



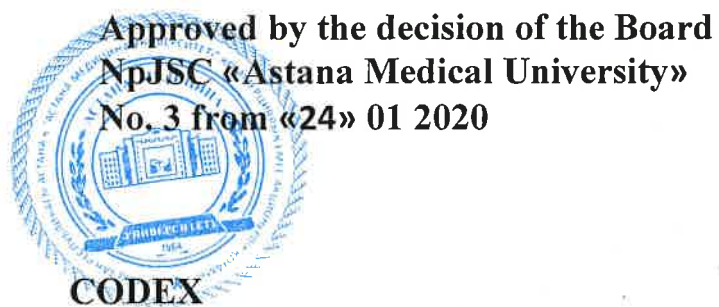
«Astana Medical University» NpJSC
Integrated management system

K-MYA-01-20

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Codex about academic honesty



ABOUT ACADEMIC HONESTY

K-MYA-01-20

Nur-Sultan city

Бағалау жинағы №3
31.01.2020.



PREDICTION

1	DEVELOPED BY:		Center of Planning, Organization and Control of Educational Process Center for Strategic Development
2	DEVELOPERS	–	Director of the Department of Organization and Quality Control of Educational Activities Bukeeva Zh.
		–	Head of the Center for Planning, Organization and Control of the Educational Process Utenova G.
			Head of the Strategic Development Center Omelyanchuk A.
3	EMBEDDED	–	Center for Planning, Organization and Control of the Educational Process Center for Strategic Development
of 4	APPROVED		"__" _____ 20__y.
5	INTRODUCED IN THE ACTION		"__" _____ 20__y.
6	AGREED	–	Vice-Rector for educational work Zhaksylykova G.
		–	Vice-Rector for economics Imanberdi K.
		–	Vice-Rector for clinical work Aipov R.
		–	Vice-Rector for scientific work Dauletyarova M.
		–	Head of the Rector's Office Askarov B.
7	PERIODICITY OF REVIEW	as needed	



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1 TERMS AND DEFINITIONS

1.1 The following terms and definitions are used in this Code of Academic Integrity:

Terms and conditions	Definitions
Academic integrity	is a set of values and principles of students and employees of the University, which sets standards of behavior in the development of educational programs and the implementation of educational activities, including when performing written works (tests, term papers, essays, theses, dissertations), expressing their position in the relationship between participants in the educational process, correct behavior during any educational activities. all forms of formative and ascertaining evaluation; full indication of original authorship and the right to own material; creation of a reliable work; protection of all types of intellectual property, including forms of intellectual and creative expression, as well as patents, registered owners of works, trademarks, moral and copyright rights.
Participants in the educational process	are students, faculty, administrative staff, and academic and support staff.
Assessed work	a work or task performed by students within the framework of current, milestone and final control to determine their academic achievements during a certain period of study (written work, control work, laboratory work, practical work, independent work, research work, tests, dissertation, diploma, project , etc.).
Plagiarism	<ul style="list-style-type: none">• is partial or complete attribution of materials from other sources without providing proof of authorship or specifying the source. Plagiarism can manifest itself in various forms:• quoting the source without using the appropriate punctuation (quotation marks) and/or without specifying the source;• paraphrasing the source without specifying the source;• using someone's ideas or arguments without referring to the author;• presenting a written work written in whole or in part or by another student;• presenting a coursework / thesis taken from the Internet;• presenting of a course a coursework, which was executed as a task for another course.
Collusion	<ul style="list-style-type: none">- to perform any evaluated work for a student;- replacing yourself with another student and replacing another student;- illegally replacing yourself with another teacher and replacing another teacher in classes, lectures and other



