

Institution «Turan-Astana University»



Rector  Approved by
 G. A. Japarova
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CODE OF ACADEMIC INTEGRITY

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CODE OF ACADEMIC INTEGRITY

1. GENERAL PROVISIONS

The Code (Rules) of academic integrity of employees and students (hereinafter --- the Code) of "Turan-Astana" University (hereinafter --- the University) was developed on the basis of the following regulatory documents:

1. Standard rules of operation of educational organizations, approved by order of the Minister of Education and Science of the RK dated 30.10.2018 No. 595 (with amendments and additions as of 29.12.2021);
2. Academic policy of the university, approved by order of the rector No. 128-UP with amendments dated 10.06.2021;
3. Rules of labor (internal) regulations of the university, approved by order of the rector No. 262-l/s dated December 5, 2017, with subsequent updates and amendments.

The Code is introduced to ensure the strategy and main programs of the university's activities aimed at improving the quality of training specialists and enhancing the university's image in the educational space. It establishes principles of academic integrity in the educational process, rights and obligations of members of the university community, defines types of violations of academic integrity and the procedure for taking appropriate measures in case of their commission.

The purpose of this Code is --- to form among students, faculty and university employees an understanding of honesty, building open, sincere and trusting relationships, as well as responsibility in matters of developing honesty in life. Academic integrity is one of the key values in the university's educational process.

The Code was developed to ensure fair, transparent, correct attitude to matters of academic integrity of students, faculty (hereinafter --- faculty) and university employees.

The objectives of implementing the academic integrity policy are prevention and elimination of facts of academic fraud among students and faculty, fostering intolerant attitude to plagiarism, conducting constant targeted work at the university on academic integrity.

The Code is mandatory for execution by all members of the university community: administration, faculty, employees, students, their legal representatives.

Academic dishonesty, in any of its manifestations, contradicts the system of values of the university. The integrity of the academic educational process and the quality of the awarded academic degree directly depend on the quality of education.

Dishonesty, both on the part of teachers and on the part of students, can negatively affect the educational process and its results. Students and university employees who violate the principles of this Code are subject to appropriate measures.

Students must be informed that penalties imposed by the university do not exclude the imposition of other measures by competent bodies of civil and criminal jurisdiction.

2. BASIC CONCEPTS

1. Academic integrity --- a set of values and principles, expressing student honesty in learning when performing written works (tests, term papers, essays, diploma papers, dissertations), answers at exams, in research, expressing one's position, in relationships with academic staff, teachers and other students, as well as their assessment;
2. Assessment activities:
 - a) work or assignment performed by a student during current assessment, to determine their academic achievements in a certain period of study (oral questioning, written work, essay, field work, laboratory work, practical work, independent work, research work, scientific article, scientific project, etc.);
 - b) work performed by a student during final assessment (examination work, monitoring of student knowledge, tests, written works, tests, pass/fail exams, research work, scientific article, project, diploma work (project), dissertation, etc.), to determine the level of student achievements for the semester of study, for the entire period of study;

3. Citation (reference, citation) --- reference to a source, indication that the material used is not the student's material. Methods of citation: direct speech, indirect speech;
4. Referencing --- if the statement is not given in the text itself, but the author of the work refers to other people's ideas or information;
5. Referencing (reference) --- complete data about the source, used in the work. If the source is not mentioned or not cited in the works, it does not need to be referenced;
6. Graduation work --- diploma work (project), master's dissertation (project).

3. PRINCIPLES OF ACADEMIC INTEGRITY

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

Conscientiousness --- honest, thorough performance by students of assessment activities. The main components of conscientiousness are diligence and integrity.

Protection of the author's rights and their successors --- recognition of authorship and protection of works that are objects of copyright, through proper transmission of others' speech, thoughts and indication of sources of information in assessment activities.

Participants in the educational process recognize that following citation rules is necessary in order to:

show respect for the work of others;

help distinguish the student's thoughts from others' that have influenced the student's work;

provide an opportunity to verify how justified the student is in referring to other sources;

show that the student's research is academically literate and worthy of respect;

demonstrate that the student can use reliable sources and critically evaluate them;

rely on authoritative and reliable knowledge and ideas;

demonstrate that the student can make their own conclusions;

Openness --- transparency, mutual trust, open exchange of information and ideas between students and faculty and persons equated to them;

Respect for the rights and freedoms of students --- the right to free expression of opinions and ideas by students;

Equality --- the obligation of each student to comply with this Code and equal responsibility for their violation.

4. RIGHTS AND OBLIGATIONS OF FACULTY, EMPLOYEES, STUDENTS

Academic integrity is the main principle of the learning process.

