



ALMA
ALMATY MANAGEMENT
UNIVERSITY

Approved

By the decision of the Academic
Council

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1. Purpose of the document

This document defines the principles of academic integrity in the educational process, the rights and obligations of students, teachers and staff, determines the types of violations of academic integrity and the procedure for taking measures if they are committed at the Educational Institution "Almaty Management University" (hereinafter referred to as the University).

2. Scope of the document

The requirements of these Rules are mandatory for students, teaching staff, employees, heads of structural divisions of the University involved in planning, organizing and implementing the educational process, and other interested parties.

3. References

These Rules have been developed on the basis of regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan:

- Model operating rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education approved by the order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018.
- State compulsory standard of higher and postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan № 604 dated October 31, 2018
- Rules for organizing the educational process on credit technology of education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan № 152 dated April 20, 2011, as amended on October 12, 2018, order № 563.
- Academic policy of EI "Almaty Management University".
- Code of Ethics for Researchers of EI "Almaty Management University".
- Code of Student Ethics of EI "Almaty Management University".
- Code of Corporate Ethics of EI "Almaty Management University".
- Regulations on Checking written works for plagiarism based on the StrikePlagiarism system of EI "Almaty Management University".

4. Terms and abbreviations

The following definitions are used in these Rules:

Academic Integrity– commitment of students, teachers and staff to the values and principles of honesty, fairness, respect and responsibility:

- during studies when performing written works (tests, essays, diploma, master's projects, master's and doctoral dissertations, etc.), answers to control events;
- in conducting research;
- in project implementation;
- when expressing own position;
- in relationships with academic staff, teachers, students;
- in conducting any types of assessment, including assessment of students' knowledge;
- when performing functional duties, etc.

Academic period (Term)– a period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter.

Final attestation of students (Qualification Examination)– a procedure carried out to determine the degree to which they have mastered the volume of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state compulsory standard of the corresponding level of education.

Interim attestation of students– a procedure carried out to assess the quality of students' mastery of the content of one academic discipline partly or the whole after completing its study.

Current monitoring of students' progress– systematic testing of students' knowledge in accordance with the professional syllabus, conducted by the teacher in classroom and extracurricular classes according to the schedule, during the academic period.

Mid-term control - monitoring the educational achievements of students upon completion of a major section (module) of one academic discipline in accordance with the Academic calendar.

5. Responsibility

5.1. **Heads of departments** are responsible for:

- familiarization of department employees with this Policy;
- compliance with the requirements of this Policy.

5.2. **Dean of the school/ Director of the school/ the center** is responsible for:

- familiarizing students, teachers, and staff of the school/center with this Policy;
- compliance with the requirements of this Policy by school/center employees.

5.3. **Program leader** is responsible for:

- familiarization and implementation of this Policy by teaching staff of the school/center.

5.4. **Head of the legal department** is responsible for coordination and verification of the Policy in terms of compliance with the legislation.

5.5. **Translator** is responsible for the quality of translation of documents.

5.6. **Teaching staff** is responsible for fulfilling the requirements of this Policy

5.7. **Employees of all departments** are responsible for compliance with the requirements of this Policy.

5.8. **Students** are responsible for compliance with the requirements of this Policy.

6. Potential Inconsistencies

- loss of original documents;
- untimely removal of canceled documents from the electronic database;
- use of an inappropriate form of a document;
- unreadable document due to poor document scanning quality;
- unintentional deletion of a document (lack of backup copies);
- lack of access to the electronic version of the document due to an incorrect mailing list;
- documents with limited access - available in public;
- outdated document;
- grammatical and stylistic errors in document format;
- absence of an approved document in the Register of Internal Revenue;
- discrepancy between the electronic version of the document and the approved paper version of the document;
- non-compliance of the Rules with legal requirements.

7. Process execution order

7.1. Basic provisions

7.1.1. Rules of Academic Integrity of EI "Almaty Management University" (hereinafter referred to as the Rules) are developed in accordance with the University Development Strategy, Academic Policy and establish the principles of academic integrity in the educational process, the rights and obligations of students, teachers and staff, determine the types of violations of academic integrity and the procedure for taking measures if they are committed.

