	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27


**УТВЕРЖДЕНО**  
**приказом Председателя**  
**Правления - Ректора**  
 № 418 от « 01 » 09 2022г.

**Code of Academic Integrity of Students of the NJSC “S.D.Asfendiyarov  
Kazakh National Medical University”**

Срок действия с « <u>01</u> » <u>09</u> 20 <u>22</u> г. по « <u>01</u> » <u>09</u> 20 <u>24</u> г.	Срок продления до « ____ » _____ 20__ г.	Статус: Действующий <input type="checkbox"/> Устаревший <input type="checkbox"/>
Предыдущий устаревший документ: № ____ приказа ректора от « ____ » _____ 20__ г.	Подпись ответственного лица за управление документом	Код № Копия № Экземпляр № Редакция №

## Contents

1. General Provisions	3
2. Key terms	
3. Principles of academic integrity	4
4. Proper Academic Practices	5
5. Types and levels of academic integrity violations	6
6. Forms of liability for violation of academic integrity standards	9
7. Procedure for Reviewing Cases of Academic dishonesty	12
8. Students' responsibility for observing the principles of academic integrity	
9. Responsibility of employees, teachers and researchers for violation of the principles of academic integrity	
10. Appendix. Rules for scientific citation in KazNMU named after S.D. Asfendiyarov	
11. Final Provisions	25
12. Record of Amendments	26
13. Acknowledgement Sheet	27

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

## 1. General Provisions

### 1.1. Scope of Application

- 1) This Code of Academic Integrity (hereinafter – the *Code*) of students at the Non-Profit Joint-Stock Company “Asfendiyarov Kazakh National Medical University” (hereinafter – the *University*) defines the key concepts, format, procedure for organization, and conditions for implementing the University’s academic integrity policy for students.
- 2) This Code regulates activities aimed at organizing and ensuring academic integrity at the University. It includes the main mechanisms for implementing the academic integrity policy and preventing academic misconduct.
- 3) The responsibility for implementing this Code is vested in all students, the faculty (hereinafter – the Faculty), and the University staff.


### 1.2. Normative References

This Code has been developed on the basis of the following regulatory documents:

- Constitution of the Republic of Kazakhstan dated 30 August 1995;
- Law of the Republic of Kazakhstan “On Counteracting Corruption” dated 18 November 1995;
- Law of the Republic of Kazakhstan “On Education” dated 27 June 2007, No. 319-III;
- Order of the Minister of Education and Science of the Republic of Kazakhstan “On Approval of the Standard Rules for the Activities of Educational Organizations of the Relevant Types” dated 30 October 2018, No. 595;
- ISO Standard 37001:2016 “*Anti-Bribery Management Systems – Requirements and Guidance for Use*”;
- As a reference, the “Code of Student Conduct and Disciplinary Procedures of Nazarbayev University” (Astana, 2015) was used.

### 1.3. Purpose and Objectives of the Code of Academic Integrity for Students

- 1) The purpose of this Code is to ensure the quality of Kazakhstan’s higher medical education in line with international standards, to increase its attractiveness, and to enhance its competitiveness. By completing academic assignments honestly, students uphold the core values of the educational institution while ensuring the proper transfer of knowledge and culture through the generation of new and innovative ideas.
- 2) The objectives of implementing this Code are:
  - to prevent and eliminate violations of academic integrity among the University’s students;
  - to comply with the University’s anti-corruption policy based on the requirements of the international standard ISO 37001;
  - to foster intolerance towards plagiarism among students and faculty members.
  - conducting continuous targeted work to promote the practice of academic integrity among students and staff of the University. The Code is introduced to support the University’s strategy aimed at improving the quality of specialist training and enhancing the University’s reputation in the academic environment. It establishes the principles of academic integrity in the educational process, the rights and obligations of its participants, as well as defines the types of academic misconduct and the procedures for taking action in case of their occurrence.

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

## 2. Key Terms

The following terms are used:

**Academic Integrity** – a set of values and behavioral principles of students and faculty in the educational process that foster personal honesty and responsibility for learning.

**Academic Misconduct** – any form of fraud or deception related to scientific or educational activities.

**Anti-Corruption Policy** – the intentions and direction of the organization in counteracting corruption and bribery, officially stated by the management.

**Student** – a person pursuing an educational program, including undergraduate students, interns, residents, master’s and doctoral students, and continuing education learners.

## 3. Principles of Academic Integrity

The core principles of academic integrity for students in the educational process are:

**Diligence (Honesty)** – fair and conscientious completion of both assessed and non-assessed work by students.

**Protection of Authors’ Rights and their Successors** – recognition of authorship and safeguarding works that are the object of copyright through proper attribution of others’ words, ideas, and citation of sources in assessed work.

**Openness** – transparency, mutual trust, and open exchange of information and ideas between students and faculty.

**Respect for the Rights and Freedoms of Participants in the Educational Process** – the right to freely express opinions and ideas.

**Equality** – the obligation of each student to comply with the rules of academic integrity and equal responsibility for their violation.

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

**Accuracy (Reliability)** – provision of information that reflects reality; drawing scientific conclusions based on facts, empirical data, and objective judgments.

**Responsibility** – adherence to the policy of academic integrity and avoidance of situations that may lead to violations of academic integrity.

**Objectivity** – making decisions based on objective data without bias or subjective attitude.


**Fairness** – ensuring strict observance of the rights and responsibilities of the members of the University’s academic community, as well as fair consideration of cases of academic integrity violations.

**Zero Tolerance for Academic Integrity Violations** – recording and reviewing every violation of academic integrity and taking appropriate measures against offenders in accordance with this Code.

**The University adheres to the following Principles of the League of Academic Integrity:**

**Principle №1.** Academic integrity is a key value of every League member, its educational process, and its research activities.

**Principle №2.** Each League member ensures the enforcement of clear, fair, and objective standards of academic integrity, citation rules, and conduct.

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

**Principle№3.** Each League member is responsible for ensuring mandatory plagiarism checks for all written work, regardless of its nature, content, or volume, submitted for academic and/or research purposes.

