Scientific Projects.

6.6 The procedure for applying measures in case of violation of the Policy of academic honesty

The question of a 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 intermediate control:

The teacher/employee draws up an act of violation of the Policy, attaches the work of the student to it with evidence of guilt and passes it to the dean of the higher school. At a meeting of the Higher School Council, a conversation is held with the student.

- In cases of violation of the Policy more than three times, acts of violation are submitted for consideration by 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 punishment.

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

The teacher or the commission exercising final control over the discipline draws up an act on the violation of the Policy, attaches the work of the student with evidence of guilt to it and transfers it to the dean of the higher school. The dean submits all documents for consideration by the Ethics Council.

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

6.6.1 Types of disciplinary action in cases of violation of the Policy of academic honesty

1) For teaching staff and employees:

- remark;
- reprimand;
- severe reprimand;
- not allowed to publish.

2) For students:

- remark (notifying parents of students);
- cancellation of an assessment, answer or written work/reference;
- exclusion from the assessment/examination procedure;
- deprivation of the right to retake;
- reprimand;
- exclusion from the number of students.

6.6.2 The procedure for applying disciplinary measures in cases of violation of the Policy of academic honesty

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

b) In 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 with the subsequent cancellation of the written work;

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

1) an authorized person draws up an Act on Violation of the Policy of academic honesty, conducts a conversation with the student. An act of violation of the Policy of academic honesty with the relevant physical evidence and copies of the student's work is 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 on violation of the Policy of academic honesty in the prescribed form. An act of violation of the Policy of academic honesty with the relevant evidence and copies of the student's work is transferred to the dean of the higher school, who passes all documents to the Ethics Council.

D) In case of cheating, duplication:

- remark;
- cancellation of the assessment;
- non-admission to the assessment procedure/examination;

- deprivation of the right to retake.

E) In case of detection of fraud during the current, final assessment of the educational achievements of students:

1) an authorized person draws up an Act on violation of the Policy of academic honesty in the prescribed form, conducts a conversation with the student in the presence of the curator. An act of violation of the Policy of academic honesty with the relevant physical evidence and copies of the student's work is 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 on violation of the Policy of academic honesty in the prescribed form. An act of violation of the Policy of academic honesty with the relevant material evidence and copies of the student's work is submitted to the dean for subsequent transfer to the Ethics Council.

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

- remark (notifying parents of students / posting on the site);
- reprimand, stern reprimand.

G) When **hiding**:

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

G) In case of detection of bribery, deceit, falsification of data in the performance of assessed works by students, sale of term papers, theses, master's theses by a teacher / employee of the university, an authorized person draws up an Act on Violation of the Policy of academic honesty and submits it to the Ethics Council (see.IRD-ZU-03-01).

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

The main tasks of the Council:

- Consideration of cases of violation of academic honesty;
- Evaluation of the student's behavior and the imposition of a form of punishment for violation of the Policy;
- Conducting an independent examination;
- Prevention of cases of academic fraud;
- Preventive work to comply with the principles of academic honesty.

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

Council meetings are held as needed.

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

- lower the score for the submitted work;
- cancel the work and recommend re-conducting the current, intermediate or final control;
- cancel the work and recommend re-passing the discipline during the summer semester on a paid basis;
- issue a verbal warning;
- announce a written reprimand entered in the student's personal file;
- inform parents;
- issue a disciplinary warning and/or probation for a specified period of time;
- Expel from the University.

The Ethics Council may seek assistance from independent experts in disputable situations.

Council meetings are documented in minutes. For each case, a conclusion is issued on the fact of violation of the Policy with the rationale for the penalty applied.

6.6.4. Procedure for Considering Violations of the Policy of academic honesty

The facts of violations and the degree of responsibility are considered by the staff of the Registrar's Office, the Ethics Council and the Appeal Commission. Penalties provided for in paragraph 6.6. of this Policy or expulsion from the university are considered at a meeting of the Council of Ethics with the

participation of representatives of the student government, which ensures that the rights of the student are protected.

The materials for the consideration of each case must be drawn up in the Protocol and kept in the personal file of the student or the personal file of the employee.

6.6.5. Appeal

If the student does not agree with the accusations brought against him in violation of the rules of the Policy, then he has the right to appeal.

The appeal must be made in the form of an application and registered in the student's personal account 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 Appeals Commission (hereinafter referred to as the Commission), based on the Registrar's Office, which includes the university staff.

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

The Board must decide on the appeal within five business days of the student's submission, eliminating any further need for review.

The panel shall determine, based on discussion with the student and examination of all relevant evidence, whether there has been a violation of this Policy and, if a violation is proven, take the indicated measures.

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

6.7 Measures to Prevent Violations of the Policy of academic honesty

6.7.1. Careful monitoring of the process of conducting exams, in order to eliminate 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 (using someone else's ideas and opinions without citing the source) - one of the most obvious manifestations of academic dishonesty and other forms.

6.7.3. Implementation of automatic services for checking the originality of works. Checking all final, research, educational and methodical works for the uniqueness of the text using the appropriate programs - Turnitin.com; Anti-plagiarism. university.

6.7.4. Carrying out constant purposeful work on the development of academic honesty among students:

- involvement of students in the performance of tasks of a research nature;
- the formation of students, both research skills and the introduction of scientific ethics, academic parity when writing a scientific work, the concept of plagiarism;

6.7.5. Raise an intolerant attitude towards plagiarism among students and teaching staff;

6.7.6. Education to develop zero tolerance for corruption (do not offer bribes to teachers, etc.).

Appendix A**Student honor code**

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 elders with respect, does not allow rudeness towards others and shows sympathy for socially unprotected people and takes care of them as much as possible.

The student is a model of decency, culture and morality, he is intolerant of manifestations of immorality and does not allow manifestations of 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, keeps the Student House clean and tidy.

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

Outside the walls of the university, the 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 all types of academic dishonesty, including:

- 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, control, diploma and other works), including Internet resources, as the results of their own work;
- the use of family or service ties to obtain a higher score;
- absenteeism, tardiness and skipping classes without a good reason.

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

Appendix B**Teacher honor code**

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 should be a professional, constantly working to improve their 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 conscientiousness 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, by personal example, proves to students the need to comply with the rules of labor and academic discipline, respectful attitude towards colleagues. The teacher is exacting to himself, to his words and deeds, openly admits his mistakes and conscientiously corrects them.

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

The teacher takes responsibility for the implementation of the declared basic principles and following 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.