

CODE
of honor of students, master and doctoral students of
Non-profit Limited Company "Karaganda Technical University"

1. General provisions

1.1. The Code of honor of students, master and doctoral students of the Non-profit Limited Company "Karaganda Technical University" (hereinafter the Code) has been developed in accordance with the requirements of the current laws of the Republic of Kazakhstan "On Education", "On Science" "On the Fight against Corruption" and other regulations of the Republic of Kazakhstan, the quality policy and other internal regulatory documents of the Non-profit Limited Company "Karaganda Technical University" (hereinafter KTU).

1.2. The Code addresses academic and non-academic misconduct and measures of disciplinary liability.

1.3. The main goal of the Code is observance of the accepted standards and norms of business and academic ethics by students in order to achieve strategic development, to strengthen the culture of academic honesty and the image of KTU.

2. Principles of the Code

2.1. Conscientiousness is a set of values and principles that express the student's honesty when performing written work (tests, essays, diploma, dissertations), when passing exams, in research, expressing one's position, in relations with employees, teachers and other students.

2.2. Openness is transparency, mutual trust, open exchange of information and ideas between students and teachers.

2.3. Equality is an equal obligation of each student to comply with this Code and equal responsibility for violation of its provisions.

2.4. Truthfulness is avoidance of deception, lies and falsification of documents in any situation.

2.5. Credibility is providing information that corresponds to reality, the developing scientific statements based on facts, empirical data and objective judgments.

2.6. Responsibility is the student's obligation to give an account of his actions, deeds, etc. and be responsible for their possible consequences.

2.7. Objectivity is making a decision without prejudice and/or attitude.

2.8. Fairness is ensuring strict observance of the rights and obligations of members of the KTU academic community, as well as fair consideration of violations, in accordance with this Code.

2.9. Zero tolerance for academic integrity violations is recording and addressing each academic integrity violation and taking action against violators in accordance with this Code.

3. Academic misconducts subject to disciplinary liability

3.1. Academic misconduct is an action when a student

- 1) tries to appropriate merit for the work or efforts of another person without obtaining permission or without referring to his work ("plagiarism");
- 2) uses unauthorized materials or false data when performing educational tasks;
- 3) falsifies academic documents or grade sheets;
- 4) deliberately interferes with or upsets the academic work of other students;
- 5) performs actions aimed at presenting false information;
- 6) is engaged in cheating in any form at the examination or while completing assignments;
- 7) assists other students in performing any of the described acts.

3.2. Plagiarism is deliberate or careless appropriation of the results of someone's work that includes a task presented as the student's own work, which in fact was fully or partially completed by another person. Plagiarism also includes submission of another person's work, idea, or statement without proper source citation.

3.3. Plagiarism occurs if the person:

- 1) directly copies one or more sentences from another person's written work without proper citation. This rule also applies to copying the material from the Internet or other electronic sources;
- 2) changes words but copies the structure of the sentence without reference to the source, or paraphrases one or more paragraphs with a close meaning without citing the source, or uses graphics, drawings, diagrams or other video/audio materials without indicating the source and/or without the author's consent;
- 3) presents false or altered information in any educational task that can include making up data for an experiment, changing data, links to non-existent articles, fictitious sources, etc.;
- 4) hands over the work that was in whole or in part performed by another person, and presents it as his own work;
- 5) uses special services for writing work, the services of other students for writing work, or uses a translation from a foreign language and presents the material as his own original work.

3.4. Self-plagiarism is full or partial use of someone's own previously published text, as a result of the lack of new data and conclusions, without indicating appropriate links to the original text.

3.5. Cheating occurs when a person:

- 1) obtains or provides unauthorized access to examination materials;
- 2) uses cheat sheets, mobile phones, books, calculators or other materials/devices during the exam without the teacher's permission;
- 3) writes off another student from the examination sheet with or without the student's permission, or permits another student to write off from his examination sheet;

- 4) interferes with the work of other students while completing assignments;
- 5) gives a false reason for requesting an extension of the term for passing the exam or writing;
- 6) continues to write the work when the exam time has already expired;
- 7) speaks at the examination;
- 8) asks another student to complete an examination task or test for him;
- 9) commits any other action that gives the student an unfair advantage in the exam or any graded assignment;
- 10) facilitates and assists in the committing any of the above-described actions or organizes these actions.