**Principle№4.** Each League member ensures student accountability for violations of the principles and standards of academic integrity.

**Principle№5.** Each League member applies higher standards to students within its system of fair and objective assessment of learning outcomes.

**Principle№6.** Each League member grants the opportunity to complete their studies only to those who meet the high standards.

**Principle№7.** Each League member bears responsibility for the quality of graduates, as confirmed by the diploma it awards.

**Principle№8.** Each League member ensures the high responsibility of teachers as mentors, fostering the principles and standards of academic integrity, mutual respect, and fairness.

**Principle№9.** Each League member recognizes that the promotion and protection of academic integrity result from the joint efforts of all students and staff of the educational institution.

**Principle№10.** Each League member undertakes to fulfill its obligations in good faith, including adherence to the fundamental principles of the League’s activities.

#### **4. Proper Academic Practices**

The faculty and the administration are responsible for providing conditions and support to students to enable them to successfully attain the appropriate academic degree. The faculty and administration are involved in reviewing cases of violations of academic integrity that require the application of serious disciplinary measures. If found guilty, students may appeal the serious disciplinary measures through a formal hearing procedure.

#### **5. Types and Levels of Academic Integrity Violations**

**Plagiarism** – the intentional or careless appropriation of another person’s work, which includes submitting an assignment as the student’s own work when, in fact, it has been wholly or partially completed by another individual. Plagiarism also includes presenting another person’s work, ideas, statements, or remarks without proper citation of the source.


Plagiarism occurs if a student:

1) Directly copies one or more sentences from another person’s written work without proper citation.

This rule also applies to copying material from the Internet or other electronic sources.

2) Changes the wording but copies the sentence structure without referencing the original source, or paraphrases with a meaning close to the original one or more paragraphs without citing the source, or uses graphs, illustrations, drawings, diagrams, or other video/audio materials without citing the source and/or without the author’s consent.

3) Presents false or altered information in any academic assignment, which may include fabricating experimental data, altering data, citing non-existent articles, fictitious sources, etc.

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

4) Submits work wholly or partially completed by another student and presents it as their own.

5) Uses professional writing services, other students' assistance in preparing the work, or translated material from a foreign language and presents it as their own original work.

**Self-Plagiarism** – the use of one's own previously published material without referencing the source; this includes extensive citation of one's own earlier works. Reusing text can occur in manuscripts submitted for publication or in various types of published articles, such as research papers or reviews. If significant overlaps are found between two or more articles, the reason must be clarified and/or appropriate action taken. The most critical factor is the extent of text reuse. Repeating a few sentences clearly differs from copying entire paragraphs; moreover, a larger amount of repetition in the methods section is more justifiable than in the discussion of results. If self-plagiarism is minor, the author should be asked to rewrite the text and add references to the original sources if they are missing. A substantial degree of self-plagiarism should serve as grounds for rejection of publication.

**Cheating** harms the reputation of the University as well as society as a whole and undermines the moral and ethical values of the individual.

Cheating occurs when a student:

- 1) Obtains or provides unauthorized access to examination materials;
- 2) Uses cheat sheets, mobile phones, books, calculators, or other materials/devices during an examination without the instructor's permission;
- 3) Copies from another student's exam sheet, with or without that student's permission, or allows another student to copy from their own exam sheet;
- 4) Obstructs or interferes with the work of other students while assignments are being completed;
- 5) Provides false reasons when requesting an extension of time for submitting an exam or written work;
- 6) Continues writing after the exam time has expired;
- 7) Talks during the examination;
- 8) Asks another student to complete the exam or test on their behalf;
- 9) Engages in any other action that gives the student an unfair advantage in an examination or any other graded assignment;
- 10) Assists, facilitates, or organizes any of the above-mentioned actions.


**Document Falsification** is a form of academic fraud that intentionally leads to the distortion of any information about a student.

Document falsification occurs when a student:

1. Submits a forged application, financial aid request, or any other official documents submitted to the University;
2. Submits a fake or false medical certificate for missed classes, exams, late submissions of work, or for other reasons;
3. Uses a forged or illegally altered student ID card;
4. Forges grade reports or other academic documents.

**Gaining Unfair Advantage** is considered a violation in the following cases:



	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

- 1) Stealing, copying, distributing, or otherwise obtaining access to examination materials before such materials are officially released by the instructor;
  - 2) Stealing, destroying, damaging, or hiding library materials to prevent their use by other students;
  - 3) Accepting assistance from others in completing an academic assignment without the required permission;
  - 4) Retaining, possessing, using, or distributing previously obtained examination materials in cases where those materials are clearly marked as required to be returned to the instructor after the exam.
- 
- 5) intentionally obstructing or interfering with the academic work of other students;
  - 6) other actions carried out with the purpose of creating or obtaining an unfair academic advantage over the academic work of other students;
  - 7) damaging, destroying or otherwise harming the work of other students with the aim of reducing the academic performance of other students.