7.1.2. The purpose of these Rules is to create a culture of academic integrity in the university community, to build open, trusting relationships and a responsible attitude towards learning, research and work, developing zero tolerance for any violations of academic integrity.

7.1.3. University employees are obliged to introduce applicants, students, teachers and staff with these Rules in the following cases:

- 1) when accepting documents for admission to the university;
- 2) during the introduction week;
- 3) at meetings, gatherings, advisory hours.

7.1.4. These Rules are mandatory to follow for the administration, teaching staff, students and other employees of the University.

7.1.5. These Rules are posted on the University's Internet resource, personal accounts of students, teachers and staff.

7.2. Principles of Academic Integrity

The University affirms the following University principles of academic integrity.

- 1) Academic integrity is a core value of the University, its educational process and research.
- 2) The university ensures compliance with clear, fair and objective standards of academic integrity and citation rules.
- 3) The University is responsible for ensuring mandatory plagiarism checking of all written work, regardless of its nature, content and length, submitted for academic and/or research purposes.
- 4) The University ensures that students, faculty and staff are held accountable for their violation of the principles and standards of academic integrity.
- 5) The university places increased demands on students, teachers and staff as part of its system of fair and objective assessment of learning and work outcomes.
- 6) The University is responsible for the quality of personnel training in the University's educational programs, confirmed by its diploma.
- 7) The university ensures high responsibility of the teacher, instilling the principles and standards of academic integrity.

7.3. Rights and responsibilities of students, teaching staff, administration.

7.3.1. Students have the right:

- 1) to familiarize yourself with the text of these Rules;
- 2) to express freely their own opinion during the learning process;
- 3) to defend against unfounded accusations of violation of these Rules and to provide evidence.

7.3.2. Students are obliged:

- 1) to read the text of these Rules and know the consequences of violating them;
- 2) to observe strictly the academic integrity when
 - performing written work;
 - answers at control events;
 - conducting research;
 - implementing projects;
 - expressing their position;
 - in relationships with academic staff, teachers, students;
- 3) to use a method of conveying someone else's speech and thoughts indicating the author, title of the work and page;
- 4) to follow the rules of citation in written works;
- 5) to use trustworthy and reliable sources of information;
- 6) not to provide other students with the actual written work;
- 7) to perform all types of tasks independently;
- 8) to comply with all requirements of the Academic Policy and other internal regulatory documents.

7.3.3. Teaching staff and persons equivalent to them are obliged:

- 1) to carry out explanatory work with students before students perform written work on issues of maintaining academic integrity;
- 2) to train and support students in choosing reliable and reliable sources;
- 3) to teach how to format footnotes, references, and lists of references;
- 4) to train students in how to design project activities on paper, electronic, digital media, indicating authorship of all participants in the work performed;
- 5) to prevent any possibility of violation of the requirements established by these Rules;
- 6) to observe values and principles: honesty, fairness, respect and responsibility:
 - in teaching;
 - in conducting research;
 - in project implementation;
 - when expressing their position;
 - in relationships with academic staff, teachers, students;
 - in conducting any types of assessment, including assessment of students' knowledge;
 - when performing functional duties, etc.

More details about standards of academic integrity in research are set out in AlmaU Research Code of Ethics.

7.3.4. University employees are obliged:

- 1) To observe values and principles: honesty, fairness, respect and responsibility:
 - in conducting research;
 - in project implementation;
 - when expressing their position;
 - in relationships with academic staff, teachers, students;
 - in carrying out any types of assessment;
 - when performing functional duties, etc.
- 2) to prevent any possibility of violation of the requirements established by these Rules;

7.3.5. The University administration is obliged:

- 1) to organize the activities of teaching staff and persons equivalent to them to explain these Rules to students;

- 2) to coordinate the work on taking measures provided for by these Rules in case of violation of the Rules by students;
- 3) to carry out control and monitoring of the implementation of academic integrity by students, teachers and staff.

