

**JOINT STOCK COMPANY “INTERNATIONAL INFORMATION
TECHNOLOGIES UNIVERSITY”**

“APPROVED”

Rector of “International information
technologies university” JSC

_____ Uskenbayeva R.K.

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CODE OF ACADEMIC INTEGRITY

Revision 3

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Content

1. GENERAL PROVISIONS.....	3
2. PRINCIPLES.....	3
3. DEFINITIONS.....	5
4. RIGHTS AND DUTIES.....	6
5. INFRINGEMENTS.....	8
6. PROCEDURES.....	11
7. ACCOUNTING DOCUMENTATION.....	14
ANNEX 1. RULES OF EXAMINATION CONTROL.....	15
ANNEX 2. INSTRUCTIONS FOR REPORTING CASES OF ACADEMIC DISHONESTY.....	16

1. General provisions

1.1. This Code of Academic Integrity (hereinafter referred to as the “Code”) is developed to ensure fair, transparent, correct attitude to the issues of academic integrity of students and eradication of corruption in the Joint stock company “International information technologies university” (hereinafter referred to as the “University”).

1.2. The University is a community whose activities are aimed at teaching, research and development of information technology. The quality of education is based on goal-directed activity following the principles of integrity, trust, tolerance, fairness and responsibility. The high level of training of students, masters and doctoral students is achieved through quality teaching and academic mobility.

1.3. The University requires compliance with the rules of this Code from employees and students. Academic dishonesty, in any of its manifestations, is contrary to the University's system of values. The integrity of academic learning process and quality of the awarded academic degree is directly related to the quality of education.

Dishonesty on the part of both faculty and students can have a negative impact on the educational process and its results.

Students and employees of the University who violate the principles of the Code of Academic Integrity will be sanctioned accordingly.

1.4. This Code applies solely to academic activities.

In some cases, there may be considered breaches by students of other policies, both academic and non-academic.

In such cases, students are subject to sanctions under both this Code and other University regulations.

1.5. Principles of this Code apply to:

- all registered students;
- suspended students who are alleged to have breached the rules of this Code or any other University policy.

1.6. Students should be informed that sanctions imposed by the University do not preclude the imposition of other sanctions by competent authorities of civil and criminal jurisdiction.

2. Principles

2.1. The successful implementation of the Code requires that all procedures conducted under this Code are transparent and impartial. The basic principles of openness and transparency are:

- 1) Integrity is the honest, decent performance of assessed and unassessed types of academic work by students;
- 2) realization of protection of rights of the author and his successors - recognition of authorship and protection of works that are the object of copyright by means of correct transmission of other people's speech, thoughts and indication of sources of information in the evaluated works;
- 3) openness - transparency, mutual trust, open exchange of information and ideas between students and teachers;

- 4) respect for the rights and freedom of students is a right to freely express opinions and ideas;
- 5) equality - each student ensures compliance with the rules of academic honesty and equal responsibility for their violation.

2.2. Parity and trust relations are established between participants of the process.

2.3. Student has the right to receive all information on complaints received against him, progress of the incident investigation procedure, made relevant decisions, and also has the right to appeal these decisions.

2.4. The main mechanisms of openness include:

- 1) disclosure of information on the official website (www.iitu.kz);
- 2) processing of appeals from citizens and public organizations, as well as responding to these appeals;
- 3) work of public councils;
- 4) interaction with mass media;
- 5) adoption of the activity plan and annual public declaration of goals and objectives, their public discussion and expert support;
- 6) public report on results of activities;
- 7) ensuring comprehensibility of plans, decisions, programs, policies and regulations (explaining their necessity and planned results).
- 8) informing all members (teachers, employees, students): publication of news, socially significant information, photo and video reports;
- 9) involving all members (teachers, employees, students): organizing discussions, collecting suggestions, opinions and comments on the documents and initiatives of institution, published reports, anti-corruption measures, etc;
- 10) ensuring protection of personnel who have reported the facts of integrity violation.