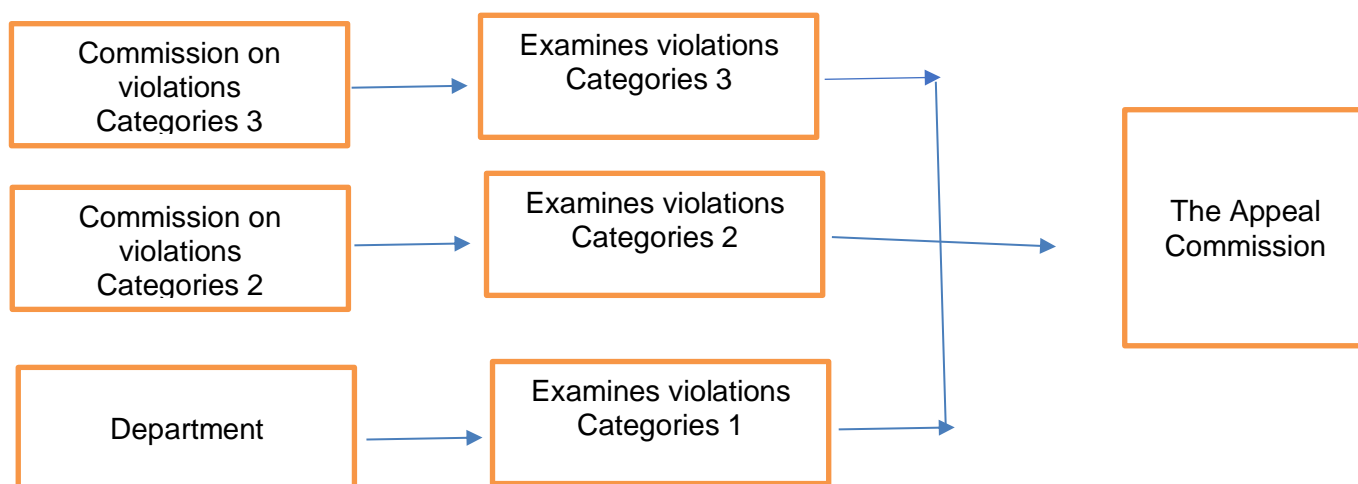
Double change- submission of the same work for evaluation more than without the teacher's consent.

Impersonation/substitution of another person for the purposes of obtaining academic benefits while taking exams, tests, diagnostic tests, completing laboratory work or other assignments. Unauthorized access occurs when a student, for the purposes of obtains access to confidential information, such as examination materials, test questions and other materials, by fraudulent means, including through the use of hacking, in order to obtain academic benefits. Unauthorized distribution of data. Violation of the rules The Code prohibits the publication, distribution, or disclosure to third parties of confidential information without prior consent. Confidential information includes academic information, data, and documents collected and stored under conditions of non-public access. Providing assistance in violation of academic integrity rules. Self-inflicted errors are considered a violation of the principles of academic integrity and are subject to this Code. For example, this violation occurs when a student passes on to another student an assignment that has already been submitted in another class, and allows the student to duplicate parts of the assignment and submit it as their own.

Preparing work in a group with other students or other persons without special permission- performing any work performed independently, unless the teacher has given permission to perform the corresponding work in pairs, groups, etc. This list of types of academic integrity violations is not exhaustive and may be expanded. Academically inappropriate behavior includes any behavior that provides a student with an unfair advantage or affects the performance of another student.

Bribery or attempted bribery of a teacher or responsible person by a student- transfer of material goods in exchange for actions, carried out with the purpose of creating or obtaining an unfair academic advantage over the academic work of other students;

6. Forms of liability for violation of academic integrity standards Disciplinary sanctions for violations of academic integrity standards in in-person and distance learning settings are divided into three categories.



#### 6.1 Academic Misconduct and Disciplinary Actions Category 1:


Academic Misconduct Category 1 (Minor):


These violations may occur at current and midterm control due to inexperience or ignorance of academic principles, and often not due to dishonest intent on the part of the student committing the violation: working in pairs with another student on short assignments when pairing is not permitted; failing to provide footnotes or proper citations in a small section of an assignment; using an idea or general argument without citing the cited text; erroneously omitting citations without prior violations. (The list of violations is not exhaustive.)

##### Disciplinary Actions for Academic Misconduct Category 1

Types of AC disorders	Disciplinary sanctions	Documents
work in pairs with another student in time execution small tasks, in if working in pairs is not allowed	Written comments; performing additional task; a written assignment or research project on ethics or academic integrity;	Explanatory note of the student; Report of the identified violation (the report is drawn up by the teacher in the presence of 2-x witnesses: headman groups An head teacher/teacher); Service note (from head of the department (to the dean) with a package of documents (protocol meetings departments, act identified violations And explanatory




	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3
			Page 2 of 27
		student); An order for disciplinary action, with entry in the student’s personal file;  Important: Category 1 violations are recorded in a separate violation log. In each School/Faculty should have its own registration journal.	
Absence of footnotes or proper references to sources in a small section of the task	Written remark; "0" zero points for the task; completion of an additional task;		
Usage of ideas or general argument without reference to the quoted text	Written remark; "0" zero points for the task; completion of an additional task;		
erroneous omission of quotations without previous violations	Written remark; completing an additional assignment; a written assignment or a research project on ethics or academic ethics of honesty.		

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27
	Usage of cheat sheets, Mobile phones, computers, books, calculators and others materials/devices in time of current and midterm assessments without the teacher’s permission (used only at full-time education); usage of cheat sheets, additional tabs and internet use resources, additional mobile phones, books, calculators in exam time (at remote delivery)	“0” points per task	

**Category 1 disciplinary actions may be recommended by the faculty member/department.** One or more points may be applied for one violation.

**6.2 Academic Misconduct and Disciplinary Actions Category 2:  
Academic Misconduct Category 2 (Serious):**


- 1) a repeat violation under Category 1, regardless of whether disciplinary sanctions have been applied previously;
- 2) direct quotation or paraphrasing within moderate limits, without indicating the source;
- 3) submitting work that is a copy or a substantial portion of another work to satisfy the requirements of more than one class;
- 4) using data or explanatory materials for laboratory reports without proper attribution of sources or participants in the work;
- 5) failure to properly identify other persons performing tasks or a project, such as when providing assistance with research, statistical analysis, computer programming, data collection, or written work, if such assistance was an integral part of the assignment;
- 6) copying from another student’s examination paper during the examination, talking or continuing to write the paper after the examination time has expired (used only in face-to-face teaching).

