



**Approved by decision of the Board  
Astana Medical University NCJSC  
No. 18 dated August "23", 2024**

## **CODE OF UNIVERSITY**

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## **CODE OF ACADEMIC INTEGRITY**

**K-MYA-01-24**



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## 1. TERMS AND DEFINITIONS

Terminology and Definitions used in this code of academic integrity:

<b>Terms</b>	<b>Definitions</b>
<b>Academic integrity</b>	A set of values and principles upheld by students and staff of the University that establishes standards of conduct in the context of educational programs and activities, including online learning. This encompasses appropriate behavior during the completion of written assignments (such as examinations, term theses, essays, graduation theses, etc.), the expression of personal viewpoints in interactions among participants in the educational process, and adherence to proper conduct during all forms of assessed work, including both formative and summative evaluations. Academic integrity also involves full acknowledgment of original authorship and the rights to one's own material, the creation of authentic work, and the protection of all forms of intellectual property. This includes intellectual and creative expressions, patents, registered designs, trademarks, moral rights and copyrights
<b>Participants of educational process</b>	Students, faculty members, University employees.
<b>Student</b>	An individual receiving education at any level of educational system.
<b>Faculty members</b>	Teaching personnel of University.
<b>Employee</b>	Employee of University
<b>Documentary control</b>	A form of oversight conducted through the examination and analysis of documents to verify their authenticity, accuracy and originality aimed at preventing falsification and plagiarism.
<b>Assessed work</b>	Any task or assignment completed by students, including those conducted in a distance learning format, within the framework of ongoing, interim, or final assessments to evaluate academic achievements during a specific period of study. This includes written assignments, examinations, laboratory work, practical work, independent work, research projects, tests, dissertations, theses, projects, and more.
<b>Object of assessment</b>	Any item of information that is subject to assessment by an individual authorized to assess knowledge, skills, competencies or determine the presence or absence of certain facts or qualities within the academic activities, and is recognized as valid and capable to generate specific legal consequences.
<b>Digital literacy</b>	Skills and knowledge required to effective and safe use application of any digital technology, including AI.
<b>Artificial Intelligence (AI)</b>	Systems capable of modeling human cognitive processes through machine learning and algorithms.
<b>Generative AI models</b>	Algorithms that generate new content based on training data, such as text, video, audio or images.
<b>Hallucinated data</b>	Incorrect, misleading or distorted data generated by AI model.
<b>Confidentiality of information</b>	Protection of personal data and any personal information that an individual (information owner) wishes to keep private or restrict access to from unauthorized access, use or disclosure
<b>Online proctoring</b>	A system of identity verification and online examination results confirmation.
<b>Proctor</b>	Individual observing the progress of midterm examination, interim and final assessment.
<b>Violations of proctoring routine</b>	<ul style="list-style-type: none"><li>– turn off and restart one's computer;</li><li>– log in system from different computer, cell phone, tablet, etc.;</li></ul>



**during interim and final assessment**

- suspend tests ("Exit" button pressing in "Examination application" module, MOODLE, etc.);
- use cheat sheets, cell phones, earbuds, etc.;
- switch browser tabs;
- talk on the phone;
- leave your seat during an examination;
- share your login and password with third party;
- take an examination on behalf of someone else;
- log in off-schedule, take an early or late examination

## **2. REGULATORY REFERENCES**

1. Code of the Republic of Kazakhstan No. 360-VI 3PK dated July 7, 2020 "On Public Health and Healthcare System"
2. Law of the Republic of Kazakhstan No. 319-111 dated July 27, 2007 "On Education" (as amended and supplemented as of June 16, 2024);
3. Law of the Republic of Kazakhstan No. 407-IV dated February 18, 2011 "On Science" (as amended and supplemented as of May 21, 2024);
4. Law of the Republic of Kazakhstan No. 410-V 3PK dated November 18, 2015 "On Combating Corruption" (as amended and supplemented as of April 19, 2024);
5. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595 "On Approval of the Standard Rules for the Activities of Higher and Postgraduate Education Organizations" registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018, under No. 17657 (as amended and supplemented as of October 12, 2023);
6. Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011 "On Approval of the Rules for Organizing the Educational Process under the Credit Technology of Education in Higher and/or Postgraduate Education Institutions" registered with the Ministry of Justice of the Republic of Kazakhstan on May 27, 2011 under No. 6976 (as amended and supplemented as of April 29, 2024);
7. Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137 dated March 20, 2015 "On Approval of the Requirements for Educational Institutions Providing Distance Learning and the Rules for Organizing the Educational Process through Distance Learning and Online Learning in Higher and/or Postgraduate Education Institutions" registered with the Ministry of Justice of the Republic of Kazakhstan on April 22, 2015 under No. 10768 (as amended and supplemented as of May 21, 2024);
8. Charter of the Astana Medical University NCJSC;
9. Charter of the League of Academic Integrity;
10. Academic Policy approved by the decision of the Board of the Astana Medical University NCJSC No. 35 dated December 08, 2023.
11. Guidelines for Use of Artificial Intelligence in Academic Activities. League of Academic Integrity, Astana 2023. S.G. Pen, N.N. Makhanbayeva et al. Minute No.1 dated January 09, 2024.