2.5. The University ensures openness of information about the institution, its teachers and employees in accordance with requirements of the current legislation, regulations of the Republic of Kazakhstan, internal documents of the University.

2.6. The main mechanisms of civil society involvement and accountability are:

- 1) functioning of the student self-governance system and ensuring full participation of students in making management decisions at the University level;
- 2) improving the practice of teaching the basics of law at the University;
- 3) increasing the role of student and youth organizations;
- 4) further liberalization of administrative work;
- 5) participation of the student community in collegial management bodies (Academic council, etc.) to increase transparency in the decision-making process of the University management;
- 6) hearing the first manager's report on the University activities to the staff/public;
- 7) conducting anti-corruption expertise of projects, regulatory legal acts with involvement of the teaching staff and student community.

3. Definitions

Temporary suspension	- sanction within the framework of this Code, which deprives the student of the right to study in courses under the University's programs for a certain period of time
Dean	- Head of academic and administrative part of the faculty
Disciplinary record	- documents containing information about students who violated the rules of this Code. The disciplinary record is confidential. It is not part of the academic transcript and includes only information on violation of the rules of this Code and decision made under this Code
Exclusion from University	- deprivation of all rights and powers of student of the University
Department	- education unit of the University in charge of the Head of department
Adviser	- lecturer assigned to advise and instruct group of students regarding university regulations and other matters related to the educational process
Lecturer	- professional employed by the University to teach
Code	- Code of Academic Integrity
Rector	- Head of University
Student	- student receiving any of the academic degrees (Bachelor, Master, PhD) at the University
University	- Joint stock company "International information technologies university"
Faculty	- main academic unit, headed by the Dean
Exam	- method of knowledge control that takes the form of a test, survey, final examination or retake
Plagiarism	- intentional or negligent, full or partial illegal use, misappropriation or disposal of protected results of someone else's work, results of academic, scientific, research, published and analytical activities, which is accompanied by communication to other persons of false information about himself as the actual author
Copying	- dishonest behavior of student or employee implying copying of another's intellectual product
Duplication	- presenting the same work under different assessment and requirements, including attempting to present it as its own, in part or in full, any work that has been previously assessed in another course without prior permission from the teaching staff, even if student is the author
Falsification	- Forgery of academic records or other documents, data (observations in scientific experiment, falsification of record, results of survey); signature in an academic paper; intentional forgery or defacement of the academic paper

Concealment	- concealment and withholding of information about dishonest presentation of fictitious information in the academic product; substitution of data and results of research and experiments; presentation of false information obtained in the course of research
Collusion	- mutual agreement between the subjects of educational process on performance of any academic work, subject to verification and evaluation for another student
Integrity (honesty)	- permanent obligation of participants of the educational process and educational institutions to act in accordance with the values and principles that exclude corruption risks and manifestations, forming and strengthening professional environment that allows them to adhere to such behavior

4. Rights and responsibilities

4.1. The University shall endeavor to ensure that students and employees are fully informed of their rights and responsibilities as members of the University community. University recognizes the importance of maintaining confidentiality of each student's academic records and disciplinary records and is committed to protecting them from disclosure in accordance with legal and regulatory requirements.

4.2. Teaching staff and administrators are responsible for ensuring that conditions contrary to this Code are in place and shall assist students in the successful completion of appropriate academic degree.

4.3. Advisors shall advise students of their rights and responsibilities under this Code, ensure compliance with established procedures, and attend meetings between students and the Dean.

4.4. Students should expect fairness and equity in the evaluation of their work.

4.5. Students should follow the principles of academic ethics in the performance of their work.

4.6. Lecturers must provide students with clear guidance on how to adhere to the principles of academic integrity and scholarly ethics in all courses, syllabuses, assignments and exams.