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

- 7) use of cheat sheets, mobile phones, computers, books, calculators and other materials/devices during the exam without the permission of the teacher/ examiner/proctor (used only during in-person learning);
- 8) use of cheat sheets, additional tabs and use of Internet resources, additional mobile phones, books, calculators during the exam (when taking the exam remotely);
- 9) facilitating cheating during an exam;
- 10) involving the assistance of third parties during the exam;
- 11) plagiarism in written work: writing essays, papers, presentations in the amount of up to 40% in undergraduate and internship programs, up to 35% in residency programs, up to 30% in master's programs, up to 25% in doctoral programs;
- 12) plagiarism in the writing of undergraduate theses over 30% (70% originality), master's degree theses over 25% (75% originality), doctoral theses over 15% (85% originality);
- 13) transfer of personal login and password of the AIS Sirius and other KazNMU platforms to third parties, deletion or damage of published or backup materials or other obstruction of access of other students to the material;
- 14) disruption of another student's work aimed at preventing the successful completion of a task;

Disciplinary sanctions for academic misconduct Category 2:


Types violation AC	Disciplinary collection	Documents	
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	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27
<b>All violations Category 2</b>	Rebuke; Grade unsatisfactor y by discipline cancellation results of work.	Explanatory student; Report of the identified violation; Protocol commissions By violations academ ic honesty; Order on disciplinary action, with entry in the student’s personal file;  <b>Important:</b> Acts of violations <b>Categories 2 and 3</b> are registered in legal department and located under responsibility of the compliance officer.	

**NOTE:** Any violation of the academic integrity policy, committed during the appeal to the Appeals Panel will also be considered as an additional Category 2 offence.

**6.3 Academic Misconduct and Disciplinary Actions Category 3:  
Academic Misconduct Category 3 (Severe):**

- 1) a repeat violation under Category 2, regardless of whether disciplinary sanctions have been applied previously;
- 2) presenting another person's work as one's own in the completion of any academic assignment, examination, term paper, master's or doctoral dissertation, scientific article, report or any other written work;
- 3) falsification or distortion of data by providing fabricated or intentionally distorted materials;
- 4) falsification of grade sheets or other documents containing grades, theft/ photographing of examination materials from a teacher or examiner, purchase of stolen examination materials, including through the use of hacking;
- 5) replacing oneself with another person to take an exam or taking an exam for another person;
- 6) acquisition or distribution of copies of examination materials from unauthorized sources prior to the examination period;
- 7) collusion of students before the exam with the aim of developing methods of unauthorized exchange of

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

information during the exam;

- 8) organizing the commission of or conspiring to commit any of the actions listed in this section;
- 9) any other act of academic dishonesty that is considered to be of the highest degree of seriousness by the committee.


Disciplinary sanctions for academic misconduct Category 3: Expulsion from the University within 5 (five) days from the date of the decision of the appeals committee.

#### 7. Procedure for considering cases of academic dishonesty Procedure for considering and applying disciplinary sanctions Category 1

- 1) The instructor must meet with the student who committed the violation, with the mandatory participation of the department head and the group leader. If the violation is confirmed, a report on the identified violation is drawn up and signed by the instructor who identified the violation, the department head, the group leader, and the student who committed the violation. A written explanation from the student is attached to the report.
- 2) Refusal or failure to provide a written explanation shall not be an obstacle to the application of a disciplinary sanction.
- 3) The instructor must submit a report of the identified violation to the head of the department on the same day. The head of the department will submit the matter to a department meeting, where a decision on whether to impose disciplinary action against the student will be made, **not later than the next day**. Next, all original documents (protocol department meetings, the act of the identified violation and the student's explanatory note) are transferred to the relevant dean's office for 2 days after the act of discovery violations (copies remain at the department).
- 4) After the imposition of a disciplinary sanction of Category 1, the student within 48 hours has the right to submit to the Chairman of the Appeals commission to challenge the decision to impose disciplinary action.

Procedure for consideration and application of disciplinary sanctions of Category 2

- 1) The teacher/proctor draws up a report of the identified violation, which The document is signed by at least two witnesses (e.g., a test center employee, a second proctor on duty, a faculty member, a dean's office employee, a student witness, etc.), as well as the student who committed the violation. If the violation is discovered on a date other than the exam day, a memo is prepared by the employee who discovered the violation. The materials are submitted to the dean's office of the relevant school for the student to explain the violation of academic integrity standards. Subsequently, the reports, explanatory notes, and memos, if any, are forwarded to the Category 2 Academic Integrity Violations Commission.

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3
			Page 2 of 27

- 1) By order of the Vice-Rector, a section is created to consider cases of violations of academic integrity of Category 2  
**Commission on Violations of the Category2** on one academic year, taking into account the summer semester.
- 2) The commission consists of at least seven members—representatives of the administrative and management staff, the dean's office, the faculty, and the student. The commission secretary has voting rights.
- 3) Commission **for 5 days** having examined the case, it determines whether it took place violation of academic integrity, and if the fact of the violation is provable, applies appropriate disciplinary action, about which a decision is made and an extract from the protocol is sent to the dean's office and issued to the student.


If a student disagrees with the decision, they have the right to submit an appeal to the appeals committee within 48 hours, requesting a reconsideration. After 48 hours from the committee meeting, if the student has not exercised their right to appeal, the dean will prepare a Category 2 disciplinary action.

Copies of the order must be given to the student and the teacher/proctor.

#### 7.1. Procedure for consideration and application of disciplinary sanctions of Category 3

- 1) The initiator of the report of the identified violation must prepare the relevant materials and submit them to the dean's office, which in turn requests a written explanation from the student. The documents are then sent to the Category 3 Commission. The Commission must request a written explanation from the student.
- 2) The Commission may, if necessary, instruct the Security Department to conduct further investigation into the matter.
- 3) Students who have violated academic integrity must be informed of the investigation into the violation.
- 4) The Category 3 Violations Commission is created by order of the Vice-Rector (for the academic block) for one academic year, taking into account the summer semester.<sup>1</sup>
- 5) The Category 3 Violations Commission shall, no later than 25 (twenty-five) days, investigate the violation and, after reviewing the materials provided, recommend the application of disciplinary action against persons, who violated academic integrity. The decision is documented in a protocol
- 6) In the event that the application of a Category 3 disciplinary



	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3
			Page 2 of 27

sanction is recommended, the student has the right to file an appeal to the Chairman of the Appeals Committee within 10 (ten) days from the date of receipt of an extract from the protocol on the application of the sanction.