## **3. GENERAL PROVISIONS**

12. The Astana Medical University NCJSC as a member of the League of Academic Integrity (hereinafter – the University) proclaims intolerance to any manifestation of academic integrity violation principles.
13. The purpose of the Code of Academic Integrity (hereinafter referred – the Code) is to establish a framework for academic integrity, foster an academic environment and ensure that participants in the educational process adhere to the accepted standards of Academic Policy and academic integrity across various learning formats.



14. The objectives in the field of academic integrity are to contribute to the improvement of the quality of training of specialists, scientific and pedagogical personnel, the creation of favorable conditions to ensure academic integrity, both in traditional education, and in distance or mixed formats, regulation of the use of generative artificial intelligence in education and research, prevention of academic integrity violations.

15. This Code serves as a guide and a set of corporate rules and principles for participants in the educational process, including faculty members, University staff, students, and their legal representatives (hereinafter referred to as "participants").

16. This Code establishes the basic concepts and principles of academic integrity, the goals and objectives of their application, the rights and obligations of participants of the educational process, including in the format of distance learning, as well as determines the types of violations and the procedure for taking disciplinary action.

17. This Code regulates the transparency of the educational process: the organization of the educational process at the University is implemented on the principles of openness, transparency, objectivity and norms of ethical behavior; the University administration implements measures to ensure transparency, openness and accessibility of the educational process.

18. The provisions of this Code may be revised in case of changes in the normative acts regulating educational activities in the Republic of Kazakhstan, the University Charter and its development strategy, vision and revision of educational programs.

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

#### 4. PRINCIPLES OF ACADEMIC INTEGRITY

The basic principles of academic integrity of students in the educational process are:

20. **integrity** – is the honest, decent performance by learners of assessed and unassessed works: exercise of protection of the rights of the author and his/her successors – recognition of authorship and protection of works that are the subject of copyright through the correct transmission of other people's speech, thoughts and indication of sources of information in assessed works;

21. **openness** – transparency, mutual trust, open exchange of information and ideas between students and teachers;

22. **respect for the rights and freedoms of learners** – the right to freely express the opinions and ideas of learners;

23. **equality** – the obligation of each student to comply with the rules of academic integrity and equal responsibility for their violation;

24. **truthfulness** – avoiding deception, lying and falsification of documents in any situation;

25. **credibility** – providing information that is consistent with reality, making scholarly statements based on facts, empirical data, and objective judgment;

26. **accountability** – following the policy of academic integrity, avoiding situations entailing academic integrity violation;

27. **objectivity** – making a decision based on objective data without bias and subjective attitude;

28. **fairness** – ensuring that the rights and responsibilities of members of the University's academic community are strictly observed and that academic integrity violations are dealt with fairly;

29. **zero tolerance for academic integrity violations** – recording and reviewing each academic integrity violation and taking action against violators in accordance with the Code

**Principle 1.** Academic integrity is a key value of every participant in the educational process and research.

**Principle 2.** Each participant in the educational process and research ensures compliance with clear, fair and objective standards of academic integrity, citation rules and behavior.

**Principle 3.** Each participant in the educational process and research is responsible for ensuring that all written work, regardless of its nature, content, and scope, submitted for academic and/or research purposes is subject to mandatory plagiarism checks.





**Principle 4.** Each participant in the educational process and research ensures accountability for his/her violation of the principles and standards of academic integrity.

**Principle 5.** The University, represented by the faculty, makes higher demands on students within its system of fair and objective assessment of learning outcomes.