Relationships between students and teachers are built on principles of mutual respect; rudeness, profanity, humiliation of honor and dignity of other persons, causing them moral or material damage, commission of unlawful actions are not allowed.

When resolving problems arising in the educational process, students of the university are guided primarily by the principle of fairness.

Students can count on accessibility of all information on courses studied and constant updating of information. They have the right to attend the course in full as provided by the program.

Students have the right to:

1. familiarize themselves with the text of this Code;
2. freely express their own opinion in the learning process;
3. protection from unfounded accusations of violating this Code and provision of evidence.

Students are obliged to:

1. familiarize themselves with the text of this Code and know the consequences of its violation;
2. strictly observe academic integrity when performing assessment activities;
3. use methods of transmitting others' speech and thoughts with indication of the author, title of the work and page;
4. at the end of research work, essay, written works indicate the list of used literature;

5. use reliable and trustworthy sources of information;
6. not provide other students with their own completed assessment activities;
7. respect and observe fundamental principles regarding use of others' intellectual property;
8. apply ethical standards and correspond to them, observe all principles in any type of work, oral and written form, current and final assessment;
9. remember that the submitted work is the personal work of the participant in the educational process;
10. when using excerpts from others' works, use such method of transmitting others' speech as citation;
11. when writing research work, essay, written works, applications use footnotes indicating the author and work from which certain thoughts are taken. At the end of the work there must be a bibliography listing all information resources. Also possible is the creation of an appendix presenting information sources;
12. not use cheat sheets, electronic means, technologies, information and communication during exams;
13. independently perform all types of assignments;
14. not allow providing other students with their own material, completed works for use for personal purposes;
15. know about responsibility for manifestation of academic dishonesty and be prepared for measures to be applied to the student under this Code.

A student must not:

1. participate in any actions associated with deception, dishonesty or misleading teachers;
2. submit the same work for assessment more than once without prior permission from the course instructor. Minor changes and corrections, for example, rephrasing in an essay or other written work, are not acceptable revision of the assignment.

Faculty and university employees are obliged to:

1. teach and support students in choosing reliable and trustworthy sources;
2. teach methods of formatting footnotes, references, list of used literature, during classes, meetings, pay attention to methods of formatting others' words and thoughts;
3. teach methods of formatting project activities on paper, electronic, digital media with indication of authorship of all participants in the work performed;
4. conduct explanatory work with students before they perform assessment activities on matters of observing academic integrity;
5. prevent any possibility of violating the requirements established by this Code;
6. keep strict records of each case of violation of this Code;
7. inform the university administration (rector, provost, vice-provost), schools (dean) and parents or other legal representatives about each case of Code violation;
8. contribute to the implementation of academic integrity principles in their work practice, timely warn of cases of academic dishonesty;
9. create conditions for intellectual and moral education, based on ethics and constant development of students;
10. study regulatory documents on copyright protection, effective both in the territory of the Republic of Kazakhstan and in the world community;
11. attend seminars and practical classes on matters concerning support of academic integrity.

Library employees must:

1. support students in selecting texts and sources for completing assignments and work closely with faculty when planning work. In implementing the principles of this Code, the role of the librarian is key in working with participants in the educational process on using references, citation according to existing rules and regulatory documents. The library should establish cooperation with students to help them find good, reliable and trustworthy resources, as well as correctly cite and use different sources.

Heads of structural divisions are obliged to:

1. ensure work on explaining the principles of this Code;
2. coordinate work on taking measures provided for by this Code;
3. conduct control and monitoring of the implementation of academic integrity principles.

Curators of study groups of educational programs are obliged to:

- familiarize students with this Code with signature during orientation week and/or in the first academic week of the semester.

5. TYPES OF VIOLATIONS

This Code provides for the following types of violations of academic integrity by students, faculty and university employees:

1) Plagiarism: partial or complete appropriation of materials from other sources without providing confirmation of authorship or indication of source. Plagiarism is the intentional presentation of other people's ideas as one's own.

Plagiarism can manifest in various forms:

- a) citing a source without using appropriate quotation marks and/or without indicating the source;
- b) intentional or unintentional use of someone else's work as one's own, without indicating authorship;
- c) paraphrasing a work without indicating a reference to the source;
- d) substituting referencing of a work with copying without indicating a reference to the source;
- e) using someone's ideas or arguments without reference to the source or absence of the author in the list of used sources;
- f) presenting a written work written fully or partially by another person;
- g) presenting a term paper (project)/graduation work taken from sources on the Internet;
- h) presenting a term paper (project) that was completed as an assignment for another course.

