



## **Rules of academic integrity of “Astana IT University” LLP Definitions**

Academic freedom is a totality of powers of subjects of educational process given to them for independent definition of the content of education on disciplines of a component on a choice, additional kinds of training and the organization of educational activity for the purpose of creation of conditions for creative development of students, teachers and application of innovative technologies and methods of training.

Academic credit - a unified unit of measurement of the volume of scientific and (or) educational work (workload) of a student and (or) teacher.

Academic achievements of students - knowledge, skills and competences of students acquired in the process of learning and reflecting the achieved level of personal development.

Disciplinary Council - a collegial body that considers issues of compliance of students and the PTS of IND of the University; strengthening of discipline, control over compliance with moral and ethical standards in the team, as well as compliance with current legislation of RK, prevention and prevention of offenses in the educational sphere.

### **1. General regulations**

1.1 The rules of academic honesty of "Astana IT University" LLP are developed based on the standard rules of activity of educational organizations that implement educational programs of higher and (or) postgraduate education, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595, Government mandatory standard of higher and postgraduate education approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 604, Rules for the organization of the educational process on credit technology of training, approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 № 152 with amendments and additions of October 12, 2018 № 563, the Academic Policy of "Astana IT University" LLP and the Code of Corporates Ethics "Astana IT University".

1.2 Rules of academic integrity define the basic concepts and principles of academic integrity, the goals and objectives of their application, the rights and obligations of all participants in the

educational process to observe academic integrity, and the types of violations and procedures for dealing with violations of the principles of academic integrity.

1.3 Rules of academic honesty are the same for all participants of educational process - students, faculty, administrative and managerial staff and educational support staff.

1.4 The purpose of these rules is to establish rules of academic honesty and to create an understanding among all participants of the educational process of compliance with these rules.

1.5 The objectives in the field of academic honesty are:

To contribute to improving the quality of training;

to create the conditions for ensuring academic honesty;

to ensure that procedures are in place to verify all types of students' written work to determine the degree of originality. The rules on checking written works for plagiarism of "Astana IT University" LLP are defined in the Regulations on checking of written works.

prevention and prevention of cases of violation of academic honesty and settlement of problematic issues and situations in case of their occurrence.

## **2. Principles of Academic Integrity**

The main principles of academic integrity of students in the educational process, developing their personal honesty and responsibility for their studies, are:

1) *Integrity* - honest, careful performance by students of evaluated and invaluable works. The main components of honesty are diligence and integrity;

2) *exercise of protection of the rights of the author and his successors* - recognition of authorship and protection of works subject to copyright through the correct transmission of others' speech, thoughts and indication of information sources in the evaluated works;

3) *Openness* - transparency, mutual trust, open exchange of information and ideas between students and the PTS and their peers;

4) *Respect for learners' rights and freedoms* - the right to freely express learners' opinions and ideas;

5) *Equality* - obligation of each learner to observe these Rules and equal responsibility for their violation.

## **3. Types of violations**

These Rules provide for the following types\* of academic dishonesty violations by Astana IT University students, teachers and staff:

### **1) plagiarism:**

partial or total appropriation of materials from other sources without acknowledgment of authorship or indication of source;

Plagiarism may manifest itself in various forms:

citing a source without using appropriate punctuation (quotes) and/or without identifying the source;

paraphrasing the source without identifying the source;

using someone else's ideas or arguments without reference to the author;

presentation of a written work written in whole or in part by another student;

submission of a coursework/diploma paper taken from the Internet;

Presenting a coursework that has been completed as an assignment for another course.