7.4. Types of Academic Integrity Violations

7.4.1. Academic integrity violations include:

1) plagiarism:

-use in written work someone else's text or other object of copyright (specific experience, experimental data, obtained results, ready-made statistics, someone else's tables, diagrams, figures, published in paper or electronic form, or obtained from other sources) without full reference (i.e. without indicating the name of the author and the source of borrowing) or with references, but in such a way that the volume and nature of borrowing is excessive and puts doubt on the independence of the work performed. Failure to match the reference numbers at the end of citations with the source number in the list of references is also considered plagiarism¹.

2) collusion:

- performing any written work for another student;

3) cheating:

-copying written work from other students;
-re-submission, delivery of already assessed work;
- providing false excuses in case of non-fulfillment or untimely completion of written work;
-performing written work by two or more students, when group work is not assigned;
- conscious assistance to other students; let them to copy your work;
- presenting other people's written works as your own;
- providing false information (orally or in writing) to teachers and university staff about the composition/group of students who completed the assignments/work.

4) falsification of grades, data, written work:

-falsification of grades, evaluation results of answers to assignments;
-falsification of measurements and observation results of surveys, questionnaires and other methods when performing research;

5) getting answers, written works by dishonest means:

-transmission of answers during written work;
-receiving partial or complete material before conducting written work with the help of another student, teaching staff and persons equivalent to them;
-buying or other ways of obtaining written works for submitting them as your own;
-selling or other ways of assistance in buying and/or selling finished written works;

6) misuse of information or devices:

- use of information on electronic, digital, paper media, technical devices during the performance of written work, the use of which is prohibited by relevant regulations;
-receiving any answers to written work by any means, including downloading via email, computer, etc.;;
-taking from the office and/or copying from the pedagogical employee's computer the materials regarding written works on paper and electronic media.

7) bribes, gifts or threats

¹Regulations On checking written works for plagiarism based on the StrikePlagiarism system. -№9 dated 29.04.2020, Almaty Management University

- offering rewards, services, threats or other forms of influence in order to influence assessment results for all types of educational activities;
- offering rewards, services, threats or other forms of influence in order to influence any management decision.

7.4.2. This list of types of violations of academic integrity is not exhaustive and can be supplemented as necessary.

7.5. The procedure for applying measures in case of violation of the Rules

7.5.1. Violations of Academic Integrity can be identified:

- 1) during current, midterm control, interim and final attestation;
- 2) when conducting research and publishing their results;
- 3) during the implementation of the project and publication, presentation, transfer of project results;
- 4) when creating course materials;
- 5) when publishing textbooks, teaching aids;
- 6) other.

7.5.2. These rules provide for the following **measures for violation of academic integrity**:

- 1) Cancellation of the results of current, midterm control, interim and final attestation (grade 0 for the specified types of control);
- 2) Disciplinary action (warning, reprimand, severe reprimand, involvement in public (volunteer) work);
- 3) Expulsion (if the Rules are violated more than once);
- 4) Other measures by the decision of Disciplinary Committee.

7.5.3. If a violation of academic integrity is detected:

- 1) a teacher, employee or other person who has identified a violation of academic integrity, draws up an act of violation of the rules in the form given in Appendix 1 to these Rules, notifies the person who committed the violation orally or in writing.
- 2) If a violation of academic integrity is detected, the teacher has the right to decide independently on the application of punishment for violation of academic integrity, in accordance with the course policy.
- 3) Upon detection of a violation, a teacher, employee or other person must notify his direct supervisor (for a teacher - program leader/center manager, for an employee - head of a department) about the fact of detection of a violation by sending a copy of the report to the corporate email or providing a copy act by hand.
Relevant physical evidence (for example, copies of students' work) is attached to the completed report on violation of the Rules;
- 4) The head (program leader, dean, head of a department), upon receipt of a report of violation of the Rules, initiates consideration of the issue at a meeting of Disciplinary Committee by sending a letter via corporate mail to the Disciplinary Committee secretary or by informing orally;
- 5) Disciplinary Committee secretary organizes a meeting in which the fact of violation of the rules is considered by inviting all its members and the student/teacher/employee who committed a violation of the Rules and other interested parties;

6) Disciplinary Committee, having considered the issue, makes a decision on the application of the measures specified in clause 7.5.2 of these rules, which is subsequently formalized in a protocol and, if necessary, a corresponding order/instruction.

