



**NON-COMMERCIAL JOINT STOCK COMPANY
"WEST KAZAKHSTAN MARAT OSPANOV MEDICAL UNIVERSIT »**

**Approved by the decision
of the Board of the NJSC
"West Kazakhstan Marat Ospanov Medical University"
(minutes No. 5 of February 03, 2020)**

**POLICY of ACADEMIC HONESTY
of «WEST KAZAKHSTAN MARAT OSPANOV MEDICAL UNIVERSITY»**

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1. GENERAL PROVISIONS

- 1.1. This Policy of Academic Honesty defines the basic concepts and principles of academic honesty of students and faculty (hereinafter - the teaching staff) of the NJSC "West Kazakhstan Marat Ospanov Medical University " (hereinafter - the Company) establishes the rights and obligations of all participants in the educational process to maintain academic integrity; types of violations of academic integrity and the procedure for taking measures in case of violation.
- 1.2. This Policy of Academic Honesty governs academic integrity in the Company.
- 1.3. The aim of the policy of academic honesty is to ensure the quality of higher medical education in accordance with international standards and competitiveness.
- 1.4. The objectives of the policy of academic integrity:
 - Formation of academic integrity of students and faculty;
 - Prevention of violations of the principles of academic honesty;
 - Prevention and elimination of facts of academic dishonesty among students and teaching staff;
 - Promoting intolerance to plagiarism.
- 1.5. The functions for implementing this Academic Honesty Policy are assigned to all participants in the educational process:
 - students regarding compliance with the requirements in the process of educational activity and the desire to master the necessary professional competencies of their specialty;
 - teaching staff in terms of ensuring the quality of the educational process and preventing unlawful violations and academic honesty in it;
 - the Company's authority - in terms of monitoring compliance with the Academic Honesty Policy and monitoring and preventing violations;
 - administrative and managerial personnel and educational support personnel in terms of not using their abilities to violate the principles of academic honesty.
- 1.6. The Company Policy of Academic Honesty is developed on the basis of regulatory internal documents:
 - Charter of the Company;
 - Academic policy of the Company;
 - Charter of the Association of Higher Educational Institutions "League of Academic Honesty".

2. ACADEMIC HONESTY POLICY

- 2.1. All students and employees of the Company are called upon to observe the principles that ensure the implementation of the policy of academic honesty:
 - Academic honesty is a key value of each participant in the educational process and research in the desire to become worthy citizens of their country, professionals in their chosen specialty;
 - Observance by students and faculty of clear, fair and objective standards of academic integrity, citation and conduct rules.
 - Presentation of increased requirements for students in the framework of a fair and objective assessment of learning outcomes at the university.
 - Responsibility for the quality of training, confirmed by his diploma.
 - High responsibility of the teacher as a mentor, instilling the principles and standards of academic honesty, mutual respect and justice.
 - Academic honesty is the result of the mutual efforts of all students and university employees.
 - Conscientious fulfillment of its obligations.
 - Avoid actions that in any way impede the flow of the educational process and create obstacles to the learning of others;
 - Consider unworthy of participation in any activity related to corruption / unlawful acts, deception, dishonesty, misleading teachers, employees and other persons;
 - Do not use personal and family ties to obtain any privileges.




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2.2. All students and faculty must know the basic principles of academic honesty in their work, not to allow manifestations of unfair practice.

3. BASIC TERMS

- 3.1. Academic honesty is a combination of values and principles of behavior of students and teaching staff in the educational process, which develop personal honesty and responsibility in the learning process.
- 3.2. Auto plagiarism is an extensive citation of their own works.
- 3.3. Academic dishonesty - any type of fraud associated with the implementation of tests, essays, exams, essays, term papers, diplomas, research papers, etc.
- 3.4. Academic honesty is a set of values (principles) that develop personal honesty in training and assessment.
- 3.5. Honesty is an honest, decent performance by students of assessed and invaluable work.
- 3.6. Duplication - the provision of the same work for the current or final assessment on various aspects.
- 3.7. False - the provision of false information to the teacher.
- 3.8. Unfair practice is the behavior or action as a result of which the student receives or may receive an undeserved / illegal advantage in assessing one or more types of work.
- 3.9. Implementation of the protection of the rights of the author and his successors - recognition of authorship and protection of works that are the subject of copyright, through the correct transfer of someone else's speech, thoughts and information sources in the evaluated works.
- 3.10. Openness - transparency, mutual trust, open exchange of information and ideas between students and teachers.
- 3.11. Plagiarism - reproduction of the work of another author (person, team, organization, community or other author, including anonymous authors) without attribution (that is, on his own behalf).
- 3.12. Bribery - getting the right test answers for money, material assets and other services.
- 3.13. Teaching misconduct - academic fraud or willful misrepresentation of students.
- 3.14. Equality is the obligation of each student to comply with the rules of academic honesty and equal responsibility for their violation.
- 3.15. Sabotage is a deliberate disruption of work. This includes tearing out pages from library books, intentionally damaging other people's experimental (laboratory) works.
- 3.16. Collusion is a secret agreement between two or more parties concluded to the detriment of a third party.
- 3.17. References / sources - a list of sources used in the work, listed in alphabetical order at the end of the work.
- 3.18. Cheating - the use of materials that are forbidden to be used when performing assessed work in the process of conducting operational, midterm and final control, as well as final state certification of students. And also the student's attempt to get help in doing written work so that the teacher or examiner would not know about it, including the use of cheat sheets.
- 3.19. Reference / footnote (reference) - complete data on the source used in the work.
- 3.20. Fabrication - falsification of data, information or links to sources in the work.
- 3.21. Secret agreement of participants in the educational process - an agreement between students and / or teaching staff with the aim of illegally providing materials for copying.
- 3.22. Respect for the rights and freedoms of students is the right to freely express the views and ideas of students.
- 3.23. Falsification - intentional distortion / substitution of information, statements or data (providing a fake medical certificate; unauthorized access to the database of students' academic achievements; falsification of educational documents, data and results of reports; falsification of grades and signatures in an electronic and paper grade book; correction of grades in works and documents of all levels).