- 7) The Appeals Committee makes a final decision on the case appealed. While the Appeals Committee is reviewing the final decision, the student may be admitted to classes and receive grades.
- 8) If an appeal to the Chair is rejected, any work completed during the appeal review period will not be included in the student's transcript. The Dean's Office must issue a corresponding order imposing the appropriate sanction.

#### 7.2. Appeal

- 1) An Appeals Committee for Violations of Academic Integrity by Students (uniform for the University) is created to consider cases of violations of academic integrity by order of the Head of the Rector's Office for one academic year, taking into account the summer semester.
- 2) The commission consists of the chairperson of the appeals commission, five representatives of the structural divisions and the student body (from among the administrative and management staff and the dean's office, the faculty, and the student), two of whom are permanent members of the commission, one is temporary, and the secretary of the commission. (A member of the appeals commission does not have the right to vote in the consideration of a case of violation that they have previously reported. Therefore, in such cases, as well as in the absence of a permanent member, a temporary member of the commission is called in.) The secretary of the commission has the right to vote, as do the other members of the appeals commission.
- 3) The Appeals Committee sets dates for hearings on cases of academic integrity violations and holds a meeting within 10 days of receiving the student's appeal. (Students filing an appeal should contact the Dean's Office for precise information on the Appeals Committee's meeting times.)

#### 7.3 Filing appeals

- 1) The student has the right to file an appeal within 48 hours after the commission's decision on a Category 1 and 2 violation, and in the case of a Category 3 violation, within 10 (ten)

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

calendar days after the commission’s decision on disciplinary action.

- 2) The period for considering an appeal is 10 (ten) calendar days from the date the student receives the commission’s decision on disciplinary action. NOTE: An appeal may only be filed in cases where The student claims that:

- 1) There was no act of academic dishonesty or the violation described by the instructor does not actually meet the definition of an act of academic honesty.

The act of academic dishonesty indicated in the submitted materials it did indeed occur, but the category of violation was determined incorrectly.

- 1) The alleged act of academic dishonesty occurred and the category of the violation was determined correctly, but the punishment imposed by the teacher was not appropriate.

No other appeals submitted for any other reasons will be considered by the Appeals Committee. Prior to the scheduled meeting, the committee chair will review the submitted applications and may, at their sole discretion, refuse to consider them if they do not meet any of the above requirements.


#### 7.4. Consideration of appeals

- 1) Before considering appeals, the committee chair reminds students that the appeal delegates to the Appeals Committee the right to determine whether an act of academic dishonesty has actually been committed, the category of violation to which it should be assigned, and the appropriate punishment from the Appeals Committee. Consequently, there is no guarantee that a student will receive a more or less severe punishment. If the Appeals Committee determines that an act of academic dishonesty has occurred and that the violation should be classified in a higher category than the one previously determined, or that this violation merits a more severe punishment, the student's punishment may be increased.

- 2) Any dishonest actions committed during the appeal process will be considered as additional acts of academic dishonesty and will generally be treated as violations of the appropriate category.

- 3) For Category 1 and 2 violations, the committee chairperson gives students the opportunity to withdraw their appeal. If the student refuses to withdraw their appeal (or in the case of a Category 3 violation), the committee chairperson begins an appeal hearing, after which the student cannot reverse their decision.

- 4) The Appeals Committee begins the hearing of the case. The

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

committee chair asks the teacher or the person who initiated the violation to present the grounds for believing that an act of academic dishonesty occurred and the reasons for classifying this violation as Category 1, 2, or 3. The committee may also request a review of any evidence and may ask additional questions of the teacher/person who initiated the violation to clarify the circumstances.

5) The committee chair then asks the student about the reasons for filing the appeal with the Appeals Committee. After this, committee members may ask additional questions of either or both parties.

After discussing the situation, the student and teacher must leave the room. meetings, and the commission members will discuss the situation and make a decision by voting.

6) In standard situations, the commission conducts three stages of voting as follows:

Stage 1- consists in resolving the question: did an act of academic dishonesty declared by the teacher. (If the student does not deny committing an act of academic dishonesty, then voting on this point is a formality and may not be held.)

If the majority votes "no," the student and teacher will be notified that no punishment will be imposed, and the number of violations recorded in the student's record will be reduced. Since this decision effectively reduces the punishment to zero, there is no need for a second round of voting, and the committee will proceed directly to the third round of voting.


If the majority votes "yes", the commission immediately proceeds to the second stage of voting.

Stage 2– consists in solving the issue:leave or change The initial punishment (previously assigned). (If the student did not appeal the category of the violation and the type of punishment, this voting stage may be skipped.)

If the majority votes to "leave," the student and teacher will be notified of this decision and the entry in the student's personal file will remain the same.

If the majority votes "change," the committee will deliberate and vote on the appropriate punishment 3. (If necessary, the committee may increase the punishment at this stage.)

In any case, the discussion and final vote on this item will be conducted under the supervision of the committee chairperson, the results will be communicated to the student and the teacher and, if necessary, the entry in the student's personal file will be changed in accordance with the committee's decision.


	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

Stage 3- consists in solving the issue:whether an act of academic dishonesty took place during the hearing itself.

If the majority votes "no", the case will be closed.

If the majority votes "yes," the teacher and student will be notified of the committee's decision, and any dishonest actions or testimony that occurred during the appeals process will be entered into the student's record as additional actions of academic dishonesty, typically Category 2.

NOTE:Since the acts of academic dishonesty recorded during the appeal process are typically considered Category 2 violations, if the student commits additional acts of academic dishonesty during the appeal process itself, even if the violation report was a Category 1 violation, the student will be punished by receiving a mark (“unsatisfactory”) in the subject.

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>	
	Department of Academic Work	Code of Academic Integrity <div style="float: right;">           Edition: 3 Page 2 of 27         </div>

If the appeal concerns a Category 2 violation, the Category 2 violation will be included in the total number of repeated violations that are taken into account for the application of further disciplinary measures.

#### 8. Students' responsibility for observing the principles of academic honesty

Each student, as a member of the university, necessary adhere to the following recommendations:

1) Be honest under all circumstances.

