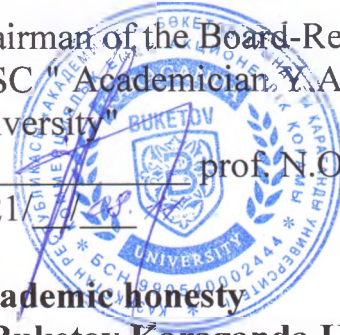


APPROVED

Chairman of the Board-Rector
NJSC "Academician Y.A. Buketov Karaganda
University"

prof. N.O. Dulatbekov
2021/



**Rules of academic honesty
NJSC "Academician Y.A. Buketov Karaganda University"**

1. Definitions of concepts

The following concepts are used in these Rules of academic honesty (hereinafter referred to as the Rules):

1.1 Academic honesty is a set of moral and ethical norms, principles and values that determine the behavior of each member of the university community in the process of learning and teaching, including when performing written works, evaluating them, avoiding plagiarism, adherence to academic standards, adherence to honesty and integrity in scientific research and publications, as well as in the relationship of participants in the educational process.

1.2 Participants of the educational process - learners, teaching staff, administrative and managerial and educational support personnel.

1.3 Learner - a person studying at the university.

1.4 Teacher - a scientific and pedagogical worker of the university who prepares students for educational programs of bachelor's, master's and PhD doctoral studies in accordance with specialty, scientific qualifications and conditions of labor contract.

1.5 Employees - administrative and managerial, teaching staff and educational support personnel of the university involved in the educational process.

1.6 Knowledge control - monitoring procedures used at the university during the current, midterm, final control and final certification.

1.7 Documentary control - a type of control carried out on the basis of the study and analysis of documents for reliability, accuracy in order to prevent falsification.

1.8 Evaluated work – written work, electronic testing performed by the learner within the framework of the current, midterm, final control, final certification, as well as graduation work.

2. General provisions

2.1 The Rules define the principles of academic honesty, establish the rights and obligations of participants in the educational process to maintain academic honesty, determine the types of violations of academic honesty and the procedure for taking measures in case of their commission.

2.2 The Rules are drawn up in accordance with the "Standard rules for the activities of educational organizations" (order of the Ministry of Education and

Science of the Republic of Kazakhstan № 595 dated October 30, 2018), "Rules for the organization of the educational process on credit technology of education" (order of the Ministry of Education and Science of the Republic of Kazakhstan № 152 dated April 20, 2011), The Code of Corporate Ethics of the academician Y.A. Buketov KarU.

2.3 The Rules are the same for all participants of the educational process.

2.4 Each member of the university community is obliged to strictly abide by these Rules, thereby ensuring the prevention of violations of academic honesty.

3. Purpose and objectives of the implementation of the Rules of academic honesty

3.1 The purpose of the implementation of these Rules is to contribute to the improvement of academic culture and to form ideas about the academic honesty of the participants in the educational process.

3.2 The objectives are:

- prevention and elimination of the facts of violations of academic honesty among participants in the educational process;

- fostering an intolerant attitude towards plagiarism in the university environment;

- preventive measures and prevention of corruption offenses.

4. Principles of academic honesty

4.1 Conscientiousness is the honest, decent performance by learners of evaluated and unappreciated types of educational work, as well as the high-quality performance of their duties by participants of the educational process.

4.2 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.

4.3 Openness - transparency, mutual trust, exchange of information and ideas between all participants of the educational process.

4.4 Equality - mutual respect for the rights and freedoms of all participants of the educational process, their observance of these Rules and equal responsibility for their violation.

5. Types of academic honesty violations

5.1 Deception - deliberately misleading someone about certain circumstances, events, facts.

5.2 Deception in the academic environment includes plagiarism, cheating, falsification, misuse and dissemination of information or technical devices.

5.3 Plagiarism is the issuance of another person's scientific work or a scientific team for their work, as well as the publication of someone else's work under their own name, violation of copyright defined by the legislation of the Republic of Kazakhstan.

5.4 Cheating - the use of materials that are prohibited to use when performing the evaluated work within the framework of the current, midterm and final control, final certification of learners.

5.5 Falsification - intentional distortion or substitution of information, statements, data, including the provision of a fake medical certificate; unauthorized access to the database of educational achievements of learners; forgery of educational documents, reports; forgery of grades and signatures in the grade book; correction of grades in works and documents.

5.6 Illegal use of technical devices and dissemination of information with their help during the performance of the evaluated works, unauthorized hidden video or audio recordings.