Cases of plagiarism include reworking or paraphrasing parts of someone else's published or unpublished work while ignoring the source and presenting this material as one's own without quotes and references to the original.

Sources from which ideas, expressions of ideas or works of others are borrowed include (but are not limited to): books, articles, documents, literary compositions and phrases, speeches, chemical formulas, artistic works, laboratory reports, research results, calculations and their results, diagrams, developments, computer reports, software.

2) Duplication --- providing the same work (part of work) performed by another student, graduate, former student.

3) Cheating --- at an exam, test, during final certification (as well as using prompts, including during oral answer, using cheat sheets, pre-prepared answer forms, textbooks and other sources (primary sources, maps, diagrams, tables), computer, tablet, phone and/or other technical/printed means during the performance of the assignment without permission from the teacher/examiner, copying by one student of another student's work).

4) Collusion --- performing any assessed work for another student, assistance of third parties outside the university (friends, parents, tutor, teachers) in completing an assignment, written work, without indicating this fact in oral or written form during submission of the assignment to the teacher.

5) Secret agreement of participants --- in the educational process with the aim of illegally providing materials.

Examples of secret agreement of participants in the educational process include:

copying a written work; providing one's own work for copying;
one student performing work for another student; submission of work performed by another person (another student, parent, tutor, teacher, etc.) as one's own; transferring data about the content of a test, control work, test questions to other students without the teacher's permission;

various forms of collective deception with the aim of misleading other participants in the educational process (students, parents, faculty).

Collective work is not considered an example of secret agreement, but is one of the forms of organizing the educational process. Collective work is understood as activity in a group on one educational task. Collective work assumes open form of interaction between students within the group. The result achieved in the framework of collective work is common for all group members, which should be reflected in any form of recording the result (in oral answer or in written form) with indication of all group members.

Intentional striving to avoid participation in collective types of work with the aim of evading responsibility in case of failure and/or with the aim of obtaining an undeserved grade with the help of others is one of the types of violations.

6) Deception:

- a) using prohibited technologies during the performance of assessment activities;
- b) copying assessed works from other students;
- c) repeated submission, submission of already assessed work;
- d) presenting false justifications in case of non-performance, untimely performance of assessed works;
- e) performing assessed work by two or more students, in which group, collective work is not provided;
- f) conscious assistance to other students: allowing copying from his/her assessed work, prompts, use of cheat sheets, textbooks, etc.;
- g) presenting others' assessed works as one's own;
- h) skipping a school day when final assessment (exam) is conducted without valid reason with the aim of obtaining any advantages.

7) Falsification of documents and grades:

- a) falsification of experiment data;
- b) providing fabricated experiment data, materials, surveys, reports without actual performance;
- c) incorrect compilation of the list of referenced sources, including sources that were not actually used in writing the work;
- d) providing forged documents, including medical certificates, various forms of using forged documents and signatures (documents for admission, recommendation and other letters, transcripts, diplomas, scientific articles or other registration data, etc.);
- e) forgery of grades, assessment results of answers to assignments;
- f) falsification of data (adding, entering, correcting), that is measurements and observation results, survey, questionnaire and other methods when performing research;
- g) inflating grades of control written works;
- h) intentional forgery or damage of another student's assessed work.

8) Obtaining answers to assessed works by dishonest means:

- a) transferring answers during the performance of assessment activities;
- b) obtaining partial or full material before conducting assessment activities with the help of another student, teacher or employee (test questions with answers, examination tickets and assignments, assignments for written exam);
- c) purchasing or other means of obtaining works during the performance of assessment activities for submission as one's own (term papers, diploma works, master's dissertations, etc.);
- d) selling or other means of assisting in the purchase and/or sale of ready works during the performance of assessment activities (term papers (projects), graduation works, etc.).

9) Improper use of information or devices:

- a) using information on electronic, digital, paper media, technical devices during the performance of assessment activities;
- b) obtaining any answers to works during the performance of assessment activities by any means, including downloading via email, computer, etc.;