4.7. The fundamental criteria for promoting academic integrity (honesty) at the University are:

- 1) academic honesty being a core value of educational and research process;
- 2) adherence to clear, fair and objective standards of academic integrity, citation and behavioral rules;
- 3) all types of written work of students are checked for plagiarism.
- 4) holding the student accountable for his violation of the principles and standards of academic honesty;
- 5) providing only the best with opportunity to complete the studies;
- 6) accountability for the quality of education evidenced by the diploma;
- 7) ensuring high accountability of the lecturer as a mentor who instills principles and standards of academic integrity, mutual respect and fairness;

- 8) recognition that promotion and protection of academic integrity is the result of mutual efforts of all students and employees of the University;
- 9) conscientious fulfillment of the assigned obligations by each student and employee of the University to comply with principles of academic integrity;
- 10) involvement of students in the University management process in order to form a healthy social environment and intolerance to corruption.

4.8. The lecturer, employee shall be a model of decency and intelligence, morality and ethics, and principled opponent of any manifestations of corruption, indiscipline and irresponsibility.

4.9. The lecturer, employee as one of the main directions of his activity should define educational work with students, care about their education and culture, upbringing as true patriots of their Motherland.

4.10. The lecturer, employee is obliged to counteract any manifestations of corruption and take measures to prevent it.

4.11. The lecturer, employee by personal example in the performance of his professional duties shall demonstrate students the inadmissibility of corrupt practices, promote system of moral values, obligations and requirements of good conduct based on generally recognized moral principles and standards of the Kazakhstan’s society and state.

4.12. The lecturer, employee shall be honest and impartial in professional activities and evaluation of his colleagues and students, be independent from their influence in the performance of official duties, suppress the facts of violation of the standards of official ethics on the part of others, and prevent such violations on his part as well.

4.13. The student of the University should strive to become a worthy citizen of the Republic of Kazakhstan, professional in the chosen specialty and develop the best personal qualities.

4.14. The student must respect the lecturer as a person and personality, while excluding any actions related to the influence of any personal, property, financial and other interests that interfere with the conscientious fulfillment of the lecturer's duties.

4.15. The student must be conscientious about learning and all forms of knowledge control, considering dishonesty, negligence and bad faith in the learning process inadmissible.

4.16. The student must be a model of decency, culture and morality, intolerant to manifestations of corruption and, first of all, not allowing his own corrupt behavior.

4.17. In order to improve the quality of education, the University has an effective feedback system “Teacher through the eyes of students”, as well as the use of mechanisms for notification of misconduct in the academic environment through forums, dialog platforms, blogs and a hotline.

4.18. Inclusion of anti-corruption topics in the programs of social disciplines aimed at raising the level of legal awareness.

4.19. Conduct various awareness-raising activities on anti-corruption topics with participation of the absolute majority of students and lecturers (forums, seminars, trainings, actions, flash mobs, book exhibitions and competitions on anti-corruption topics, etc.).

4.20. Provide transparency in distribution of grants within the framework of the current legislation in accordance with the principles of state policy in the area of education:

- 1) equality of rights to receive quality education;
- 2) prioritization of the education system development;
- 3) accessibility of education at all levels for population, taking into account the intellectual development, psychophysiological and individual characteristics of each person;
- 4) secular, humanistic and developmental nature of education, priority of civil and national values, human life and health, and the free development of individual;
- 5) respect for human rights and freedom;
- 6) stimulation of personal education and development of giftedness;
- 7) continuity of educational process, ensuring continuity of its levels;
- 8) unity of education, upbringing and development;
- 9) democratic nature of education management, transparency of education system;
- 10) diversity of educational organizations by forms of ownership, forms of education and upbringing, areas of education.

4.21. Transparency of grant distribution procedures shall be ensured by:

- 1) openness of information on the amount and mechanism of grant distribution;
- 2) identification and availability in the University of the official (subdivision) responsible for distribution of grants and transparency of this process;
- 3) expanding responsibility of the University officials for violation of the right to access to information and ensuring the application of effective sanctions for violation in the distribution of grants;
- 4) departmental accounting of information requests, progress and results of their consideration, as well as introduction of appropriate centralized statistical accounting with regular publication of online data on the distribution of grants;
- 5) open online access to the main databases (registers) of the University (taking into account the right to personal information, etc.), in particular to the register of grants released in the course of study;
- 6) Ensuring that all members (staff, students) of the University and stakeholders have the opportunity to participate in grant allocation hearings;
- 7) ensuring that personnel reporting on corruption or reasonable assumptions in distribution of grants are protected from pressure and repressive measures by responsible employees of the University or senior management (governing bodies).