6. Rights and obligations of participants of the educational process

6.1 The learner has the right to:

- 1) get acquainted with these Rules;
- 2) freely express own opinion in the learning process, receive and disseminate academic information. These freedoms are associated with the need to comply with ethical norms and restrictions provided for by the legislation of the Republic of Kazakhstan, including in the interests of protecting national security, territorial integrity, public order, reputation and rights of others, etc .;

- 3) be protected by all legal means from unfounded accusations of violating the principles of academic honesty.

6.2 The learner is obliged to:

- 1) follow the policy of the studied courses, described in the educational documents;

- 2) strictly observe academic honesty when performing academic assignments and research work;

- 3) use valid and reliable sources of information;

- 4) independently perform all types of evaluated works with obligatory links to sources of educational and scientific information;

- 5) comply with the norms of the Code of Corporate Ethics and the University Internal Regulations.

6.3 The teaching staff has the right to:

- 1) require learners to comply with the course policy and adhere to the principles of academic honesty;

- 2) freely express own opinion in the teaching process, receive and disseminate academic information. These freedoms are associated with the need to comply with ethical norms and restrictions provided for by the law of the Republic of Kazakhstan, including in the interests of protecting national security, territorial integrity, public order, reputation and rights of others, etc.;

6.4 The teaching staff is obliged to:

- 1) formulate the policy of the taught courses in educational documents and familiarize learners with it;

- 2) follow the principles of academic honesty;

- 3) provide methodological assistance to learners in choosing valid and reliable sources;
- 4) teach methods of registration of bibliographic description of information sources, including footnotes, references, references;
- 5) carry out academic control of knowledge in strict accordance with the evaluation policy adopted at the university;
- 6) conduct an examination of the evaluated works for compliance with the principles of academic honesty, including using automated programs to measure the uniqueness of the text;
- 7) comply with the norms of the Code of Corporate Ethics and the University Internal Regulations.

6.5 Educational support personnel have the right to:

- 1) receive accurate information about current tasks and the deadlines necessary for their high-quality implementation.

6.6 Educational support personnel of the university is obliged to:

- 1) comply with the Rules of academic honesty;
- 2) timely inform the participants of the educational process about changes and violations of these Rules;
- 3) ensure the timely registration of educational, protocol, reporting documentation based on the results of all types of control, final certification of learners, defense of graduation work.

6.7 Administrative and management personnel have the right to:

- 1) issue, within the limits of their authority, acts regulating the work of departments to ensure the principles of academic honesty and mandatory for all participants in the educational process;
- 2) participate in the work of any structural unit of the university to discuss and resolve issues related to its powers;
- 3) submit proposals for strengthening the policy of academic honesty to the collegial bodies of the faculty and the university for consideration.

6.8 Administrative and managerial personnel are obliged to:

- 1) follow the Rules of academic honesty;
- 2) monitor compliance with the principles of academic honesty by participants in the educational process;
- 3) coordinate corrective and preventive measures to strengthen the policy of academic honesty;
- 4) observe correctness in relation to all university employees and learners;
- 5) resolve conflict situations that arise when the facts of violation of academic honesty are revealed, in accordance with these Rules, the Code of Corporate Ethics, the University Internal Regulations, the norms of the legislation of the Republic of Kazakhstan;
- 6) oppose and show intolerance to violation of the principles of academic honesty at the university;
- 7) keep strict records of cases of violation of the principles of academic honesty and disciplinary measures taken;

- 8) comply with the norms of the Code of Corporate Ethics and the University Internal Regulations.

7. Procedures

7.1 In case of violation of these Rules, participants in the educational process are notified of the nature of the violation and the extent of disciplinary action.

7.2 In case of disagreement of the participants in the educational process, indicating a violation of the Rules of academic honesty or a disciplinary measure, an appeal is made, which must be drawn up in the form of an application and registered with the dean's office within 24 hours from the date of registration of the violation of the Rules of academic honesty.

The administration is responsible for the objective consideration of the materials submitted for the appeal.

7.3 In order to avoid plagiarism, all the evaluated works of learners are tested to identify the degree of originality of the work by means of automated programs. The order and procedure for verification is determined by the university.

8. Responsibility

8.1 Participants of the educational process bear moral and disciplinary responsibility for violating the principles of academic honesty.

Violations of the exam technology, the Code of corporate ethics, and the Rules of academic honesty are formalized by act in accordance with Appendix 1.

8.2 Works in which the principles of academic honesty have been violated will not be accepted or evaluated.

8.3 In case of violation of these Rules, such types of disciplinary sanctions as warning, reprimand, severe reprimand, dismissal from the university may be applied to employees.

