КЕНЖЕГАЛИ САҒАДИЕВ АТЫНДАҒЫ ХАЛЫҚАРАЛЫҚ БИЗНЕС УНИВЕРСИТЕТІ

KENZHEGALI SAGADIYEV UNIVERSITY OF INTERNATIONAL BUSINESS, UIB

CODE

OF ACADEMIC INTEGRITY

"KENZHEGALI SAGADIEV UNIVERSITY OF INTERNATIONAL BUSINESS" LLP

EDITION 6

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CONTENTS

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1. Purpose and Scope of Application

1.1. This Code regulates the establishment of fair and transparent relationships among all participants in the educational process and ensures adherence to the principles and requirements of academic integrity at *Kenzhegalı Sagadiev University of International Business* LLP (hereinafter -the University or UIB).

2. Normative References

The *Code of Academic Integrity* of the University of International Business (UIB) is developed on the basis of the following regulatory documents:

2.1 *Law of the Republic of Kazakhstan dated 27 July 2007 No. 319-III "On Education"* (as amended).

2.2 *Model Rules for the Activities of Organisations of Higher and Postgraduate Education*, Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated 30 October 2018 (registered with the Ministry of Justice of the Republic of Kazakhstan on 31 October 2018 No. 17657) (as amended).

2.3 *State Compulsory Standard of Higher and Postgraduate Education*, Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 2 dated 20 July 2022 (registered with the Ministry of Justice of the Republic of Kazakhstan on 27 July 2022 No. 28916) (as amended).

2.4 *Rules for the Organisation of the Educational Process under the Credit Technology of Learning*, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated 20 April 2011 (as amended).

2.5 *UIB Academic Policy*.

2.6 *Regulation on the Ethics Committee of the UIB Research Committee*.

3. General Provisions

3.1 *The purpose of this Code is* to establish fair and transparent relationships among all participants in the educational process and to ensure adherence to the principles and requirements of academic integrity.

3.2 *Academic integrity* is a set of values and principles that define universally binding standards of conduct in the course of educational activities and the mastery of educational programmes, including the preparation of written work (course papers, essays, theses, dissertations and other research projects), responses during knowledge assessment, expression of personal viewpoints, interactions among participants in the educational process, as well as the procedures of academic evaluation.

3.3. *Participants in the educational process* include students, academic staff, administrative and managerial staff, and academic support personnel.

3.4. The principle of academic integrity must serve as a meta-principle within the University's value system, enabling the achievement of its goals and objectives.

4. Principles of Academic Integrity

4.1 The key principles of academic integrity at UIB include:

1) обеспечение академической честности как основной институциональной ценности, формирующей честность и взаимоуважение в академической работе; ensuring academic integrity as a core institutional value, fostering honesty and mutual respect in academic work;

2) establishing fair and objective academic integrity rules aimed at cultivating strong ethical values;

3) ensuring a consistent and continuous learning trajectory for students by defining clear mechanisms and procedures for the transfer of credits based on verifiable transcripts issued by other educational institutions;

4) demonstrating respect by lecturers towards their students in the role of mentors who contribute to the development of academic culture;

5) encouraging and supporting participants in the educational process for promoting and upholding academic integrity;

6) lecturers defining clear discipline policies and the expectations placed upon students;

7) lecturers establishing clear assessment parameters for evaluating students' academic performance;

8) creating an academic environment that provides educational, social and psychological support to students, thereby preventing manifestations of academic dishonesty.

4.2. The fundamental principles of academic integrity for participants in the educational process include: honesty, integrity, trust, respect for the rights and freedoms of participants in the educational process, responsibility and legality.

4.2.1 *Integrity* – honest and conscientious completion by students of academic and research work, whether assessed or unassessed.

4.2.2 *Respect for and protection of authors' rights and the rights of their successors, and other intellectual property rights* – recognition of authorship and the safeguarding of copyright-protected works through accurate citation, correct representation of others' ideas and proper referencing in assessed work.

4.2.3 *Respect for students' rights and freedoms* — the right of students to freely express their opinions and ideas.

4.2.4 *Equality – the duty of every student, academic staff member and administrative staff member to comply with the rules of academic integrity, and equal responsibility for violations.*

4.2.5 *Truthfulness – avoidance of deceit, falsification and misrepresentation of documents in any situation.*

4.2.6 *Accuracy – providing information that reflects reality, and drawing scientific conclusions based on facts, empirical data and objective judgments.*

4.2.7 *Responsibility – adherence to the academic integrity policy and avoidance*

of situations that may lead to violations.

4.2.8 *Objectivity* – decision-making based on objective data, free from bias or subjectivity.

4.2.9 *Fairness – ensuring strict adherence to the rights and responsibilities of members of the University's academic community, as well as fair consideration of academic integrity violations.*

4.2.10 *Zero tolerance for academic integrity violations* — recording and reviewing every violation and taking appropriate measures against those responsible in accordance with this Code.

4.2.11 *Transparency (openness)* – mutual trust and open exchange of information and ideas between students and lecturers.