7.5.4. Any person who is being considered for an academic integrity violation has the right to challenge his/her involvement in the violation to the extent of appropriate evidence, including the use of witnesses.

7.5.5. A student's lack of awareness of the requirements of these Rules and other IRD of the University cannot be declared as a basis for canceling a disciplinary sanction, since knowledge of the Rules of Academic Integrity and adherence to them is the main responsibility of every student, teacher and employee.

7.5.6. If the issue of violation of academic integrity is considered by the Disciplinary Committee and a decision is made to expel the student, information about recorded facts of violations of academic integrity on the part of the student is included in his transcript and, upon transfer of the student, is subject to mandatory transfer to another organization of higher and postgraduate education.

8. Coordination, approval, registration and implementation

8.1. Coordination and approval of these Rules is carried out by the Academic Council.

8.2. These Rules come into effect from the date of entry indicated on the document. The date of entry of the Rules can differ from the date of approval and depend on the activities necessary to implement the document.

8.3. University employees in their activities are required to use only the Rules posted in "Documentolog" system.

8.4. For ease of use, the University employees can print the Rules from the electronic IRD database. Such copies are located in uncontrolled conditions and to ensure their relevance, before use, employees must check the paper version of the document with the approval data for the latest version in "Documentolog" system. The priority is to apply the Rules in electronic form, posted in "Documentolog" system.

9. Procedure for storing, revising, updating the document and making changes

9.1. The approved original of the Rules is kept by the Vice-Rector for Academic Development.

9.2. The rules can be updated as necessary due to changes in internal or external factors affecting the University.

9.3. When the requirements for the design of the Rules change, changes in design are made as they are revised within the established time frame, or when the content changes.

9.4. If there are no changes, the revision period is 3 years;

9.5. If, after the expiration of the revision period of these Rules, it remains in compliance with the activities of the University, external and internal regulatory documents on the basis of which it was developed, its validity can be extended until the next revision period, which is noted on the cover of the original document.

9.6. Changes to these Rules can also be carried out at the initiative of heads of departments and employees of the University.

9.7. Changes to the current edition are not permitted. All changes are made by issuing a new edition of the Rules.

9.8. The development, agreement, approval and publication of a new version of the document is carried out in accordance with the procedure defined for the development of the IRD clause 6.1.

9.9. When publishing a new edition of the document, the Vice-Rector for Academic Development registers the changes, indicates the points where changes have been made and places them in “Documentolog” system.

9.10. In relation to the Rules that are canceled without issuing a new edition, the Vice-Rector for Academic Development removes the document from “Documentolog” system and notifies of the cancellation of the document in accordance with the document mailing list by notification through the University’s corporate email.

10. Ensuring document protection

10.1. Protection of the data safety of the Rules on electronic media is ensured by backup and provision of appropriate access rights.

10.2. Data protection of the Rules on paper is ensured by compliance with the requirements for storage and archiving of documents.

11. Final provisions

11.1. Issues not regulated by these Rules are regulated in accordance with the current legislation of the Republic of Kazakhstan and regulatory documents of the University.

Appendix 1
to the Rules of Academic Integrity of
EI "Almaty Management University"

Act
about violation of the Rules of Academic Integrity

Full name of the person who identified the violation of the rules:	Full name of the person in respect of whom the violation of the rules was revealed:
phone:	Name of the control type:
Email:	Educational program: Discipline (in case of violation of rules by a student in discipline):
Description of the violation (including date, time and place) (if necessary, you can attach an additional sheet):	
Signature of the person who identified the violation of the rules and date:	
Signature of the person in respect of whom the violation of the rules was revealed and date:	