	forms of the educational process.
Cheating	<ul style="list-style-type: none">- copying evaluated work from other students;- re-submitting or submitting an already evaluated work;- providing false excuses in case of non-performance, late completion of the evaluated work;- performing the evaluated work by two or more students, в which does not include group work;- conscious assistance to other students: allowing them to cheat their evaluated work, hints, using cheat sheets, etc. textbooks, etc.;- presenting other people's evaluated works as their own;- distorting or inventing any information or citations in academic work. Examples include, but are not limited to: inventing a source, intentionally misquoting, or falsifying numbers or other data.
Falsification of grades, data of assessed work, documents	<ul style="list-style-type: none">- forgery of grades, results of evaluating answers to the task;- falsification of data (appending, entering, correcting), that is, measurements and results of observations of surveys, questionnaires, and other methods when performing research;- overestimating the grades of control of written test papers;- intentionally falsifying or damaging the evaluated work of another student;- providing deliberately forged documents, for example, providing falsified internship documents, fake medical certificates, etc.
Acquisition of graded work answers through dishonest means	<ul style="list-style-type: none">- transfer responses of answers during the execution of the evaluated work;- obtaining partial or complete material before the evaluated work is implementing with the help of another student, teacher or employee (test tasks with answers, exam tickets and tasks, tasks for a written exam);- receiving in any way the evaluated works for issuing them as their own (coursework, theses, master's theses, etc.);- providing in any way ready-made evaluated works (coursework, theses, master's theses, etc.);
Misuse of information or devices	<ul style="list-style-type: none">- use of information on electronic, digital, paper media, technical devices during the performance of control evaluated works, testing;- receiving any answers work to be evaluated by any means, including downloading via e-mail, computer, etc.;- taking out of the office and/or copying from the computer materials of the teacher concerning the work to be evaluated on paper and electronic media.

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Corruption	-bribery that is of a property or non-property nature, for the purpose of obtaining an academic advantage, as well as inducing and receiving bribes for the offered, promised or provided academic advantage; - hidden or veiled forms of extortion of money and material resources on the part of teaching staff for positive grades when passing intermediate and final control by students.	
Excess of authority	of authority abuse of official position and related to opportunities in order to obtain or extract personally or through intermediaries property (non-property) benefits and advantages for themselves or third parties.	

2. NORMATIVE REFERENCES


- Law of RK "On Education" No. 319-111 dated July 27, 2007;
- Law of the Republic of Kazakhstan "On Combating Corruption" from November 18, 2015 № 410-V Z RK;
- Law of the Republic of Kazakhstan "On Science" from February 18, 2011 № 407-IV;
- Order of the Minister of Education and Science of the Republic of Kazakhstan from October 31, 2018, No. 604 "On Approval of State Obligatory Standards of Education of all levels of education" registered with the Ministry of Justice of the Republic of Kazakhstan on November 1, 2018, No. 17669;
- Order of the Minister of Education and Science of the Republic of Kazakhstan from October 30, 2018 № 595 "On approval of the Model Rules of activity of organizations of education of corresponding types" registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17657;
- Order of the Minister of Education and Science of the Republic of Kazakhstan from April 20, 2011 № 152 "On approval of the Rules of organization of the educational process on credit technology of education" registered with the Ministry of Justice of the Republic of Kazakhstan on May 27, 2011 № 6976;
- Academic Policy approved by the decision of the Board of NpJSC "Astana Medical University" No. 11 from July 04, 2019, as amended and supplemented on October 01, 2019, No. 19.

3. GENERAL PROVISIONS

1.1 NpJSC "Astana Medical University" (hereinafter referred to as the University) declares intolerance to any manifestations of violation of the principles of academic integrity.

1.2 The University Code of Academic Integrity (hereinafter referred to as the Code) is a guide and set of corporate rules and principles for participants in the educational process: faculty, administrative staff, academic and support staff, students and their legal representatives (hereinafter referred to as participants).

1.3 This Code establishes the basic concepts and principles of academic

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integrity, the goals and objectives of their application, the rights and obligations of participants in the educational process, as well as defines the types of violations and the procedure for taking disciplinary measures.

1.4 The provisions of this Code may be revised in the event of changes in the regulations governing educational activities in the Republic of Kazakhstan, the Charter of the University and its development strategy, vision and revision of educational programs.

1.5 The provisions of this Code are developed in accordance with the current legislation of the Republic of Kazakhstan.

4. GOALS, OBJECTIVES, PRINCIPLES AND TRANSPARENCY

4.1 The main purpose of this Code is to establish regulations for academic integrity, create an academic atmosphere, and ensure that participants in the educational process comply with accepted standards and norms of academic policy and academic integrity.