### **2) collusion:**

the performance of any work being evaluated for another student;

**3) deception:**

3) Deception: writing off a class paper that is being evaluated by other students;

re-submission, submission of an already evaluated work;

Providing false excuses in the event of non-performance, late performance of the work being evaluated;

performance of the work being evaluated by two or more students, which does not provide for group work;

conscious help to other students: allowing him/her to write off his/her assessed work, hints, use of cheat sheets, textbooks, etc.;

**4) falsification of grades, the data of the work being evaluated:**

falsification of grades, the results of grading responses to the assignment;

overestimating the grades of the control written work;

the deliberate falsification or tampering with the work being evaluated by another student;

**5) acquisition of answers to the evaluated work by dishonest means:**

- acquisition of answers to the work being evaluated in an unfair way: transfer of answers while performing the work being evaluated;

- obtaining partial or complete material before carrying out the work being evaluated with the help of another student, pedagogical worker or employee (test assignments with answers, examination tickets and assignments, written examination assignments);

**6) Illegal use of information or devices:**

- Illegal use of information or devices: the use of information on electronic, digital, paper, technical devices during the performance of control evaluation work, testing;

-obtaining any answers to the evaluated work by any means, including downloading via e-mail, computer, etc.;

-taking out of the classroom and/or copying from a computer the teacher's material relating to the work being evaluated on paper and electronic media.

**7) unauthorized access to information:**

- Hacking or attempted hacking of databases and other electronic resources.

**8) Impersonation: The use of a false identity;**

**9) fraud:**

- Fraud: Representing someone else's evaluated work as one's own;

- falsification of data (addition, fitting, correction), i.e. measurements and results of survey observations, questionnaires and other methods during the study, etc.

**10) corruption and use of paid services:**

purchase or other ways of obtaining the evaluated works for issuing them as own (term papers, diploma works, etc.);

sale or other ways of assistance in the purchase and/or sale of ready evaluated works (term papers, diploma works, etc.).

**4. Rights and duties of participants of educational process of the university**

#### 4.1 Students have the right:

- 1) to familiarize themselves with the text of these Regulations;
- 2) to freely express their opinion in the process of education;
- 3) freedom to receive and distribute scientific and educational information and ideas. The exercise of these freedoms shall be regulated by ethical norms and legislative acts that do not contradict the interests of protection of national security, territorial integrity or public order, protection of reputation or rights of other persons, etc.
- 4) for protection against groundless accusation of violation of these Rules and provision of evidence.

#### 4.2 Students are obliged:

- 1) familiarize themselves with the text of these Regulations and know the consequences of their violation;
- 2) strictly observe academic integrity in the performance of academic tasks and research work;
- 3) use reliable and reliable sources of information;
- 4) perform all types of tasks independently;
- 5) qualitatively perform written works (essays, term papers, essays, reports on practice, diploma works/projects, scientific articles, etc.) based on one's own ideas while pointing out authorship and ideas of other people;
- 6) not to use cheat sheets, electronic media and communications during the exams;
- 7) not to pass on their ready answers and works to other students and not to allow behavior that calls into question the honesty and integrity of learning and damages the final results of other students;

- #### 4.3 The university PTS is entitled:
- 1) require participants in the educational process to observe the basic principles of academic honesty;
  - 2) free expression of own opinion in the process of education, freedom to receive and disseminate scientific information and ideas. The exercise of these freedoms is carried out within the framework of ethical corporate standards, as well as restrictions that are provided by law and are necessary to protect national security, territorial integrity or public order, reputation or rights of others, etc.;
  - 3) to carry out examination of educational and research works (essays, term papers, essays, reports on practice, diploma works/projects, scientific articles, etc.) of students for compliance with the principles of academic integrity.

#### 4.4 The PTS and the university staff are obliged:

- 1) conduct informational work among students;
- 2) train and support students in choosing reliable and reliable sources;
- 3) train in ways to design footnotes, references, list of used literature;
- 4) exercise academic control in strict accordance with the evaluation criteria established at the university and the syllabus of the discipline.
- 5) to conduct explanatory work with the students before the performance of the evaluated work on issues of academic integrity;