3.6. Falsification of documents, forgery of academic records or other documents; the data (observations in a scientific experiment, fake records, survey results); signatures in academic work; deliberately forging or damaging academic work. Falsification of documents occurs when a person:

- 1) submits a forged statement, financial aid application or any other official documents submitted to the KTU;
- 2) submits a fake or false medical certificate for missed classes, exams, untimely work or for other reasons;
- 3) uses a counterfeit or illegally altered student ID;
- 4) falsifies grades or other academic documents.

3.7. An unfair advantage is obtained in the following cases:

- 1) thieving, copying, distribution or otherwise gaining access to examination materials before such materials are disclosed by the teacher himself;
- 2) thieving, destructing, damage or concealment of library materials in order to prevent their use by other students;
- 3) accepting help from others in completing an academic assignment without obtaining permission to do so;
- 4) withholding, possession, use or distribution of previously received examination materials in cases where these materials have a clear indication that they should be returned to the teacher after the completion of the exam;
- 5) intentionally obstructing or interfering with the academic work of other students;
- 6) other actions carried out in order to create or obtain an unfair academic advantage over the academic work of other students;
- 7) damage, destruction or other harm to the work of other students in order to reduce the academic performance of other students.

3.7. Doubling (double submission) is presenting the same work for evaluation more than once without the consent of the teacher. Posing as another person/replacing oneself with another person in order to obtain academic gain during exams, tests, laboratory work or other assignments.

3.8. Concealment is suppression and concealment of information of unfair performance of the work and non-observance of the norms of the Code by students or employees of KTU.

3.9. Collusion is performing of any academic work that is subject to review and assessment for another student.

3.10. Bribery is transferring remuneration to the teaching staff, as well as to the employees of the KTU, in various forms, or without transferring remuneration from other personal interests, as well as inducement to such behavior.

3.11. Unauthorized access occurs when a student deceitfully gains access to some confidential information, such as examination materials, test questions, and other materials for academic gain including those through hacking.

3.12. Unauthorized distribution of data. It is a violation of the Code when publishing, distributing or disclosing confidential information to third parties without prior agreement. Confidential information includes academic information, data and documents that have been collected and stored in the non-public domain.

3.13. Helping to violate the principles of academic integrity occurs when a student passes on to another student an assignment that has already been passed in another class, and permission to duplicate parts of the assignment and to turn it in as his own.

3.14. Preparing the work in a group with other students or other persons without special permission is performing of any work that is carried out independently, unless there was permission from the teacher to perform the corresponding work in a pair, group, etc.

4. Violations that are not related with the educational process that are subject to disciplinary liability

4.1. KTU has the right to subject students to disciplinary sanctions for committing, involving or attempting to involve, or assisting others in getting involved in any of the following types of violations not related to the educational process:

- 1) behavior that endangers the health or safety of the person himself or another person;
- 2) sexual assault;
- 3) stalking;
- 4) harassment;
- 5) bullying;
- 6) the use, storage, manufacturing or distributing alcoholic beverages, marijuana, drugs, or other controlled substances, except in cases expressly provided for by law;
- 7) participation in gambling: a dispute over money or any material value, over an event with an unknown outcome, the main purpose of which is to win money and/or material values;
- 8) unauthorized seizure, use, movement, sale, damage or destruction of the property of KTU or the property of other persons;
- 9) behavior that impedes or hinders the actions carried out/sanctioned by KTU, or that interferes or hinders the ability of a person to participate in the activities carried out or authorized by KTU;
- 10) illegal possession or illegal creation, distortion, or misuse of the University or other official documents, records, keys, electronic devices or

passwords;

11) improper use of computer resources including the following violations: failure to comply with the requirements of legislation, license agreements and contracts governing the computer network, software and the use of KTU equipment; use of the computer resources of KTU for unauthorized access for commercial or personal purposes; failure to protect the personal password or user account opened by KTU; non-observance of computer security, invasion of privacy, or unauthorized access to the computer resources of the KTU;