- c) taking materials out of the classroom and/or copying from the computer materials of the teacher concerning the performance of assessment activities on paper and electronic media;
- d) illegitimate use of audio and/or video equipment in classes with the aim of obtaining a recording of a demonstration assignment performed by another student, or with the aim of obtaining a recording of the class in general.
- 10) Impersonation --- for the purpose of obtaining academic benefit during the taking of exams, tests, diagnostic tests, performance of laboratory works or other assignments.
- 11) Concealment of data, transcripts or other academic documents for the purpose of deception or obtaining academic benefit.
- 12) Creating obstacles and hindrances --- blocking or hindering the educational or scientific activity of other people for the purpose of obtaining unfair academic benefit. This includes (but is not limited to) falsification of data, files, manuscripts or other materials (for example, paintings, sculptures, securities), scientific works, damage to instruments or library property, electronic or other materials used for academic purposes.
- 13) Destabilization of classroom classes and consultations --- The University undertakes to provide safe conditions for learning. Violation of the rules of the Code is any action or behavior reasonably assessed by the teacher, laboratory assistant or other employee as aimed at disrupting the class or consultation. As a rule, violation of order outside of classes or consultations is considered by other regulatory documents of the university, but in certain cases may also fall under the action of this Code.
- 14) Unauthorized access to confidential information --- such as examination materials, test questions and other materials, for the purpose of obtaining benefit.
- 15) Unauthorized distribution of data --- publication, distribution or disclosure to third parties without prior agreement of confidential information. Confidential information includes academic information, data and documents that were collected and stored on conditions of no general access.

Note: this list of types of violations of academic integrity is not exhaustive and may be supplemented as necessary.

6. RESPONSIBILITY AND PREVENTIVE MEASURES

Responsibility for committing a violation of academic integrity is borne by both students and faculty and university employees.

Faculty and university administration are responsible for identifying, preventing and disciplinary action in each specific case of manifestation of academic dishonesty.

Participants in the educational process must remember that they bear moral responsibility for violation of academic integrity principles.

Plagiarism, purchase and sale of term papers (projects), graduation works is considered as going beyond simple violation of rules and is perceived as a serious violation in relation to participants in the educational process and entails punishment for using others' materials.

Each case of violation is recorded by teachers, and the current or final work of the student is not admitted to the assessment procedure.

Teachers guarantee informing students that student works are checked for plagiarism using appropriate software and other reliable methods confirmed by authorized officials of the university.

Librarians provide students and teachers with information, materials regarding the formatting of resources used in works, bibliography, references indicating books, journals and Internet sites, which is available to all program participants for use.

Academic dishonesty is a serious violation of trust on which the quality of educational services depends. Any case of violation of academic discipline will be considered on the basis of principles of impartiality, consistency, fairness, timely resolution and further investigation.

Cases of violation of academic discipline are considered on an individual basis, as a result of which a student may be punished by annulment of work results, unsatisfactory grade for

performance of assessment activities, may be issued a reprimand, warning, and in case of gross or systematic violation of the Code up to suspension or expulsion from the University.

Preventive measures:

Careful monitoring of the process of conducting assessment activities with the aim of eliminating cases of cheating. Ignoring by teachers of this procedure provokes students to various violations and reduces the quality of education.

To avoid plagiarism, all types of written assessment activities of students (including current --- essays, reports, tests, semester and term papers, etc.) undergo checking using anti-plagiarism software operating at the university.

Evasion of checking works, completed assessment activities by students for plagiarism (using someone's ideas and opinions without indicating references to the source) --- one of the most obvious manifestations of academic dishonesty.

All diploma works (projects) are checked for plagiarism in accordance with the procedure specified in the Rules for conducting current monitoring of academic performance, intermediate and final certification of students. Master's dissertations (projects) are checked for plagiarism in a similar manner.

Implementation of automatic originality checking services. Checking of all graduation, research, educational-methodological works for text uniqueness must be carried out using the university's anti-plagiarism program, approved by the League of Academic Integrity.

Conducting constant targeted work on developing academic integrity among students, involving students in performing research assignments, forming among students both research skills and introduction to scientific ethics, academic integrity when writing scientific work.

Fostering intolerant attitude to plagiarism among students and faculty.

7. PROCEDURE FOR APPLYING MEASURES IN CASE OF CODE VIOLATION

1. Violations of academic integrity may be identified during:

1. current monitoring (assessment);
2. research work;
3. final monitoring (intermediate certification, examination session);
4. final certification (state/comprehensive exams, defense of graduation works).

2. In case of identification of academic dishonesty, the following measures are taken:

1) Upon primary identification of academic dishonesty (meaning accidental non-systematic violation):

a) the teacher/examiner/scientific supervisor annuls the works of all students who were noticed violating the provisions of this Code. At the same time, an act is drawn up, signed by the teacher/examiner/scientific supervisor and head of the department, a copy of which remains at the department, the original is transferred to the Registrar's Office (hereinafter --- RO) for making appropriate changes to the grade books and registration of violations in a special journal. A copy of the act is filed in the student's personal file;

b) each of the students noticed violating the provisions of the Code is invited to a department meeting with the aim of preventing similar behavior in the future, which is recorded in the minutes of the department meeting;

c) all students receive the right to retake the written work that was annulled, at the time appointed by the teacher, except for exams and graduation works, where the procedure for retaking is determined by the academic policy of the university, on a paid basis in accordance with approved tariffs.

