

CODE
of honor of students, master and doctoral students of
NPJSC “Abylkas Saginov Karaganda Technical University”

1. General provisions

1.1. The Code of honor of students, master and doctoral students of the Non-profit Joint-stock Company “Abylkas Saginov 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 Joint-stock Company “Abylkas Saginov Karaganda Technical University” (*hereinafter University*).

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 the University.

2. Principles of the Code

2.1. Conscientiousness is a set of values and principles that express the student’s honesty, when performing written works (tests, essays, graduation works, 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 situations.

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 biased attitude.

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

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

3. Academic misconducts, subjected 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 performing tasks;
- 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 fulfilled by another person. Plagiarism also includes submission of another person's work, idea or statement without proper source citation.

Plagiarism occurs, if the person:

1) directly copies one or several 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 several paragraphs with a close meaning without citing the source, or uses diagrams, figures, drawings, schemes 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 completely or partially performed by another person and presents it as his own work;

5) uses special services for writing works, the services of other students for writing a work or uses a translation from a foreign language and presents the material as his own original work.

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

3.4. 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) cheats off of another student's examination sheet with or without the student's permission, or permits another student to cheats off of his examination sheet;

4) obstructs or interferes with the work of other students while performing the tasks;

5) gives a false reason for requesting prolongation of the term for passing the exam or writing work;

6) continues to write the work, when the exam time has already expired;

7) talks at the examination;

- 8) asks another student to perform an examination task or test for him;
- 9) performs any other action that gives the student an unfair advantage in the exam or any evaluated task;
- 10) facilitates and assists in committing any of the above-described actions or organizes these actions.

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

- 1) submits a forged application, financial aid application or any other official documents, submitted to the University;
- 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 card;
- 4) falsifies the grade sheets or other academic documents.

3.6. 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, destruction, damage or concealment of library materials in order to prevent their use by other students;
- 3) accepting help from other people in performing an academic task without obtaining permission to do so;
- 4) withholding, possession, use or distribution of previously received examination materials in cases, when these materials have a clear indication that they should be returned to the teacher after 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 works of other students;
- 7) damage, destruction or other harm to the works 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 works or other tasks.

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

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

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

3.11. Unauthorized access occurs, when a student deceitfully gains access to 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 the confidential information to third parties without prior agreement. The 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 honesty occurs, when a student passes a task on to another student, which has already been passed in another class and permission to duplicate parts of the task and give it as his own.

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

4. Violations, being not related to an educational process, which are subjected to disciplinary liability

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

1) behavior, which 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 for 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 the University or the property of other people;

9) behavior that impedes or hinders the actions, carried out/ authorized by the University or that interferes or hinders the ability of a person to participate in the activities, carried out or authorized by the University;

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, which includes the following violations: failure to comply with the requirements of legislation, license agreements and contracts, which regulate a computer network, software and the use of University 's equipment; use of the computer resources of the University for unauthorized access for commercial or personal purposes; failure to protect the personal password or user account, opened by the University; non-observance of computer security, invasion of privacy, or unauthorized access to the computer resources of the University;

12) giving a knowingly false oral or written testimony to any employee or representative of the University in the matters of the University, or refusal to fulfil

reasonable requirements in the matters of the University, including refusal to cooperate with the Compliance Control and Quality Assurance Committee, the Ethics Council;

13) behavior, which is a criminal offense, according to the legislation;

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

15) any behavior, which violates sanctions, requirements or restrictions, imposed due to a 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 University;

- at the events, sponsored by the University;

- outside the territory of the University only in cases, when this violation adversely affects the interests and image of the University.

5. Rights and duties of the students

5.1. The students have the right:

1. To freely express their own opinion in the process of training;

2. To defend against unfounded accusation of violating this Code and 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 necessary measures to fulfill it.

5.2.2 To observe the norms of academic honesty;

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 research work, essay, written works;

5.2.5 To use reliable sources of information;

5.2.6 Not to provide other students with their own test activities;

5.2.7 To respect and observe 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 subjected to measures within the frame of this Code;

5.2.11 To be courteous and polite, when communicating with other students, teachers, employees of the University and other people, show delicacy, tact, patience, etiquette, 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 the University;

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

5.2.15 To consider an honest and conscientious attitude to performance of the duties as a 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 University, each student is its representative;

5.2.17 To bear the title of student/master/doctoral student and graduate of the University with honor and dignity, always try not to injure the dignity and prestige of Alma mater by behavior and actions;

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

5.2.19 To show solicitous attitude to property of the University, to maintain cleanliness and tidiness in all rooms and in the territory of the University. To avoid vandalism.

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

6. Liabilities

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

6.2 Any forms of improper academic behavior are considered by the teacher individually and liability is determined by a 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 Management Board – Rector of the University.

6.3 Liabilities for academic misconducts are as follows:

- verbal warning;
- cancellation of work and/or given mark;
- non-admission to defense of the evaluated works, including dissertations;
- expulsion from the University.

6.4 Liabilities for violations, not related to the educational process:

- reproof;
- reprimand;
- severe reprimand;
- eviction from the dormitory;
- expulsion from the University.

6.5 The decision on the disciplinary measure for violation of the provisions of the Code is made by the Chairman of the Management Board – Rector of the University.