**Principle 6.** The University provides only the best with the opportunity to complete their studies.

**Principle 7.** The University is responsible for the quality of training confirmed by its diploma.

**Principle 8.** The University ensures high responsibility of the faculty member as a mentor, instilling principles and standards of academic integrity, mutual respect and fairness.

**Principle 9.** The University recognizes that the promotion and protection of academic integrity is the result of the mutual efforts of all learners and staff.

**Principle 10.** Each participant in the educational and research process of the University undertakes to fulfill in good faith the obligations imposed on him. He understands that he may be expelled from the organization for violations and/or failure to comply with the principles of the Code of Academic Integrity.

## **5. RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS IN THE EDUCATIONAL PROCESS WITHIN THE FRAMEWORK OF ACADEMIC INTEGRITY**

### **30. Participants of the educational process shall have the right:**

- 1) to familiarize themselves with the present Code;
- 2) to demand from the participants of the educational process to comply with the basic principles of academic integrity;
- 3) to freely express their own opinion in the process of education, to freely receive and disseminate scientific, educational information and ideas, subject to ethical standards and restrictions, which are provided by the legislation of the Republic of Kazakhstan in the interests of national security, public order, protection of reputation and rights of others and this Code;
- 4) to receive information concerning any changes and/or innovations in the documents regulating relations in the sphere of academic integrity;
- 5) to protect the interests of participants of the educational process on the part of the University, maintaining confidentiality during the proceedings on the fact of academic integrity violation. Participants of the educational process should not suffer, in case of refusal to participate in proceedings contrary to the principles of Academic Integrity, or for good faith presentation of information that an actual or potential academic integrity violation has occurred or may occur in the future;
- 6) Receive accurate information about current assignments and deadlines necessary for quality completion.
- 7) to resolve conflict situations arising in the process of identifying the facts of academic integrity violation, 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;
- 8) to receive assistance in learning how to use licensed information programs to check written works, dissertations, projects for originality;

### **31. Participants of the educational process are obliged:**

- 1) prevent any possibility of violating the norms of this Code and ensure their strict observance;
- 2) use reliable and trustworthy sources of information, correctly use citations in academic and scientific works and refer to the original source;
- 3) to observe the norms of professional ethics in communication with all participants of the educational process;
- 4) to inform the University administration about every case of violation of the Code;
- 5) to promote the implementation of the principles of academic integrity in the practice of their work.

### **32. In addition to the obligations specified in paragraph 31 of this Code, students are obliged:**

- 1) independently perform all types of assessed work, unless otherwise provided by the evaluation criteria;
- 2) require evaluation in strict accordance with the criteria for evaluation of the discipline, with which he was familiarized earlier.



3) to familiarize and sign the form of familiarization with the Code of Academic Integrity (Appendix 1).

**33. Faculty members are obliged to:**

- 1) independently develop the teaching and methodological complex of disciplines according to the current academic and scientific achievements, current normative and legal acts and internal regulatory documents of the University;
- 2) reflect and comply with the information about methods and criteria of evaluation, proctoring procedure and responsibility during its implementation at the midterm examination, interim and final assessment reflected in the discipline curriculum;
- 3) to bring to the attention of students' information about the calendar-thematic plan of the discipline, methods and criteria of evaluation on the first day of training, according to the approved schedule;
- 4) be responsible for filling in the electronic pedagogical log;
- 5) to carry out explanatory work with students, before the implementation of their control activities on the issues of academic integrity;
- 6) strictly observe the requirements of information security and confidentiality when working with the materials of all types of control of academic achievements;
- 7) to teach the search and selection of reliable and trustworthy sources, and how to use footnotes, references; citation rules based on international recommendations.
- 8) to comply with the requirements of confidentiality with regard to the materials of midterm examination, interim and final assessment;
- 9) sign an informed consent on non-disclosure of confidential information (Appendix 2).

**34. A University employee shall:**

- 1) coordinate the work on taking measures provided by this Code in case of violation of the norms of the Code of Academic Integrity;
- 2) strictly observe the requirements of information security and confidentiality when working with the materials of all types of control of academic achievements;
- 3) keep records of cases of violation of the principles of academic integrity;
- 4) to issue within its authority acts regulating the work of departments to ensure the principles of academic integrity and mandatory for all participants of the educational process.
- 5) to comply with the requirements of confidentiality in relation to the materials of midterm examination, interim and final assessment.
- 6) sign an informed consent on non-disclosure of confidential information (Appendix 2).