2) Behave fairly towards others, do not disrupt the order and do not seek unfair advantage over other students by cheating or otherwise.

3) Know the University's anti-corruption policy and internal anti-corruption regulations related to the educational process.

4) Prevent and avoid academic misconduct, and report acts of misconduct that you witness.

5) Know what plagiarism is and take steps to avoid it. When using someone else's words or ideas, even if paraphrased, you must cite the source. If you are unsure whether you have used someone else's thoughts or ideas, you should consult with the teacher who gave them the assignment.

6) Know the rule: "ignorance is no excuse." Anyone who violates the rules of academic integrity is subject to disciplinary action, including expulsion from the University.

Rights and responsibilities of students:


Students have the right to:

- to freely express one's own opinion in the learning process;
- to defend against unfounded accusations of violating this Code and provision of evidence;

Students are obliged to:

familiarize yourself with the text of this Code and know the consequences of its violations;

- strictly adhere to the standards of academic honesty;
- use a method of conveying someone else's speech and thoughts with an indication of the author, title of the work and page;
- at the end of research work, essays, written works indicate list of references;
- use reliable and valid sources of information;
- do not provide other students with work that has been completed tests;
- respect and observe the fundamental principles concerning use of intellectual property;
- To follow ethical rules and principles in all types of work, both oral and written, including ongoing and final assessments. written forms, current and final assessment;

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>	
	Department of Academic Work	Code of Academic Integrity <div>           Edition: 3            Page 2 of 27         </div>

do not use cheat sheets or mobile phones during exams, electronic means of transmitting information and communication, etc.

- be aware of the responsibilities for engaging in academic dishonesty and be prepared for the fact that measures within the framework of this Code will be applied to the student;


9. Responsibility of employees, teachers and researchers for violation of the principles of academic honesty

Teaching staff, researchers, and staff are responsible for identifying and preventing instances of academic dishonesty. Participants in the educational process must remember that they bear moral responsibility for violating the principles of academic integrity.

Teaching staff, researchers and university staff are obliged to:

- 1) reflect in the syllabuses of disciplines and communicate to students information about the forms of conducting current and midterm assessments, assessment criteria;
- 2) use valid assessment methods;
- 3) be responsible for filling out the electronic journal, entering the results of current monitoring of academic performance and attendance within the established timeframes;
- 4) provide students with access to practice tests, a list of written and oral examination questions (without answers), for the purpose of preparing for exams;
- 5) inform students that their work is checked for plagiarism using appropriate software;
- 6) train and support students in choosing reliable and valid sources of knowledge in the discipline;
- 7) teach methods of formatting footnotes, references, bibliography, other people's words and thoughts;
- 8) teach methods of formalizing project activities on paper, electronic, and digital media, indicating the authorship of all participants in the work performed;
- 9) conduct explanatory work with students, before they complete control activities, on issues of maintaining academic integrity;
- 10) prevent any possibility of violation of the requirements established by this Code;
- 11) maintain strict records of each case of violation of this Code;
- 12) inform the management of the university (rector, vice-rectors), Schools/faculty (dean, deputy dean) and parents or other legal representatives about each case of violation of the Code;
- 13) promote the implementation of principles of academic integrity in the practice of their work;
- 14) create conditions for intellectual and moral learning based on ethics and continuous development of students;



	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

15) study the regulatory documents on copyright protection in force both in the territory of the Republic of Kazakhstan and in the world community;

16) attend seminars and workshops on issues related to maintaining academic integrity.

17) guarantee to the student that he/she will not be subject to repressions, discrimination or disciplinary measures for reports made in good faith or due to a sincere belief about the existence of actual or suspected violations of the University's anti-corruption policy, or for refusing to participate in corrupt activities.

#### 10. Appendix Rules of scientific citation at the University

A mandatory component of any scientific work is scholarly citation. In scientific works, references are given to sources from which materials or individual results are borrowed, or to ideas and conclusions on which the problems, tasks, and questions studied in the work are developed. Such references allow readers to find the relevant sources, verify the accuracy of the citations, and obtain necessary information about these sources (their content, language, volume). The use of bibliographic references in scientific works is mandatory and is applied in the following cases:


- when citing fragments of text, formulas, tables, illustrations;
- when borrowing provisions, formulas, tables, illustrations, etc. not in the form of a quotation;
- when a fragment of someone else's text is paraphrased and not reproduced verbatim;
- when analyzing the content of other publications in the text;
- if necessary, refer the reader to other publications where the material under discussion is presented in more detail.

The absence of a reference constitutes a violation of copyright, while an incorrectly formatted reference is considered a serious error. All sources listed in the bibliography must be cited in the text of the article..

The appearance in the text of the work of citations and references that are not presented in the list of references, and vice versa, the appearance in the list of references of sources that are not referenced in the text of the work, is a gross error.

When evaluating a work's bibliographic apparatus, attention is paid to the quality of the cited sources. The main requirements for sources cited in a work are their authority and relevance to the topic being studied. The most authoritative sources of information for scientific papers are recognized as the latest scientific articles and monographs (including foreign ones). When citing these sources, attention should be paid to the scientific qualifications of the authors, as well as the credibility of the journal in which the article was published.

Attention!

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>	
	Department of Academic Work	Code of Academic Integrity <div>           Edition: 3            Page 2 of 27         </div>

-If the same material is reprinted multiple times, the most recent edition should be cited. Earlier editions may be cited only if they contain relevant material not included in the latest editions.

- Citations of educational and reference publications in scientific papers should be limited. References to popular publications and materials whose authorship cannot be established should be avoided, even if the information provided is relevant to the topic of the research paper.

- The quality and authority of a bibliographic source can be determined by its title, information about the author and publication, as well as by the writing style and formatting of the text.

- It is not recommended to refer to materials posted on the Internet if they are available in traditional publications.

- Indicating a reference to a bibliographic source in a scientific work implies that the author of the work has personally familiarized himself with this publication and can, if necessary, support a scientific discussion (when defending the scientific work) regarding the content of this source.