5. Violations

This part considers the main violations of the standards and principles of the Code.

5.1. Plagiarism

Plagiarism is the deliberate representation of other people's ideas as one's own.

Plagiarism includes the reworking or paraphrasing of parts of another person's published or unpublished work with disregard for the source and presenting this material as one's own without citation or reference to the original.

Sources from which ideas, expressions of ideas, or the work of others are borrowed include (but are not limited to): books, articles, documents, literary essays and phrases, speeches, chemical formulas, artwork, laboratory reports, research results, calculations and their results, diagrams, elaborations, computer reports, and machine code/software.

5.2. Unauthorized resubmission of work

Student may not submit the same work for assessment more than once without prior permission from the course lecturer.

Minor changes and amendments, such as paraphrasing in an essay or other written work, do not constitute acceptable reworking of an assignment.

5.3. Unauthorized collaboration or cooperation

An important and significant component of the learning process is a student achievement, which can also be achieved through collaboration with other students.

By working together to overcome learning difficulties, exploring common concepts and problems, and taking into account each other's views and actions, a group of students can improve and accelerate the learning process.

The University supports students in such actions.

However, it is important that the abilities and successes of each individual student form the basis for evaluating the success of that particular student.

As a result, when recommending favorable interaction, the lecturer usually limits the amount of collaborative work and stipulates it in the course syllabus.

To ensure honesty and fairness in the evaluation of group work, students should not collaborate on an academic assignment if the lecturer requires the assignment to be completed individually.

Failure to comply in whole or in part with the lecturer's requests for any assignment is a violation of the rules of this Code.

All students involved in unauthorized collaboration will be penalized in accordance with this Code and subject to the sanctions below.

5.4. Misrepresentation of content

Students must not submit or represent false assignments, studies, certificates and other documents or misrepresent facts for academic purposes. Misrepresentation include (but not limited to):

- altered materials and research results;
- fictitious facts or sources;
- forged medical certificates;
- forged admissions documents;
- forged letters of recommendation and other letters;
- forged transcripts, diplomas or other enrollment information;
- altering the date and time of assignment submission;
- altering graded work or examination material;
- altering graded work for retake.

5.5. Impersonation of another person

It is a violation of the Code of Academic Integrity to impersonate another person for academic gain during examinations, tests, diagnostic tests, lab work or other assignments.

5.6. Hiding data

It is a violation of the Code of Academic Integrity to withhold data, transcripts or other academic records for the purpose of deception or academic gain.

5.7. Obstruction and hindrance

It is a violation of the Code of Academic Integrity to block or obstruct the academic or scholarly activities of others for the purpose of obtaining unfair academic advantage.

This includes (but is not limited to) tampering with data, files, manuscripts or other materials (e.g., paintings, sculptures, valuable papers), research papers, defacing library instruments or property, electronic or other materials used for academic purposes.

5.8. Destabilization of classes and advising sessions

The University is committed to provide safe learning environment.

The Code violation is any action or behavior reasonably judged by a lecturer lab technician or tutor to be intended to disrupt a class or counseling session.

Generally, disruption outside of class or counseling sessions is addressed by other University policies, but may also fall within the scope of this Code in certain cases.

5.9. Unauthorized Access

It is a violation of the Code to gain unauthorized access to confidential information such as examination materials, test questions and other materials for academic gain.

5.10. Unauthorized data dissemination

It is a violation of the Code of Conduct to publish, distribute or disclose to third parties, without prior agreement, the confidential information.

Confidential information includes academic information, data and documents that have been collected and stored on a non-public basis.

5.11. Assisting someone in violation of academic integrity policies

Assisting someone in violation of the rules of academic integrity is considered a violation of the principles of academic integrity and subject to this Code.