**35. All participants of the educational process shall not allow:**

- 1) the use of any cell phones and other transmitting, receiving electronic devices: smartphones, communicators, tablets, laptops, various players, multifunctional watches, wireless headphones and other illegal ways of receiving information and/or transmitting it to someone else during the examination/midterm examination, regardless of the form of the examination;
- 2) cheating and asking for help from other students during an examination/midterm examination, or providing data or assistance to another person during an examination/midterm examination;
- 3) abetting the commission of acts contrary to these rules;
- 4) falsifying facts and falsification (attempting to pass incorrect data as true, falsifying grades or answers to assignments, falsifying notes, signatures in documents, etc.);
- 5) selling or otherwise helping to buy and/or sell assignments, answers to assignments, finished works;
- 6) lobbying the interests of specific individuals in order to influence/pressure the process of evaluation of students, the results of the competition (for vacant grants, scholarships, competitive selection of faculty, staff of the University, etc.);

**36. All participants of the educational process have the right to defense by all legal means against unjustified accusations of violation of the Code.**

## **6. TYPES OF ACADEMIC INTEGRITY VIOLATIONS**





This Code provides for the following types of academic integrity violations:

37. **Plagiarism** – use and (or) appropriation of text, ideas, hypotheses, conclusions, methods, research results, graphs, codes, pictures or works of other authors without reference to the author and source of borrowing, as well as the use of text of other authors with synonymous replacement of words and expressions without changing the meaning, including the use of text translated from another language, as well as the use of technical means and techniques in order to reduce or eliminate the possibility of detection of plagiarism.

Plagiarism occurs if the student:

- 1) directly copies one or more sentences from the written work of another person without proper citation. This rule also applies to copying material from the Internet or other electronic sources;
- 2) changes words but copies sentence structure without citing the original source, or paraphrases one or more paragraphs with similar meaning without citing the source, or uses graphs, drawings, blueprints, schematics and other video or audio materials without citing the source and/or without the author's consent;
- 3) translates academic papers into another language and uses as his/her own material;
- 4) presents false or altered information in any academic assignment, which may include making up data for an experiment, changing data, referring to non-existent articles, fictitious sources, etc.
- 5) Turns in work that has been fully or partially completed by another learner and passes it off as his/her own work;
- 6) uses special writing services, the services of other students to write a paper, or uses a translation from a foreign language and passes off the material as his own original work.

38. **Autoplagerism** is the use of one's own material, factual and numerical data without citing oneself and/or the source of one's own quotations. Autoplagerism can manifest itself as:

- 1) reuse of own work: learners may insert whole fragments from their previous essays, term papers or theses into new assignments without citing the source.
- 2) Minimal changes: if a learner makes minor changes to the text, this is also considered as autoplagerism. For example, replacing several words with synonyms or rearranging sentences.
- 3) self-repetition, where learners may repeat their own ideas or phrases in different papers.
- 4) lack of attribution: using one's own ideas without indicating that it is one's own work.

39. **Copying** – copying another person's work, presenting it as one's own. Cheating occurs when a person:

- 1) obtains or provides unauthorized access to examination materials;
- 2) uses cheat sheets, cell phones, books, calculators, or other materials/devices during the examination without the instructor's permission;
- 3) cheats from another student's examination sheet with or without the student's permission, or allows another student to cheat from his/her own examination sheet;
- 4) hinders or interferes with the work of other students during the performance of tasks;
- 5) gives a false reason for requesting an extension of the deadline for the examination or written work;
- 6) continues to write the work when the time of the examination has already expired;
- 7) talks during the examination;
- 8) asks another student to perform an examination task or test for him/her;
- 9) commits any other act that gives a learner an unfair advantage on an examination or on any graded task;
- 10) aids and abets or organizes the commission of any of the acts described above.

40. **Falsification of documents** is one of the forms of academic fraud, which deliberately leads to the distortion of any information about the student. Falsification occurs when:

- 1) falsifying grades, results of assessing answers to the task;
- 2) falsifying data (adding, inserting, correcting), i.e. measurements and results of observations of a survey, questionnaire and other methods when conducting research;
- 3) inflating grades of written tests;
- 4) intentionally falsifying or damaging the assessed work of another student;
- 5) providing knowingly forged documents, for example, providing falsified documents on completing an internship, a fake medical certificate, etc.;



6) manipulating research materials, equipment, images, illustrations or processes, as a result of which the research materials in the dissertation are distorted.