- When using theoretical positions, ideas, evidence, and research results of other authors in scientific work, it is necessary to provide references to the authors and sources of the cited information.

- When borrowing graphic materials (tables, diagrams, drawings, photographs, etc.), as well as experimental data (including primary unprocessed materials) from the works of other authors, a reference to the source of information is required!


- When writing a scientific work, there are times when it's necessary to draw the reader's attention to a large cross-section of literary sources, the citations of which are too numerous to provide in the work. Such instances are specifically addressed in the text of the work, with references to the most recent or well-known works on the topic provided, and the reader is encouraged to independently review the remaining sources if desired.

To properly format references to the works of other authors in a scientific work, the following rules and recommendations should be followed:

1)When citing other authors, it is necessary to indicate not only the last name but also the author's initials. This recommendation is often ignored in educational and scientific literature, so you may encounter citations without initials. If an author is cited in a student's work from a secondary source that does not provide their initials, information about the author can be found in the bibliography of the secondary source or found in other sources (for example, on the Internet)..

2)In scientific texts, it is customary to indicate the initials of cited authors before their last name, and not after it.

3)When citing other authors in your work, you should pay attention to the gender of the cited author and the correct declension of his surname (even in textbooks).

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>	
	Department of Academic Work	Code of Academic Integrity <div style="float: right;">           Edition: 3 Page 2 of 27         </div>

(In publications, there are often errors related to the incorrect use of surnames).

4) When citing, make sure that you do not confuse the cited author with a well-known person with the same last name and do not double-quote a researcher who has changed his last name or taken a pseudonym.

5) Most often, mistakes are made when mentioning female scientists in works, whose last names and initials do not allow one to draw a conclusion about their gender.

6) In scientific papers, the most common type of citation is indirect citation, or paraphrase.

Paraphrase- retelling a quote (usually a small fragment) in your own words with a mandatory reference to the source of the citation. When presenting information in your own words, do not distort the original meaning of the text.

Without a reference to the source or if copied verbatim without quotation marks, the text is plagiarism.

The use of paraphrase in scientific work is indispensable in the following cases:

- original quotes are too long to be quoted directly;
- it is necessary to present generalized information while simultaneously referring to several sources;
- It is necessary to briefly outline the theoretical concept or procedure and the research results referenced in the work. Paraphrasing is also

recommended when citing works in a foreign language when the student is unsure of the quality of a literal translation. It is also recommended for supporting one's own arguments with a reference to an authoritative source or for a critical analysis of a particular published work should

provide quotes. Academic etiquette requires accurate reproduction of the cited text, as even the slightest omission in the quoted excerpt can distort the meaning intended by the original author..


General citation requirements

- 1) The text of the quote is enclosed in quotation marks and is given in the same grammatical form in which it is given in the source, while preserving the features of the author's writing.
- 2) The citation must be complete, without arbitrary abbreviation of the quoted text and without distortion of the author's thoughts.
- 3) When citing, each quotation must be accompanied by a reference to the source, the bibliographic description of which is provided in accordance with the requirements for the formatting of the list of references.

Attention!

- It is not recommended to begin paragraphs with a quotation, or to place one quotation immediately after another.
- Avoid quotations whose authorship is unverified or which contain generally accepted or trivial statements.

Therefore, when preparing scientific papers, it is recommended to refer to primary sources of information (monographs, scientific articles, dissertations, etc.). The use of

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

secondary sources seems justified only at the stage of familiarization with the research problem and defining the main conceptual and categorical apparatus of the work.

When citing information from secondary sources in their work, authors most often make two serious mistakes:

- cite information as if they had found it in the primary source (in this case, the existence of a secondary source of information is hidden, and the bibliographic data of the primary source is rewritten in the student's work);

- cite information as if it belonged to the author of the secondary source (with this type of citation, on the contrary, the existence of the primary source of information is hidden, and the bibliographic data of the secondary source are indicated in the work).

Both of these errors are equally unacceptable in scientific work. Such citation leads to the distortion of scientific facts and the appropriation of the results of someone else's work.

In order to avoid repeating these mistakes in your work, carefully read the rules for quoting secondary sources.

All citations given in a scientific paper must be independently verified from the original sources.

When citing information that is fundamental to the work, it is also advisable to verify this information against the original source, even if it is not a verbatim quote. This verification will help avoid duplicating potential errors made by other authors when citing the original source, and allow the student to ensure that the author's original position is understood correctly and the quoted words are interpreted accurately.

Self review of the cited texts is also an essential requirement of scientific ethics:

only those texts with which the author is personally familiar can be cited as first-order quotations. Otherwise, such a citation is considered plagiarism (without referring to the secondary source of the citation, the author of the work thereby appropriates the result of another person's research and analytical work)

Independently familiarizing oneself with the cited texts is also a crucial requirement of scientific ethics: only texts with which the author is personally familiar may be cited as primary citations. Otherwise, such citation is considered plagiarism (by failing to cite the secondary source of the citation, the author is appropriating the results of another person's research and analysis).

Cases when it is impossible to specify the original source:


- The original source is irretrievably lost.

- The original source is unavailable or difficult to find for objective reasons (for example, it is located in closed libraries or repositories).

- The quoted text became known by recording the author's words in the memoirs of another person.

- The original source is written in a rare language that the author of the work cannot translate.

- The quotation was found as a result of archival or literary research by the author of a secondary source (for example, a successful excerpt from a classical literary work was selected). If, in this case, the student independently finds a citation based on the specified bibliographic data and

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

quotes it without reference to a secondary source, an erroneous impression may be created of independently conducted archival or literary research. The quotation is given as an illustration of the argumentation system of the author who quoted it (in this case, the interest is not so much the quotation itself as its use in the text under consideration).

Please note!

When quoting a text from a secondary source, it is necessary to indicate not only the source of the original text, but also the source from which the quotation is taken.

- Therefore, it is recommended to mention the source of the original text and the source from which this text was taken in the introductory words to the citation. At the same time, in the list of sources used, a link is given to the secondary source in which the quote was found.