4.2 Key objectives in the field of academic integrity:

4.2.1 assistance in improving the quality of training of specialists;

4.2.2 creating an enabling environment to ensure academic integrity.

4.3 The principles of academic integrity are:

4.3.1 conscientiousness is an honest, decent performance of evaluated and unappreciated types of educational tasks by participants in the educational process;

4.3.2 protection of the rights of the author and his legal successors – recognition of the authorship and protection of works that are subject to copyright, through the correct transmission of someone else's speech, thoughts and indication of sources and information in the evaluated works;

4.3.3 openness – transparency, mutual trust, open exchange of information and ideas between participants in the educational process; respect for the rights and freedoms of participants in the educational process – the right to free expression of opinions and ideas;

4.3.4 equality – each participant in the educational process ensures compliance with the rules of academic integrity and equal responsibility for their violation.

4.4 Transparency of the educational process:

4.4.1 the organization of the educational process at the University is based on the principles of openness, transparency, objectivity and ethical behavior;

4.4.2 The University administration implements measures to ensure transparency, openness and accessibility of the educational process.

5. TYPES НАРУШЕНИЙ OF ACADEMIC INTEGRITY VIOLATIONS

5.1 Types of violations of academic integrity of students:



- 1) plagiarism.
- 2) collusion.
- 3) deception.
- 4) falsification of estimates data of the work being evaluated, and documents;
- 5) purchasing / receiving responses to evaluated works in a dishonest way;
- 6) misuse of information or devices;
- 7) a manifestation of corruption.

5.2 Types of violations of academic integrity by faculty members:

- 1) plagiarism.
- 2) collusion.
- 3) deception.
- 4) falsification of estimates data of the work being evaluated, and documents;
- 5) sending responses to the evaluated works.
- 6) manifestation of corruption;
- 7) abuse of authority.

5.3 Types of violations of academic integrity by employees of educational support and administrative staff:

- 1) collusion.
 - 2) deception.
 - 3) falsification of estimates, data оцениваемой of the work being evaluated, and documents;
 - 4) sending responses to the evaluated works.
 - 5) manifestation of corruption signs;
 - 6) abuse of authority.
- 5.4. Works that violate the principles of academic integrity are not accepted or evaluated. In order to avoid plagiarism, all types of written works (term papers, theses, dissertations, etc.) of students are tested to identify the degree of originality of the work, including through specialized information systems and databases.

6. RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE EDUCATIONAL PROCESS WITHIN THE FRAMEWORK OF ACADEMIC INTEGRITY

6.1 Participants in the educational process have the right to:

6.1.1. get acquainted with this Code;

6.1.2. resolve conflict situations that arise in the process of identifying violations of academic integrity, in accordance with this Code, Academic Policy and Internal Regulations of the University, as well as in accordance with the current legislation of the Republic of Kazakhstan;

6.1.3. protect the interests of participants in the educational process on the part of the University, to preserve confidentiality during the proceedings on the fact of violation of academic integrity. Participants in the educational process



should not be harmed if they refuse to participate in processes that contradict the principles of academic integrity, or for conscientiously providing information that an actual or potential violation of academic integrity has occurred or may occur in the future;

6.1.4. receive assistance in learning how to use licensed information programs to check written works, dissertations, and projects for originality.

6.2 Participants in the educational process are deceived:

6.2.1. prevent any possible violation of the norms of this Code and ensure their strict compliance, including in accordance with job descriptions and internal regulations;

6.2.2. conduct an expert review of academic and research papers (essays, term papers, essays, practice reports, theses and dissertations, scientific articles) of students for compliance with the principles of academic integrity;

6.2.3. inform the University management (rector, vice-rectors) and parents or other legal representatives about each case of violation of the Code;

6.2.4. promote the implementation of the principles of academic integrity in the practice of their work;

6.3 In addition to the duties specified in clause 6.2 of this Code, the University faculty members are required to:

6.3.1. reflect and comply with the disciplines reflected in syllabuses and inform students about the forms of border control and assessment criteria; be responsible for filling out the pedagogical (electronic and paper) journal;

6.3.2. conduct explanatory work with students before they perform control measures on the observance of academic integrity;

6.3.3. inform the management about each case of violation of the Code.