41. **Forgery** is the submission by a student of academic work completed in whole or in large part by another person as his own work, or the deliberate provision of his work to another person for a fee or free of charge.

**42. Cheating**

- 1) passing an examination for one student instead of another;
- 2) re-submission, submission of already assessed work;
- 3) providing false excuses in case of non-completion or untimely completion of assessed work;
- 4) completion of assessed work by two or more students, which does not provide for group work;
- 5) deliberate assistance to other students;
- 6) allowing copying from one's assessed work, prompts, use of cheat sheets, cell phones, earphones, textbooks, etc.;
- 7) submitting other people's assessed work as one's own;
- 8) distortion or fabrication of any information or citation in an academic work;
- 9) using generative intelligence data in examination papers, including hallucinated data;
- 10) Examples include, but are not limited to: inventing a source, deliberately misquoting or falsifying numbers or other data.

**43. Collusion**

- 1) transferring one's login and password to other persons;
- 2) performing any assessed work for a student;
- 3) replacing oneself with another student and replacing another student;
- 4) illegally replacing oneself with another teacher and replacing another teacher in classes, lectures and other forms of the educational process.
- 5) transferring answers to assessed works; 44.

**44. Corruption**

- 1) bribery of a material or non-material nature, in order to obtain an academic advantage, as well as inducing and receiving a bribe for an offered, promised or provided academic advantage;
- 2) hidden or veiled forms of extortion of money and material resources by the faculty/administrative and administrative personnel/educational and support personnel for positive grades during midterm and final assessments by students, including through the proctoring procedure.

45. Unauthorized access to and distribution of confidential information, such as examination materials, test questions and other materials, for the purpose of obtaining a benefit.

46. Disruption of classroom activities, midterm examination, interim and final assessment – any action or behavior aimed at disrupting a lesson or examination.

This list of types of academic integrity violation is not exhaustive and may be supplemented as necessary. Academically inappropriate behavior includes any behavior that provides a student with an unfair advantage or affects the results of another student.

**47. Misuse of information or devices:**

- 1) use of information on electronic, digital, paper media, including data of generative artificial intelligence and hallucinated data;
- 2) technical devices during the performance of control assessed works, testing;
- 3) receiving any responses to the assessed work by any means, including downloading via e-mail, computer, transferring one's login and password, etc.;
- 4) removing from the office and/or copying from the computer materials (including using the login and password) of the teaching staff, related to the assessed work on paper and electronic media.

**7. DISCIPLINARY SANCTIONS FOR ACADEMIC INTEGRITY VIOLATIONS**

48. All participants in the educational process bear disciplinary responsibility for violating the principles of academic integrity and the provisions of this Code.



49. Disciplinary action shall be taken against a student by a decision of the Disciplinary Council upon the recommendation of the School;
50. Disciplinary action shall be taken against the faculty and staff of the University by a decision of the Disciplinary Commission.
51. Disciplinary action in the form of expulsion and dismissal from the University shall be formalized by an order of the Rector/authorized person.
52. For educational purposes, the decision to apply a disciplinary action shall be announced to students and shall also be communicated to the parents of the student.