- The presence of references to the works of foreign authors in scientific work shows the level of theoretical development of the problem, indicates about the research activity of the authors. In most cases, the use of foreign sources is a prerequisite for modern scientific work.

Mention of foreign surnames and initials

The names of foreign authors are given in the language in which the scientific work is written. The original spelling of the surname and initials is given in parentheses next to it. If the work contains a reference to a widely known foreign author in domestic science, additional writing of the original name is not required.

For the correct use of surnames and initials of foreign authors, it is necessary to check the tradition of their translation into Russian by referring to Russian-language publications on a similar subject. If the names of the authors have not previously been mentioned in Russian-language sources, you should suggest the author's transliteration of the surname and initials, preferably made according to the rules of transliteration of foreign surnames.

Please note!

In the list of sources used the names of foreign publications, surnames, initials of the authors and other bibliographic information are indicated in the original language.

Quoting foreign terms

The foreign terms cited in the scientific work are translated into the language of the work. When translating foreign terms, you should first check the tradition of their translation in Russian-language publications. If a translation has not been found or the author of the work finds it inaccurate, he can suggest his own translation (at the same time, it is necessary to mention the tradition of translating this term in Russian-language studies and to argue for the author's version of the translation). If special terms are not well-known or are being translated by the author of the work for the first time, it is recommended that their original spelling be given in parentheses next to the translation.


Quoting fragments of text from foreign sources

When quoting text fragments from foreign sources, citations should be given in the language of the main text of the work in the author's translation. If the author is not sure of the correctness of the translation, it is recommended to use a paraphrase.

When translating and quoting foreign scientific papers, the use of standard electronic translation tools is highly discouraged. In case of disputes when translating names and terms, contact your supervisor or a foreign language teacher for help.

Self-citation



	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

If the work is based on the author's earlier research, the results of which have been published, it is necessary to provide references to these works. It is a widespread practice to link to one's own work and list them in the list of sources used. This allows you to avoid self-plagiarism, duplication of previously published information, and also allows you to direct an interested reader to familiarize himself with other works of the author.

Self-citation, as well as citation of other authors, should be justified and correspond to the subject and objectives of scientific work.

Citation of legislative and departmental acts

Legislative and departmental acts are cited from official publications; citation from secondary sources is not recommended.

When citing legislative and departmental acts, ensure that they are based on the latest updates at the time of writing. Sometimes, expert advice is required to accurately cite such publications.

Quoting works of fiction

The citation of classical works of fiction is carried out according to the most authoritative editions of Collected Works, Complete collections of works in which scientific publication of works of fiction is carried out. If necessary, due to the topic of the written work (for example, the author changed the text of the work from edition to edition, and not all versions of the text are given in the Collected Works), you can use the first (lifetime) publications of such works.

Text changes, comments and abbreviations in quotes

Despite the strict rule of observing verbatim when quoting fragments of someone else's text, in some cases it is allowed to change the text of the quotation.

Cases in which it is allowed to change the text of the quotation

- When modernizing the spelling and punctuation of texts published before the XX century.
- When expanding abbreviated words of the text into full ones. In this case, the part of the word supplemented by the author of the work is placed in square brackets.

Deployment is advisable only if the reader's understanding of the quotation may be difficult.

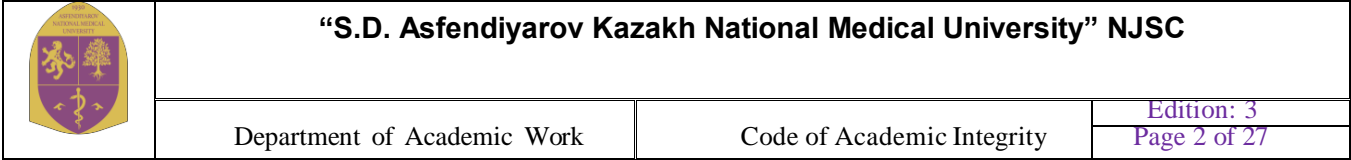
- When changing the case of words in a quotation in case of subordination of the quotation the syntactic structure of the phrase in which they are included.
- When identifying typos and errors found in the text of the cited document. In this case, typos and mistakes made by the author of the quotation are not corrected, but a question mark in parentheses is placed after the error.

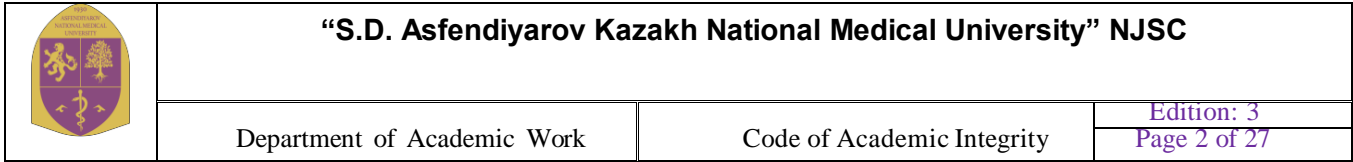
## 2. Final Provisions


The University expects that employees and students of the University who have reason to believe that this Code has been violated will immediately inform their immediate supervisors or compliance service specialists about persons who have violated or have the potential to violate this Code. In cases of doubt and ambiguity about the provisions of this Code, you should seek advice from your supervisor, supervisor, or compliance service specialists for accurate advice.


The University guarantees that no subject of these relationships will be held accountable or experience other adverse consequences on the initiative of the University in connection with compliance with the requirements of this Code or informing the University of violations of the provisions of this Code.





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	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

	<b>“S.D. Asfendiyarov Kazakh National Medical University” NJSC</b>		
	Department of Academic Work	Code of Academic Integrity	Edition: 3 Page 2 of 27

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### 3. Familiarization sheet



**“S.D. Asfendiyarov Kazakh National Medical University” NJSC**

Department of Academic Work

Code of Academic Integrity

Edition: 3  
Page 2 of 27



# **“S.D. Asfendiyarov Kazakh National Medical University” NJSC**

Department of Academic Work

Code of Academic Integrity

Edition: 3  
Page 2 of 27