- 6) to comply with the norms of the University Code of Corporates Ethics and the requirements established by these Regulations;
  - 7) keep a strict record of each case of violation of these Rules;
  - 8) inform the dean office in writing about each case of violation of these rules.
- 4.5 Training and auxiliary personnel of the University shall have the right:
- 1) receive exact information on current tasks and terms necessary for their qualitative execution
- 4.6 The educational - auxiliary personnel of the university is obliged:
- 1) to observe the Rules of academic honesty;
  - 2) timely inform participants of the educational process about changes and violations of rules of academic honesty.
  - 3) to ensure the execution of nomenclature documentation on the results of current and boundary control, final control, protection of reports and other documents of the academic process.
- 4.7 The administrative and managerial staff of the University has the right:
- 1) issue, within the limits of their powers, acts regulating the work of subdivisions to ensure the principles of academic integrity and mandatory for all participants of the educational process;
  - 2) to participate in the work of any structural unit of the university to discuss and resolve issues related to its authority;
- 3) to submit for consideration of collegial bodies of the faculty and the university proposals for improving the principles of academic honesty.
- 4.8 The administrative and managerial staff of the university is obliged:
- 1) ensure the work of PTS and staff of "Astana IT University" in explanation of these Rules to students;
  - 2) to coordinate work on taking measures provided by the present Rules in case of violation of the Rules by students;
  - 3) to control and monitor the implementation of academic honesty by participants of the educational process;
  - 4) to observe correctness in relation to all university employees and students;
  - 5) to resolve conflict situations that have arisen in the process of revealing the facts of academic honesty violation in accordance with these Rules, the Code of Corporates Ethics of the University, the Internal Regulations of the University, as well as in accordance with current legislation;
  - 6) to prevent the violation of the Rules of academic honesty and ensure strict observance, including in accordance with the job descriptions approved by the University;
  - 7) keep a strict record of violations of the principles of academic honesty;
  - 8) to comply with the norms of the University Code of Corporates Ethics.

## 5. Procedures

5.1 Violations of academic integrity may be detected:

- in an ongoing evaluation;

- when conducting a final evaluation.

5.2 In case of revealing violation of the Rules of Academic Integrity (plagiarism, collusion, deception, falsification of grades, data of the evaluated work, acquisition of answers of the evaluated work in an unfair way, illegal use of information or devices during the current evaluation of students' academic achievements, etc.):

1) a teacher or a person authorized to be present at the exams shall draw up an act on violation of the rules according to the form in accordance with the appendix to these Rules, conduct a conversation with a student.

2) The act on violation of rules with corresponding physical evidence and copies of students' works are sent to the office of the Registrar (OR);

3) In case of systematic violation (three or more times), the teacher draws up an act of violation of the rules in the prescribed form. The act of violation, with appropriate physical evidence, and copies of students' work are submitted to the Registrar's Office for further review by the Disciplinary Board.

5.3 In case of violation of these Rules by the participant of educational process the notification on the nature of violation is sent to the Disciplinary Council of the University to determine the measure of disciplinary action.

5.4 In case of disagreement by the participants of the educational process with the indication of the violation of the Rules of Academic Integrity or the disciplinary action measure, an appeal shall be filed, which shall be made in the form of an application and registered in the Registrar's Office within 24 hours from the moment of registration of the violation of the Rules of Academic Integrity.

5.5 The administration is responsible for objectively reviewing the materials submitted to the appeal.

## **6. Procedure for applying measures in case of violation of the Rules**

6.1 Any violation of the principles of academic honesty shall be considered a serious violation against the academic community of the university and shall be subject to severe penalties.

6.2 No work that violates principles of academic integrity will be accepted or evaluated.

6.3 Faculty members guarantee that students are informed that their work is checked for plagiarism through a web-based system.

6.4 Participants in the educational process are morally responsible for violations of principles of academic honesty.

6.5 Each violation is recorded and the student's current or final work is not permitted in the grading process. A reprimand is issued to the student, if necessary up to and including expulsion.

6.6 In case of detection of bribery, deceit, falsification of data in the performance of the evaluated work by students, sale of coursework or diploma works, the instructor/employee of "Astana IT University" will be disciplined. 6.7 In case of violation of the Rules of Academic Integrity, the following disciplinary sanctions may be imposed on participants in the educational process:

- reprimand;
- the cancellation or reduction of a grade;
- repeated written work;
- organization of the summer semester on a fee-paying basis;
- warning;
- reprimand;
- strict reprimand;
- informing parents;
- placement of information on the website of "Astana IT University";
- recovery order
- irrevocable discharge
- dismissal from the university.