## **8. PROCEDURES TO BE FOLLOWED IN CASE OF ACADEMIC INTEGRITY VIOLATIONS**

53. In determining the appropriate sanction, the following factors may be considered in each case:
- 1) the nature of the violation and the incident itself;
  - 2) the significance of the assignment(s) in question to the course or programme;
  - 3) evidence of the intent or lack thereof of the respondent in committing the violation;
  - 4) the impact or consequences of such conduct on the image of the University, the University community and the learning environment therein;
  - 5) the student's previous history of misconduct, including his or her academic integrity or history of misconduct, or lack thereof, both at the University and elsewhere;
  - 6) the level of support for an educational environment conducive to honest learning and knowledge;
  - 7) any mitigating, aggravating or compelling circumstances to achieve a fair and appropriate resolution in each case, including the respondent's demonstration of an understanding of the consequences of the violation.
54. Academic integrity violations may be identified:
- 1) during the educational process;
  - 2) during current (assessment) and final examination (interim assessment/examination session);
  - 3) during final assessment (state/comprehensive examinations, defense of final theses);
  - 4) during research work and evaluation of its results;
  - 5) during competitive procedures.
55. Possible disciplinary sanctions include the following:
56. **Warning** – a measure applied by the University to students who have violated academic integrity for the first time. Violations include, but are not limited to, the following facts:
- 1) disruption of classroom activities, midterm examination, interim and final assessment (random, unsystematic, non-gross violation: talking; turning; prompting, unreasonable distraction of the examiner);
  - 2) detection of mobile phones and other transmitting and receiving electronic devices: smartphones, communicators, tablets, laptops, various players, multifunctional watches, wireless headphones and other illegal means of obtaining information before starting to complete assignments/work submitted for midterm examination, interim and final assessment;
  - 3) working in pairs with another student while completing small assignments, if working in pairs is not provided;
  - 4) lack of footnotes or proper references to sources in a small section of the assignment; use of an idea or general argument without reference to the quoted text;
  - 5) erroneous omission of quotations without prior violation.
57. A student may be given no more than two verbal warnings from a teacher, proctor and/or examiner during one midterm examination, interim or final assessment.
58. Procedure for applying measures in case of violations. If a student receives a third warning from an examiner during one midterm examination, interim or final assessment, an Academic Integrity Violation Report (Appendix 3) is drawn up, signed by the teacher/examiner/proctor or a specialist from the Educational Process Quality Audit Group. In this case, a student who has violated the provisions of this Code is allowed to complete the assignments/work submitted for midterm examination, interim or final assessment.



59. The violation record is forwarded to the dean/compliance officer for registration of the violation in a special log (Appendix 4, 5) and submission of this case for consideration by the Disciplinary Council by a memo from the dean/compliance officer addressed to the chairman of the Disciplinary Council. A copy of the report and the decision on disciplinary action is filed in the student's personal file and entered into the transcript.

60. **Reprimand (Severe Reprimand)** entered into the transcript is applied in the case of serious academic integrity violations. Violations include, but are not limited to, the following facts:

- 1) plagiarism – direct quotation or paraphrasing within moderate limits, without indicating the source or using quotation marks, using data or explanatory materials for laboratory reports without proper indication of the source or participants in the work;
- 2) cheating – submitting work that is a copy or a significant part of another work, in order to satisfy the requirements of more than one lesson without the permission of the teacher to whom the work is submitted for the second or subsequent time;
- 3) copying assessed work from other students during midterm examination, interim and final assessment (as well as using hints, including during oral responses, using cheat sheets, pre-prepared answer forms, textbooks and other sources (primary sources, maps, diagrams, tables), a computer, tablet, telephone and/or other technical/printed means during the assignment, copying by one student of the work of another student);
- 4) copying from the examination sheet of another student during the examination, talking or continuing to write the work after the examination time has expired;
- 5) facilitating cheating during the examination;
- 6) unauthorized use of information or devices – detection of mobile phones and other transmitting, receiving electronic devices: smartphones, communicators, tablets, laptops, various players, multifunctional watches, wireless headphones and other illegal ways of obtaining information **during the performance** of tasks/work submitted for midterm examination, interim and final assessment;
- 7) failure to comply with the procedure for indicating other persons performing tasks or a project, for example, when providing assistance in research, statistical analysis, computer programming, collecting field data, written work, if such assistance was an integral part of the task;
- 8) in the presence of two previously issued disciplinary sanctions "Warning" of the Disciplinary Council.

61. **Procedure for applying measures in case of violations.** In case of detection of such violations, an Academic Integrity Violation Report (Appendix 3) is drawn up, signed by the teacher/examiner/proctor or a specialist of the educational process quality audit group.

62. The Academic Integrity Violation Record with the relevant material evidence and copies of the students' work is submitted to the dean/compliance officer for registration of the violation in a special log (Appendix 4, 5) and submission of this case by a memo for consideration by the Disciplinary Council by a memo from the dean/compliance officer addressed to the chairman of the Disciplinary Council. A copy of the report and the decision on disciplinary action is filed in the student's personal file and entered into the transcript.

63. Students who have committed violations are also subject to disciplinary measures such as cancellation of the grade for academic work, re-submission of written work, re-taking of the midterm, interim examination, retention for the summer semester on a paid basis if the violation was recorded during the re-examination, and informing parents.