8.4 A learner who has violated these Rules may be sent by the dean's decision to retake of the test procedure, attendance of the summer semester on a paid basis.

8.5 The dean of the faculty has the right to apply to the Ethics Council of KarU with a proposal to expel a student, to make a record of a violation of the principles of academic honesty in the Diploma Supplement of the graduate.

8.6 Ignorance of the Rules of academic honesty does not absolve from responsibility for their violation.

9. Procedure for approval and revision the Rules of the academic honesty

9.1 These Rules are approved at the Board meeting and are valid until they are canceled in the prescribed manner or by another authorized official of the university.

9.2 The rules may be revised in case of changes in the regulations governing educational activities in the Republic of Kazakhstan, the Charter, and the Code of Corporate Ethics of academician Y.A. Buketov KarU.

Approved at the meeting
Board of academician Y.A. Buketov KarU
(Protocol № 27 dated 08.11.2021)

**Емтихан өткізу барысындағы бұзушылықтар туралы
акті**

Күні, уақыты _____
Тобы _____
Білім алушының Т.А.Ә. _____
Пәні _____
Емтихан алушы _____

Емтихан өткізу барысында ҚарУ-дың академиялық әділдік қағидасын / Корпоративтік этика кодексін / Емтихан өткізу технологиясын бұзудың төмендегідей жағдайлары тіркелді:

| Бұзушылық түрі | Бұзушылық сипаты |
|---|--|
| 1) Ішкі тәртіпті бұзу | <input type="checkbox"/> Білім алушының немесе емтихан алушының емтиханға кешігіп келуі <input type="checkbox"/> Емтихан алушының болмауы <input type="checkbox"/> Емтиханның уақытылы басталмауы <input type="checkbox"/> Басқасы (сипаттау) _____ _____ _____ |
| 2) ҚарУ-дың этикалық нормаларының қағидаттарын бұзу | <input type="checkbox"/> Емтихандағы қарым-қатынас этикасын бұзу <input type="checkbox"/> Түсініспеушілік жағдайдың қалыптасуы <input type="checkbox"/> Басқасы (сипаттау) _____ _____ _____ |
| 3) ҚарУ-дың академиялық әділдік қағидасын бұзу | <input type="checkbox"/> Шпаргалкалар қолдану <input type="checkbox"/> Гаджеттер қолдану <input type="checkbox"/> Қосымша әдебиеттер, материалдар қолдану <input type="checkbox"/> Курстастарымен /жауап алу мақсатында/ сөйлесу <input type="checkbox"/> Басқасы (сипаттау) _____ _____ _____ |

Акт жасаған(дар):

Емтихан алушы-оқытушы
(Т.А.Ә, кафедрасын көрсету)

_____ (ҚОЛЫ)

Бұзушылықты тіркеген,
тексеруші тұлға
(Т.А.Ә, лауазымын көрсету)

_____ (ҚОЛЫ)

**Акт
о нарушениях в ходе проведения экзамена**

Дата, время _____

Группа _____

ФИО обучающегося _____

Дисциплина _____

Экзаменатор _____

В ходе проведения экзамена были зафиксированы нарушения технологии проведения экзамена / Кодекса корпоративной этики / Правил академической честности КарУ:

| Тип нарушения | Описание нарушения |
|---|--|
| 1) Нарушение внутреннего распорядка | <input type="checkbox"/> Опоздание обучающегося или экзаменатора на экзамен <input type="checkbox"/> Отсутствие экзаменатора <input type="checkbox"/> Несвоевременное начало экзамена <input type="checkbox"/> Другое (описать) _____ _____ _____ |
| 2) Нарушение принципов этических норм КарУ | <input type="checkbox"/> Нарушение этики общения на экзамене <input type="checkbox"/> Создание конфликтной ситуации <input type="checkbox"/> Другое (описать) _____ _____ _____ |
| 3) Нарушение принципов академической честности КарУ | <input type="checkbox"/> Использование шпаргалок <input type="checkbox"/> Использование гаджетов <input type="checkbox"/> Использование вспомогательной литературы, материалов <input type="checkbox"/> Общение с однокурсниками / списывание с целью получения ответа <input type="checkbox"/> Другое (описать) _____ _____ _____ |

Акт составил(и):

Преподаватель-экзаменатор
(указать ФИО, кафедру)

(подпись)

Проверяющее лицо,
зафиксировавшее нарушение
(указать ФИО, должность)

(подпись)