5. Types of Academic Integrity Violations

5.1. *Academic Misconduct* – deliberate violation of the institution's academic policies, including: falsification of grades; absenteeism, lateness and missing classes without a valid reason; use of mobile phones during class; use of audio devices or computer games during instruction.

5.2. *Duplication* – submitting the same work for different assessments and requirements, including attempting to present, partially or fully, any work previously submitted for assessment by another student, graduate or former student as one's own.

5.3. *Unauthorised Access to Academic Information and/or Its Distribution by academic staff, employees or students, including:*
  – providing answers to examination questions;
  – informing students of questions used in assessments;
  – distributing partial or complete materials for assessed work without permission;
  – selling or assisting in the purchase/sale of ready-made reports, essays, assignments, research papers, publications or other academic work;
  – obtaining answers to assessed work by any means, including downloading via email, computer, etc., for the purpose of providing them to students;
  – completing current/interim assessments or assignments in the educational portals "Moodle" or "Academo" using another person's login;
  – completing current/interim assessments or assignments in "Moodle" or "Academo" with external assistance.

5.4. *Cheating* – any action that circumvents the educational process to obtain a grade or academic advantage without performing the intellectual work that merits such an assessment.

5.4.1. Forms of Cheating:
  – impersonating another student during final knowledge assessment;
  – copying or seeking assistance from others during assessment procedures;
  – exchanging information during final knowledge assessment.

5.5. *Plagiarism* – using another person's words, ideas, data or work without

appropriate acknowledgement, including copying another's work, presenting someone else's ideas or theories as one's own, or collaborating on a project and then presenting it as individual work.

5.5.1. Non-independent completion of a written assignment is considered plagiarism – i.e., the use of another person's text, published in print or electronically, without proper citation, or with citation but in a volume or manner that calls into question the independence of the work or one of its major sections.

5.5.2. Plagiarism may take two forms:
– verbatim reproduction of another's text;
– paraphrasing – presenting another's text with substitution of words or expressions without altering the meaning of the borrowed content.

5.6. *Bribery* – providing academic staff or University employees with rewards in any form, or influencing them through other personal interest, as well as attempting to induce such behaviour.

5.7. *Collusion* – assisting another person in committing an act of academic dishonesty, such as paying or bribing someone to obtain a test or assignment, taking a test or completing an assignment for someone else, or allowing someone to do so for personal benefit. Using family or professional connections to obtain a higher grade.

5.8. *Concealment* – withholding or hiding information about dishonest conduct or violations of the Code by students or University employees.

5.9. *Cheating During Assessment (Copying)* – attempting to receive unauthorised assistance during the completion of written work or exams, including the use of cheat sheets, electronic or other devices, or oral prompts without the instructor's permission.

5.10. *Falsification* – deliberate distortion or fabrication of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

6. Rights and Responsibilities of Participants in the Educational Process

6.1. Participants in the educational process have the right:
– to be informed of this Code;
– to freely express their own opinions within the educational process;
– to defend themselves by all legal means against unfounded accusations of violating the requirements of the Code of Academic Integrity.

6.2. Responsibilities of participants in the educational process:

6.2.1. Students must:
– demonstrate integrity in their studies and in all forms of knowledge assessment, and comply with the accepted academic standards;
– oppose all forms of academic dishonesty as incompatible with high-quality and competitive education;
– strictly observe academic integrity in completing academic assignments and

research work.

6.2.2. Academic Staff of the University must:

- possess deep and solid knowledge and be proficient in innovative methods of delivering it to learners, demonstrating principle, respect and recognition of students' status, as well as increased personal responsibility for adherence to the requirements of the Code of Academic Integrity;
- uphold the principles of independence and objectivity when assessing students' knowledge;
- actively conduct research and scholarly activities based on honest inquiry, ensuring proper evidence, impartiality of judgement and integrity in reporting results;
- educate students in intellectual honesty;
- serve as a model of integrity, professionalism, high moral standards, ethics and civic responsibility, and be a principled opponent of any manifestations of corruption, indiscipline or irresponsibility;
- demonstrate tolerance and respect for a plurality of opinions while being able to defend their own viewpoint;
- prevent any possibility of violations of the requirements established by this Code.

7. Responsibility

7.1. All participants in the University's educational process bear responsibility for violating the provisions of the Code of Academic Integrity.

7.1.1. Types of responsibility applied to a student:

1) oral warning, including:
   - notification of an entry in the transcript (appendix) to the Diploma regarding the violation;
   - notification of potential expulsion from the University.
2) annulment of the work and/or the grade awarded;
3) denial of access to the defence of assessed works, including coursework, final projects, theses and dissertations;
4) recording of the violation in the transcript (appendix) to the Diploma;
5) expulsion from the University.

7.2. Violation of the Code of Academic Integrity by academic staff or administrative employees of the University results in disciplinary action as stipulated by the labour legislation of the Republic of Kazakhstan.

7.3. The University administration and heads of departments are responsible for identifying and preventing cases of academic misconduct.

7.4. At the discretion of authorised persons, multiple types of responsibility may be applied to an individual who violates the provisions of the Code.

Conclusion

This Code is mandatory for all participants in the University's educational process – the administration, academic staff, employees, students and their legal representatives – from the moment it is approved by the Academic Council of UIB.