64. **Expulsion from the University** shall be applied in case of serious academic integrity violations. Violations include, but are not limited to, the following facts:

- 1) repeated violations for which the disciplinary sanction "Reprimand/Severe Reprimand" was imposed;
- 2) collusion – presenting the work of another person as one's own work in the performance of any academic assignment (with or without a grade), examination, academic work, master's thesis, doctoral dissertation, scientific article intended for publication, working paper or report for a conference or any other written work submitted as one's own work; transferring one's login and password to other persons;
- 3) replacing oneself with another student and replacing another student;
- 4) falsifying grades, assessed work data, documents;
- 5) intentionally forging or damaging the assessed work of another student;



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6) providing knowingly forged documents, for example, providing falsified documents on completing an internship, a fake medical certificate, etc.;

7) corruption violations – bribery of faculty, administrative and management staff, of a property or non-property nature, in order to obtain an academic advantage, as well as inducement for an offered, promised or provided academic advantage;

8) academic integrity violation, such as falsifying a grade sheet, stealing examination materials from a professor or from a University office, purchasing stolen examination materials, falsifying a grade sheet, distorting records of work done at the University;

9) participation in hacker attacks, disabling (hacking) and using other actions aimed at destabilizing and normalizing the University's information systems.

**65. Procedure for applying measures in case of violations.** In case of detection of such violations, an Act of Academic Integrity Violation (Appendix 3) is drawn up, signed by the teacher/examiner/proctor and/or specialist of the educational process quality audit group, as well as employees of other structural divisions of the University.

66. The Academic Integrity Violation Record with the relevant material evidence and copies of the students' work is submitted to the dean/compliance officer for registration of the violation in a special log (Appendix 4, 5) and submission of this case for consideration by the Disciplinary Council by a memo from the dean/compliance officer to the chairman of the Disciplinary Council. A copy of the report and the decision on disciplinary action is filed in the student's personal file and entered into the transcript.

**67. If expelled from the University for violating academic integrity, the student does not have the right to be reinstated in the Astana Medical University NCJSC.**

68. Violations of the principles of academic integrity by the faculty and employees of the University departments shall be considered by the Disciplinary Commission.

69. If violations by the faculty and employees of the University are recorded, the person who identified the violation shall draw up a memo (Appendix 6) and send it to the Chairman of the Disciplinary Commission/compliance officer for an internal investigation. The results of the internal investigation shall be sent to the Chairman of the Disciplinary Commission. For violation of the provisions of this Code, disciplinary sanctions may be applied to participants in the educational process (faculty, University employees) in accordance with the Regulation on the Disciplinary Commission.

70. The faculty and employees of the University shall be held liable in the following cases:

- 1) dissemination of information on the educational process that affects the results of student assessment;
- 2) failure to perform official duties aimed at ensuring the educational process.
- 3) hidden or veiled forms of extortion of money and material resources for positive grades when passing midterm and final assessments by students, including under the proctoring procedure;
- 4) fraud, falsification of data when students complete assessed work, sale of material intended for assessing students' knowledge, master's and doctoral dissertations, and research projects.

71. The organization of the work of the Disciplinary Commission and the Disciplinary Council for reviewing the responsibility of students is regulated by the relevant provisions of the University.

## **9. REVIEW, MODIFICATION, RETENTION AND DISTRIBUTION**

72. The revision (updating), introduction of amendments, storage and distribution of this Code shall be carried out in accordance with the requirements of the Company's standard "Document Management".

73. The original of this Code shall be registered and stored in the Center for Quality Assurance.

74. A scanned version of this Policy shall be posted on the Company's server computer in a public folder, as well as on the Company's website in the "Student" and "Employee" sections.

75. The recorded printed copies of this Code shall be distributed, if necessary:

- 1) to all vice-rectors;
- 2) to all structural divisions of the Company.

76. This Code of Academic Integrity shall apply to legal relations that arose from September 1, 2024.



**Appendix 1.**

"Code of Academic Integrity Familiarization Sheet" Form

**Code of Academic Integrity Familiarization Sheet**

I, ( \_\_\_\_\_ ), am a student of group No. \_\_\_\_\_, School of \_\_\_\_\_  
*(Full name)*

hereby confirm that:

I have read the code of academic integrity of the Astana Medical University NCJSC, which was provided to me in electronic form and posted on the official website of the University.

I understand and accept the provisions of this code.

I undertake to comply with the norms and rules set forth in the code of academic integrity in the course of my studies and non-academic activities.