For example, giving another student an assignment that has already been turned in at another class and allowing them to duplicate parts of the assignment and turn it in as their own is violation of this Code.

5.12. Tests and examinations

The University guarantees fairness and consistency in the taking of examinations.

As part of this commitment, students are required to comply with the relevant examination regulations.

Student who contravenes this Code in examination or test, who seeks to obtain or reproduce decision or other advantage by cheating, fraud or other means contrary to the examination rules, will be subject to sanctions of this Code.

Failure to comply with the Code will also constitute a breach of the rules of conduct for examination (these rules are set out in Annex 1 to this Code).

6. Procedures

This Code provides for the following procedures:

6.1. Alleged violation

Faculty, advisors and research manager should report all suspected violations of this Code through DL to the Dean of Faculty. Instructions are provided in Annex 2 of this Code.

If the allegation cannot be communicated via DL, the lecturer, enquirer or manager should report suspected incidents of misconduct in writing to the Dean of Faculty.

The incident should be set forth in grievance form using the prescribed template.

All evidence pertaining to the alleged violation shall be retained by the lecturer until requested by the department head, dean or other member of the University administration responsible for ensuring academic integrity.

6.2. Notifications

The lecturer shall notify the student on violation of this Code verbally, or, if that is not possible, by e-mail or telephone.

Students will also be notified via email to DL.

6.3. Appeal

If student does not agree with allegations made against him for breach of the rules of the Code, he has the right to appeal.

The appeal must take the form of a statement and be registered with the Dean's office within five working days of the record on violation of this policy.

The Dean's office is responsible for reviewing and considering the material and evidence submitted by the lecturer and the student.

The Dean's office shall make decision regarding the appeal within five working days of the student's submission, eliminating any further need for review.

The Dean's office shall determine, based on an interview with the student and examination of all relevant evidence, whether this violation of this Code has occurred and, if violation is proven, impose sanctions listed below.

If the Dean's office determines that the student did not commit violation, the student is exempt from sanctions regarding the incident.

6.4 Sanctions

Sanctions for academic integrity violations fall into three categories.

6.4.1 Category 1 sanctions

This category includes violations that may be the result of inexperience or ignorance of academic rules and policies and, therefore, are not the result of dishonest intent: working in pairs with another student while completing small assignments when pair work is not permitted; failure to footnote or properly cite sources in a small portion of assignment; (List of violations is not exhaustive).

Disciplinary penalties for the 1st category academic violations:

- verbal warning/reprimand
- verbal or written reprimand
- written assignment or research project on ethics or academic integrity
- completion of additional assignment
- non-credit on assignments, which is the lowest possible penalty in case of plagiarism

6.4.2 Category 2 sanctions

This category includes:

- repeated offenses under the 1st category, regardless of whether there have been previous sanctions;
- direct borrowing of another person's work in moderate amounts, without citing the source;
- submitting work that is a copy or substantial part of another's work;
- deliberate use of data or explanatory material without properly citing sources or contributors to the work;
- failing to properly credit others on an assignment or project, e.g., providing assistance with research, statistical analysis, computer programming, data collection, writing, if such assistance was an integral part of the assignment;
- copying another student's exam sheet during the exam, talking or continuing to write a paper after the exam time has elapsed.
- using crib notes, cell phones, computers, books, calculators and other materials/devices during the exam without permission from the lecturer/examiner/proctor;
- contributing to copying during examination;
- plagiarism in part (up to 60%) of the written assignment;

Disciplinary penalties for the 2nd category academic violations:

- reprimand with entry in personal file of the student;
- lower or unsatisfactory grade for particular assignment or exam;
- lower or unsatisfactory final grade in the discipline;
- annulment of the results of particular task or examination;
- retaking particular examination on a fee basis;

One or more points may be applied for a single offense.