6.4 In addition to the responsibilities specified in clause 6.2 of this Code, the University's teaching, support, and administrative staff are required to continuously maintain an environment of academic integrity. The AP is responsible for explaining the University's regulatory documents to faculty members, the University staff and students, and coordinates the implementation of measures provided for in this Code.

7. RESPONSIBILITY OF PARTICIPANTS IN THE EDUCATIONAL PROCESS

7.1 In case of violation of the provisions of this Code, the issue of liability is submitted for consideration to the Disciplinary Council, the Disciplinary Commission of the University by sending a submission with the attachment of relevant documents on the nature of the violation.

7.2 Participants in the educational process are subject to disciplinary liability for violating the principles of academic integrity and the provisions of this Code.

7.3 The University's academic and support staff, and administrative staff are responsible for identifying and preventing academic dishonesty.



7.4.1 In addition to violations specified in paragraphs 5.2 and 5.3 of this Code, academic staff, auxiliary and administrative staff shall also be held liable in cases: dissemination of information on the educational process that affects the assessment results of students and teaching staff.

7.4.2 failure to perform official duties aimed at ensuring the educational process.

7.5 For violation of the provisions of this Code, the following disciplinary penalties may be applied to participants in the educational process and recorded in their personal file:

7.5.1. note;

7.5.2. reprimand (written);

7.5.3. a severe reprimand.

7.5.4. deduction from the University;

7.5.5. dismissal from the University.

7.6. A disciplinary penalty is imposed by a decision of the Disciplinary Committee.

7.7. A disciplinary penalty in the form of expulsion and dismissal from the University is issued by the order of the rector/authorized person.

7.8. For the purpose of educational impact, the decision to apply a disciplinary penalty must be announced among students, as well as brought to the attention of the student's parents.

7.9. Participants in the educational process are subject to expulsion/dismissal from the University:

7.9.1. for the appearance of corruption;

7.9.2. for participation in hacker attacks, disabling (hacking), as well as the use of other actions aimed at destabilizing and normal operation of the University's information systems, confirmed by relevant documents of law enforcement and judicial authorities;

7.9.3. for involvement (action/omission) and / or establishing the fact of increasing the score when passing exams (or other tests) in the University's information systems.

7.10 At the same time, the basis for deduction is the supporting documents/facts/data of the relevant structural unit (s) of the University about the change/increase in points when passing exams (or other tests) in the University's information systems for students.



Лист согласования

№ п/п	Должность	Ф.И.О.	Дата согласования	Подпись
1	Проректор по учебно-воспитательной работе	Жаксылыкова Г.А.	17.01.2020	
2	Проректор по экономике	Иманберді Қ.Б.		
3	Проректор по клинической работе	Аипов Р.Р.	21.01.2020	
4	Проректор по научной работе	Даулетьярова М.А.	17.01.2020	
5	Руководитель аппарата ректора	Аскарар Б.Б.		15.01.2020
6	Начальник управления рисками и антикоррупции	Керимкулов Ш.	с 15.01.2020 15.01.2020	
7	Директор департамента организации и контроля качества образовательной деятельности	Букеева Ж.К.	09.01.2020	
8	Директор департамента работы со студентами	Габдильяшимова З.Т.	09.01.2020	
9	Начальник отдела менеджмента качества	Жилкибаева К.Т.	14.01.2020	
10	Начальник юридического отдела	Шайкенов А.Т.	13.01.2020	
11	Руководитель Центра стратегического развития	Омельянчук А.С.	08.01.2020	
12	Руководитель центра планирования, организации и контроля учебного процесса	Утенова Г.М.	09.01.2020	
	<i>Исполнительный директор</i>	<i>Кулибаев И</i>	<i>09.01.2020</i>	<i>Кулибаев И</i>

Согласовано 17.01.2020 г.

*Главный специалист
переводчик английского
языка*

Алирахметова Н.Е.

Алиф



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