Date:

Signature:





**Appendix 2.**

"Informed Consent to Non-Disclosure of Confidential Information" Form

**Informed consent for non-disclosure of confidential information**

**1. Definition of confidential information:**

Confidential information within the framework of this agreement shall be recognized as all materials related to midterm examination, interim and final assessments, including, but not limited to:

- Examination tickets
- Test assignments
- Tests and coursework
- Midterm and final assessments
- Assignment keys

**2. Obligations:**

I, \_\_\_\_\_, hold the position \_\_\_\_\_  
in \_\_\_\_\_  
*(name of the department/structural unit)*

\_\_\_\_\_, hereby  
commit to:

- Not to disclose or transfer confidential information to third parties without the written consent of the University management
- To use confidential information exclusively for the performance of my official duties.
- To take all necessary measures to protect confidential information from unauthorized access, modification, disclosure or destruction.

**3. Term of the agreement:**

This agreement is valid for the entire period of my work at Astana Medical University NCJSC and for 1 year after the termination of the employment relationship.

**4. Liability for violation:**

In case of violation of the terms of this agreement, I am liable in accordance with the legislation of the Republic of Kazakhstan and the internal regulatory documents of Astana Medical University NCJSC.

**5. Final provisions:**

This agreement is made in one copy and is transferred for storage to the employee's personal file.

Full name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix 3.**

"Academic Integrity Violation Record" Form

**Academic Integrity Violation Record**

(\_\_\_\_\_ examination session of the 20\_\_\_/20\_\_\_ academic year)

Discipline/module:	
Type of educational activity: examination	
Full name of the duty University teacher/employee:	Full name of the student:
	Educational program:
	Course:
	Group number:
Date:	
Audience Number:	
Time:	
Description of Violation:	
Signature of the University faculty/employee authorized to attend the examination:	
_____	_____
(Full name)	(signature)
_____	_____
(Full name)	(signature)
_____	_____
(Full name)	(signature)
Signature of the student:	
The following persons have read the act:	
Head of Department " _____ "	_____
_____	(Full name)
(signature) " _____ " _____ 202_____	
Dean/Deputy Dean of the School " _____ "	_____
_____	(Full name)
(signature) " _____ " _____ 202_____	



**Appendix 4.**  
"Log of violations" Form

**Log of academic integrity violations by students of Astana Medical University NCJSC**

<b>Date of violation</b>	<b>Student's name</b>	<b>Group</b>	<b>School</b>	<b>Type of violation</b>	<b>Measures taken</b>
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**Appendix 5.**  
"Log of violations" Form

**Log of academic integrity violations by employees of  
Astana Medical University NCJSC**

<b>Date of violation</b>	<b>Full name of teacher</b>	<b>Department name</b>	<b>Type of violation</b>	<b>Measures taken</b>
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**Appendix 6.**

"Sample memo on academic integrity violations " Form

**Sample memo on academic integrity violations by Astana Medical University NCJSC faculty and/or employees**

**From:**

**To:**

**Topic:** Academic integrity violation by University faculty and/or employees

**Memo**

I hereby report on academic integrity violations identified by teacher or employee. Full name. Please consider these cases to ensure compliance with the principles of academic integrity at the University.

**Violation by teacher:**

Department

Date and time of violation

Type of violation

**Violation by administrative and management staff**

Structural unit:

Date and time of violation:

Type of violation:



Лист согласования

№ п/п	Должность	Ф.И.О.	Дата согласования	Подпись
1	Проректор	Жунусова А.Б.		
2	Проректор	Койков В.В.		
3	Проректор	Газалиева М.А.		
4	Проректор	Сайдангазин Д.Д.		
5	Финансовый директор	Мараджапов Б.И.	16.08.24,	
6	И.о. управляющего директора	Тиес А.С.		
7	Исполнительный директор	Маханбаева Н.Н.		
8	Руководитель управления правового обеспечения	Мухамбетова А.К.		
9	Руководитель центра планирования и развития академической деятельности	Досанова А.К.		
10	Руководитель центра по социальной и воспитательной работе	Шаймерденова З.Н.		
11	И.о. руководителя группы аудита качества образовательного процесса	Нажимов Ш.М.		
12	Руководитель центра обеспечение качества	Асылаева К.К.		
13	Руководитель центра стратегического развития	Уримов Р.М.		
14	Декан школы педиатрии	Карибжанов А.А.		
15	Декан школы стоматологии	Деточкина В.Р.		
16	Декан школы фармации	Омари А.		
17	Декан школы сестринского дела	Байгожина З.А.		
18	Декан школы медицина	Сариева А.А.		
19	Декан школы общественного здоровья и менеджмента	Баймагамбетова А.А.		