6.4.3 Category 3 sanctions

This category includes:

- repeated violation in the 2nd category, regardless of whether sanctions have been applied previously;
- Plagiarism in majority (more than 60%) of the written assignment;
- falsifying or misrepresenting data by submitting fabricated or intentionally misrepresented material;

- falsifying grade sheets or other grading documents, stealing/photographing examination materials from a lecturer or examiner, purchasing stolen examination materials, including through hacking;
- substituting himself by another person to take an exam or taking an exam for another person;
- purchasing or distributing copies of examination materials from unauthorized sources prior to examination period;
- collusion by students prior to examination to devise methods of unauthorized sharing of information during the examination;
- any other act of academic dishonesty that is of the highest degree of seriousness as determined by the committee.

Disciplinary penalties for the 3rd category academic violations:

Exclusion from the University from the date of order issue.

6.5. Verification of prior offenses

The Dean's office shall retain information on violations of the rules of this Code.

In case the Dean finds that violation has occurred, he shall verify the record of disciplinary and other violations of that student.

6.6. Notice of appeal

Decision

In case of appeal, the dean shall notify the student of his decision in writing within five working days.

If the Dean concludes that further investigation is necessary, the student must be informed of any new information and given an opportunity to explain his position on the incident in writing or in person before the final decision is made regarding violation of this Code.

If the Dean determines that violation of this policy has occurred, the decision in writing to the student shall include description of violation, indication of the imposed sanction and the relevant details upon which the decision and sanction were based.

Where the student has admitted to a breach of the rules of this Code, reference to this fact must be made in the letter.

Student should also be advised of the right to appeal and all stages of the appeal process.

In some cases, the student may be asked to redo an assignment that is suspected of violating the rules of the Code.

The Dean has the right to invite a neutral party (i.e., another lecturer) to review the assignment.

In the event that the dean determines that no violation of this Code has occurred, no protocol record will be kept.

Instances in which the Dean recommends suspension or exclusion from the University.

If student has committed more than seven violations of the rules and policies of this Code, the Dean will write an official letter to the Rector of University recommending suspension or exclusion of the offending student.

7. Records

The Dean's office shall keep a record of each violation of this Code by a student.

The purpose of such records is to identify the student's previous violations in order to impose some form of sanction.

Records of violations shall not be used for any other purpose.

Annex 1**Examination rules**

1. Students are not permitted to bring books, papers, audio or electronic devices or other aids to their seat in the examination room, or use books, papers, audio or electronic devices or other aids during the examination unless the use of such material/equipment is authorized by the examiner during the examination.
2. Students are prohibited from discussing any matter with anyone other than the proctors or lecturers from the time the examination begins until the examination is over and the answers are handed in to the proctor.
3. For attendance purposes, students must write their name and number on the arrival sheet and sign it. Student is not allowed to leave the examination room before this.
4. Students are not allowed to enter the examination room after beginning of the examination.
5. Students are not allowed to leave the examination room during the first 30 minutes of examination, except as described in par. 6 of this section, and before they sign the arrival sheet.
6. In examination exceeding 90 minutes, students are allowed to leave the examination room once for the purpose of using the restroom.
7. Students must leave their bags, purses, books, pencil cases, calculator cases, etc. outside the examination room or at location designated by the proctor.
8. Students are not allowed to bring food or drinks into the examination room without the written permission of a doctor.
9. After completion of examination, the student must hand in all used and unused books and/or answer sheets (if required) to the proctor before leaving the examination room. The proctor must ensure that all answer sheets are collected and counted.
10. If the student is in doubt as to the meaning or completeness of question, he should ask for the material necessary to answer the question and set forth his views on the matter in the appeal statement.

Annex 2**Instructions for Reporting Academic Dishonesty**

The lecturers must report all incidents of academic dishonesty (copying and plagiarism)

1. Log in to DL. Select "Academic violations" in the course module and select the student's name.
2. Enter any necessary details in the "Comments" section. Comments should include the date of violation, assignments, description of the specific violation, names of other students involved in the unauthorized collaboration and any other important information.
3. Save any necessary documents, essays, practice reports, etc. pertaining to the fact of violation.
4. In case of a student's appeal, it is necessary to provide evidence related to the fact of violation.