2) In case of identification by the teacher/examiner/scientific supervisor or university employees involved in conducting the procedure of repeated violation of the Code of final monitoring (intermediate certification) and final certification:

a) the teacher/examiner/scientific supervisor annuls the works of all students who were noticed violating the provisions of the Code, and each of them receives "0" on all assessment criteria. At the same time, an act is drawn up, signed by the teacher/examiner/scientific supervisor and head

of the department, a copy of which remains at the department, the original is transferred to the RO for making appropriate changes to the grade books and registration of violations in a special journal. A copy of the act is filed in the student's personal file;

b) all students noticed in the fact of manifestation of academic dishonesty are deprived of the right to retake the written work. In case of recording violations during the conduct of intermediate certification (examination session), final certification, retaking is prohibited, and the procedure for repeated study of the discipline, repeated passing of final certification is determined by the academic policy of the university during the summer semester on a paid basis at the approved tariff per academic credit;

c) the teacher/examiner/scientific supervisor/university employee notifies the school dean's office and the department for academic affairs;

d) the RO records the identified fact of manifestation of academic dishonesty in the student's personal file (a copy of the Act is filed);

e) if necessary, the group curator/advisor of the educational program organizes a meeting of parents with the teacher/examiner/scientific supervisor and dean of the school with the aim of conducting a three-way conversation regarding the identified violation.

3) In case of registration of more than two cases of Code violation, identified by the teacher/examiner/scientific supervisor or university employees involved in conducting the procedure of final monitoring (intermediate certification) and final certification:

a) the teacher/examiner/scientific supervisor annuls the works of all students who were noticed violating the provisions of the Code, and each of them receives "0" on all assessment criteria. At the same time, an act is drawn up, signed by the teacher/examiner/scientific supervisor and head of the department, a copy of which remains at the department, the original is transferred to the RO for making appropriate changes to the grade books and registration of violations in a special journal. A copy of the act is filed in the student's personal file;

b) the teacher/examiner/scientific supervisor/university employee notifies the school dean's office and the department for academic affairs;

c) all students who have more than two cases of manifestation of academic dishonesty are subject to expulsion for violation of academic discipline and this Code on the basis of a representation from the dean of the school with detailed exposition of the history of violations and previously conducted preventive (explanatory) work with students;

d) the RO records the identified fact of manifestation of academic dishonesty in the student's personal file.

4) In case of identification of Code violation after the conduct of final certification (based on results of checking graduation works), on the basis of the corresponding certificate of the commission for checking graduation works, materials on identified facts of plagiarism, duplication, cheating are sent to the Attestation Commission for the educational program for further decision-making.

Each specific case of Code violation may be considered by a specially created commission by the rector of the university, which may include: dean of the school, curator of the study group. Based on the results of the commission's work, a decision is made on the measure of disciplinary action both in relation to students and in relation to involved faculty and university employees. School dean's offices must store information about violations of this Code. In case the dean discovers that a violation took place, he/she must check the data on disciplinary and other violations of this student.

In case of identification of bribery, fraud, falsification of data in the performance of assessment activities by students, sale of term papers (projects), graduation works, the teacher or university employee is subject to disciplinary action up to dismissal.

8. APPEAL

If a student disagrees with the accusations brought against them of violating this Code, they have the right to appeal.

The appeal must be drawn up in the form of a statement and registered in the university office within five working days from the moment of registration of the fact of Code violation (date of drawing up the Act).

For consideration of the statement, by order of the rector of the university a special commission is created, or materials are sent for consideration to the Disciplinary Council. The Disciplinary Council is responsible for consideration and study of the material and evidence presented by the teacher/employee and student.

The Disciplinary Council must make a decision regarding the appeal within five working days from the moment of submission of the student's statement, excluding any further need for consideration. The Disciplinary Council must determine, based on conversation with the student and study of all relevant evidence, whether there was a violation of this Code, and in case the violation is proven, leave the applied measures in force.

Confirmation of cases of identified violations of academic integrity principles may be recordings from surveillance cameras installed in educational premises.

In some cases, a student may be asked to redo an assignment, regarding which there were suspicions of violation during its performance of this Code. The Disciplinary Council has the right to invite another teacher to check the assignment.

If the Disciplinary Council decides that the student did not commit a violation, then to the rector of the university (vice-rector for educational and educational-methodological work) a certificate is submitted, on the basis of which the student is released from measures regarding this incident.

Note: Changes and additions to this Code may be made by the Academic Council of the university as necessary and upon identification of new facts, compositions and methods of violation of academic dishonesty principles.