12) giving a knowingly false oral or written testimony to any employee or representative of KTU in the matters of KTU, or refusal to comply with reasonable requirements in the matters of KTU including refusal to cooperate with the Compliance Control Commission, the Ethics Council;

13) behavior that is a criminal offense under the law;

14) behavior that violates any rules, norms, policies and other internal regulatory documents of the KTU including the provisions specified in the agreements between KTU and the student that poses a threat to the safety and well-being of the members of the University community, or that interferes with the ability of other students to exercise educational activities;

15) any behavior that violates the sanctions, requirements or restrictions imposed in connection with the previous disciplinary action taken in accordance with this chapter.

4.2. The provisions contained in this chapter apply to violations committed:

- in the territory of the KTU;
- at the events sponsored by KTU;
- outside the territory of KTU only in cases where this violation adversely affects the interests and image of KTU.

5. Rights and duties of the students

5.1. The students have the right:

1. To express freely their own opinion in the process of training;
2. To defend against unfounded accusations of violating this Code and to provide evidence.

5.2. The students are obliged:

5.2.1 To be personally responsible for compliance with the provisions of this Code and take the necessary measures to implement it.

5.2.2 To comply with the norms of academic integrity;

5.2.3 To use the method of transmitting someone's speech and thoughts with indication of the author, title of the work and page;

5.2.4 To indicate the list of used literature at the end of the research work, essay, written work;

5.2.5 To use reliable and reliable sources of information;

5.2.6 Not to provide other students with their own control measures;

5.2.7 To respect and abide by the fundamental principles regarding the use of intellectual property;

5.2.8 To observe ethical rules and principles in any type of work, in oral and written forms, current and final assessment;

5.2.9 Not to use cheat sheets, mobile phones, electronic means of information transmission and communication, etc. during exams.

5.2.10 To be aware of the responsibility for academic dishonesty and be prepared for the student to be subject to measures within the framework of this Code;

5.2.11 To be courteous and polite when communicating with other students, teachers, KTU employees and other persons, show delicacy, tact, patience, correctness, respect for everyone around;

5.2.12 To act according to the laws of kindness and fairness;

5.2.13 Not to allow any form of humiliation of honor and dignity, physical and mental violence against a person, obscene, abusive speech within the walls of KTU;

5.2.14 Not to allow public criticism of the professional or personal qualities of other students, teachers and management of KTU in conversations, slander and insult;

5.2.15 To consider an honest and conscientious attitude to the performance of the duties as the norm; to perform them accurately and without coercion;

5.2.16 To represent the University everywhere and always with dignity, to contribute to the creation of its positive image, remembering that outside the walls of the KTU, each student is its representative;

5.2.17 With honor and dignity to carry the title of student/master/doctoral student and graduate of KTU, always try not to lower the dignity and prestige of the Alma mater by behavior and actions;

5.2.18 To adhere to the business style of clothing, to avoid provocative things and makeup, to look always neat;

5.2.19 To show respect for the property of KTU, to maintain cleanliness and order in all the rooms and in the territory of KTU. To avoid vandalism.

5.2.20 To comply with the provisions of the Internal Regulations, Academic Policy, Anti-Corruption Standard and other internal documents of KTU.

6. Liabilities

6.1 The student is obliged to know and to follow the Code. Ignorance or disagreement with the ethical norms and provisions of the Code is not an excuse for unethical behavior.

6.2 Any forms of unworthy academic behavior are considered by the teacher individually, and the degree of responsibility is determined by the dean of the faculty with participation of the head of the department and in the prescribed manner is submitted for consideration and approval by the Chairman of the Board, KTU Rector.

6.3 Liabilities for academic misconducts are as follows:

- verbal warning;
- cancellation of work and/or awarded marks;

- non-admission to defense of the evaluated works including dissertations;
- deduction from the card.

6.4 Liability measures for violations not related to the educational process:

- remark;
- reprimand;
- severe reprimand;
- eviction from the hostel;
- expulsion from KTU.

6.5 The decision on the disciplinary measure for violation of the provisions of the Code is made by the Chairman of the Board, KTU Rector.