

Ministry of Education and Science of the Republic of Kazakhstan
Kazakh-American Free University



CODE OF ACADEMIC HONESTY

Ust-Kamenogorsk, 2021

1. General provisions

1. The Code of Academic Integrity of the Kazakh-American Free University (hereinafter referred to as the Code) was developed in accordance with the "Development Strategy of KAFU for 2018-2022" and "Academic policy of KAFU".

2. The Code establishes the principles of academic integrity in the educational and research processes, the rights and obligations of participants in these processes, determines the types of violations of academic integrity and the procedure for taking action if they occur.

3. academic honesty, responsibility in the development of academic honesty, building open and trusting relationships in the educational and research processes among students, teaching staff and university staff . Academic integrity is one of the key values of KAFU.

4. The following concepts are used in the Code:

1) Academic honesty - a set of moral norms, principles and values that express the student's honesty in learning when doing written work, answering exams, expressing one's position in relationships with academic staff, teachers and students;

2) 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 oneself as the actual author;

3) written work - the result of creative and / or intellectual activity, created and presented for academic and scientific purposes, expressed in an objective form for this kind of academic work: graduation project (work), master's, doctoral, course or other written work.

4) cheating - dishonest behavior of a student or employee, which implies copying someone else's intellectual product;

5) duplication - the presentation of the same work under different assessments and requirements, including an 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;

6) 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;

7) concealment - suppression 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;

8) collusion - a mutual agreement between the subjects of the educational process to perform any academic work that is subject to verification and evaluation for another student.

9) misuse of information or devices:

- the use of information on electronic, digital, paper media, technical devices during the performance of the assessed work (exam, testing, etc.);

- receiving any responses to the work being assessed by any means, including downloading via computer, mobile phone, etc.;

- removal from the office and / or copying from the computer of the teacher's materials relating to the assessed work on paper and electronic media.

2. Principles of Academic Integrity

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

1) conscientiousness - honest, thorough performance by students of assessed and non-assessed work. The main components of conscientiousness are diligence and decency.

2) 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;

3) openness - transparency, mutual trust, open exchange of information and ideas between students and teaching staff and persons equated to them;

4) respect for the rights and freedoms of students - the right to free expression of opinions and ideas;

5) equality - the duty of each student to comply with these Rules and equal responsibility for their violation.

3. Rights and obligations of participants in the educational and research processes

1. Students have the right:

1) familiarization with the text of this Code;

2) respect for the honor and dignity of the student;

3) free expression of one's own opinion in the learning process;

4) free anti-plagiarism procedure for written papers in the amount established by the university);

5) timely receipt of information on the requirements for the preparation of written work, the timing and forms of midterm and final controls, as well as the final certification;

6) providing methodological guidelines containing the rules for the design of resources used in the work, bibliography, references indicating books, magazines and Internet sites that are available to everyone for use;

7) have access to information about teaching staff, their qualifications;

7) be familiar with the appeal procedure in case of violation of academic integrity;

8) defense against unfounded accusations of violating the principles of academic integrity.

2. Students are required to:

1) read the text of this Code and know the consequences of its violation;

2) strictly observe academic honesty in the performance of assessed and non-

assessed work;

3) use the method of transmitting someone else's speech and thought, 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 credible and reliable sources of information;

6) do not provide other students with the actual work being assessed;

7) independently perform all types of assessed and non-assessed works;

8) do not use ready-made answers to tests, exercises and assignments, ready-made written work (essays, term papers, theses, master's theses and master's projects);

9) do not use cheat sheets, electronic means of information and communication during exams;

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;

3. University teaching staff, employees are required to:

1) conduct information work among students on issues of academic honesty;

2) train and support students in choosing reliable and reliable sources of information;

3) to teach how to design footnotes, references, list of references;

4) to teach how to design project activities on paper, electronic, digital media, indicating the authorship of all participants in the work performed;

5) to teach to express one's own opinion in the learning process;

6) prevent any possibility of violation of the requirements established by this Code;

7) keep a strict record of each case of violation of this Code;

8) inform the dean's office of each case of violation of the Code in writing.

4. The university administration is obliged:

1) ensure the work of teaching staff and university staff to explain this Code to students;

2) coordinate the work on the adoption of measures provided for by this Code, in case of violation of its requirements by students;

3) control and monitor the implementation of academic integrity by students.

4. Types of violations of academic integrity

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

1) plagiarism;

2) collusion;

3) cheating;

4) duplication;

5) falsification;

- 6) concealment;
- 7) misuse of information or devices.

5. Procedure for detecting violations of academic integrity and effects

1. Violations of academic integrity can be identified in the process of learning and conducting various types of control:

- 1) during current control;
- 2) during intermediate control;
- 3) during the final control.

2. In case of detection of violations of the principles of academic honesty (plagiarism, collusion, falsification of the data of the evaluated work, acquisition of the answers of the evaluated works dishonestly, misuse of information or devices, etc.) during the current or intermediate control of the educational achievements of students:

1) the teacher (student) writes a report (complaint) addressed to the dean of the faculty,

2) the dean of the faculty conducts an oral conversation with a teacher who is studying with the invitation of an adviser;

3) in case of non-resolution of the conflict, the dean applies to the Commission on Ethics, Academic Integrity and Anti-Corruption of KAFU to resolve it;

4) The Commission on Ethics, Academic Integrity and Anti-Corruption of KAFU considers cases of violation of academic integrity in accordance with the Procedure provided for in the Regulations on the Commission on Ethics, Academic Integrity and Anti-Corruption.

3. In case of detection of violations of the principles of academic honesty (plagiarism, collusion, falsification of the data of the evaluated work, acquisition of answers of the evaluated works dishonestly, misuse of information or devices, etc.) during the final control of the educational achievements of students, the members of the State Attestation Commission, the student is not allowed to pass final certification. An act of violation of the Code with the relevant physical evidence and copies of students' works are transferred to the dean, who submits all documents to the Commission on Ethics, Academic Integrity and Anti-Corruption.

4. In case of detection of bribery, deceit, falsification of data in the performance of assessed work by students, sale of term papers, theses, master's theses, master's projects, a teacher or university employee is subject to disciplinary action up to and including dismissal.

5. The Commission on Ethics, Academic Integrity and Anti-Corruption is approved by the order of the rector of the university, it consists of heads of structural divisions, representatives of public organizations, students of the university and functions throughout the academic year.

6. The Commission on Ethics, Academic Integrity and Anti-Corruption is authorized to make a reasonable recommendation on the type of disciplinary sanction to be imposed depending on the severity of the violation, up to the expulsion of the student or termination of the employment contract with the teacher or employee.

7. Any person who is under investigation for violation of academic integrity has the right to challenge his involvement in the violation in the presence of relevant evidence, including the involvement of witnesses.

8. Students, teachers and employees of KAFU are obliged in every possible way to prevent the manifestation of violations of academic integrity in the university community.

9. KAFU teachers and staff should constantly improve the mechanisms for implementing the educational process in order to minimize the conditions for the emergence of potential risks of violating academic integrity

10. Students expelled from the university for violations of academic integrity are not subject to reinstatement into the KAFU student body.

11. Teachers and employees with whom the employment contract is terminated due to inappropriate academic behavior are not subject to re-hiring at the university.