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- 3.24. Quotation is a verbatim excerpt from a text or literally reproduced someone's words. The quotation should not exceed 50 words.
- 3.25. Citation, Link (citation) - a reference to the source, an indication that the material used is not proprietary.
- 3.26. Honesty is a moral quality that reflects one of the most important requirements of morality.

4. TYPES OF VIOLATIONS OF ACADEMIC HONESTY POLICY BY LEARNERS

- 4.1. Giving a bribe to the teacher, aimed at improving grades.
- 4.2. Getting the right test answers for money or gifts.
- 4.3. Intentionally committed by the student the illegal use of the results of someone else's creative work, accompanied by bringing to other people false information about himself as a valid author: lack of reference to the referenced source, absence of the source in the list of sources used; submission of abstract, presentation, thesis, article, experimental data performed by other people (plagiarism).
- 4.4. Writing off a task or a test, allowing others to write off a task or a test.
- 4.5. The issuance of other people's labor results for their own work results.
- 4.6. Attempt to impersonate another student.
- 4.7. Theft, substitution and dissemination of data on the contents of the test, examination materials, examination tickets, situational tasks, control questions, questions of test control of knowledge to other students.
- 4.8. Various forms of collective deception in order to mislead other participants.
- 4.9. The provision of the same work, or parts thereof, for the current or final assessment.
- 4.10. The use of cheat sheets, pre-prepared answer forms, textbooks and other sources (primary sources, maps, charts, tables), a computer, tablet, smartphone, telephone and / or other technical / printed means during the execution of control or examination tasks without the permission of the teacher.
- 4.11. Rigging of experimental data; inventing data from experiments, surveys, reports without actual execution.
- 4.12. Falsification or falsification of medical and other documents.
- 4.13. Falsification of the signature of another student or teacher.
- 4.14. Falsification of ratings.
- 4.15. Unauthorized (unauthorized) access to the computers of teachers, the electronic database and other documents of the University (journals, statements, etc.) in order to increase grades (points).
- 4.16. Intentional non-performance or negligent performance of certain duties.
- 4.17. Harboring information about gross facts of violation by students of the principles of academic honesty on the part of other participants in the educational process.
- 4.18. Re-publication by the author himself of his own previously published works.


5. RESPONSIBILITY OF LEARNERS FOR VIOLATIONS OF ACADEMIC HONESTY POLICY

- 5.1. The university authority has the right to apply the following disciplinary actions in accordance with the legislation of the Republic of Kazakhstan:
- reprimand;
 - strict reprimand with registration in a private matter;
 - expulsion from the university.
- 5.2. All facts of non-compliance with academic honesty are subject to official registration.

6. TYPES OF VIOLATIONS OF ACADEMIC HONESTY POLICY BY THE FACULTY

- 6.1. **Plagiarism** is the deliberate use of teaching staff by the illegal use of the results of someone else's creative work, accompanied by bringing to other people false information about yourself as a valid author: lack of reference to the referenced source, absence of the source in the list of sources used; presentation of the presentation, thesis, article, experimental data made by other people.




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- allowing students to write off the exam, test;
- the issuance of the student's work for the result of the work of another student;
- distribution of materials of midterm, intermediate and final control to students (examination tickets, situational tasks, questions of test knowledge control);
- sale or assistance in the purchase of ready-made reports, essays, assignments and other academic works;
- falsification of grades or answers to the assignment, falsification of signatures in academic work, intentional damage;
- extortion and receipt of remuneration in various forms;
- change of assessment at the request of colleagues and other persons or coercion of other employees, taking advantage of official position;
- accept gifts in connection with the performance of official duties;
- use official and other information not subject to distribution;
- to allow involvement, including subordinates and students to perform unofficial or personal tasks;
- hide the facts of corruption that have become known, as well as information about the incentive to receive any benefit for expedited consideration of materials;
- intentionally postpone the resolution of issues in order to obtain remuneration;
- use the official position to influence the activities of colleagues and students in resolving issues outside the service;
- incorrect definition of authorship;
- falsification of scientific research results;
- lack of novelty of the study;
- incorrectness in scientific debate, insults of the opponent;
- scientific dishonesty when conducting experiments, building scientific theories;
- withdrawal of personal professional responsibility in the event of an unsuccessful experiment, as well as liability for negative consequences;
- non-observance of the rights of a co-author with a minimum contribution to scientific work;
- distribution of materials of finished scientific papers for previous years;
- biased comments and wishes of the head aimed at reducing the scientific level of work, guided by personal interests or personal hostility;
- bias in reviewing, which affects the quality of scientific work and reduces the level of work;
- disclosure of work data, non-observance of confidentiality with the transfer for review or discussion to third parties without authority;
- ignoring and assuming substantial or partial similarity of the peer-reviewed work with any other work;
- use of peer-reviewed materials for your personal needs;
- re-publication by the author himself of significant in volume and identical (or very close) in form and content of parts of his own works without indicating that they have already been published previously (or simultaneously).

7. RESPONSIBILITY OF FACULTY FOR VIOLATION OF ACADEMIC HONESTY POLICY

- 7.1. The principles of academic honesty are mandatory for use and compliance by all faculty members of the university. Ignorance is not an excuse.
- 7.2. With regard to teaching staff who violate the standards of academic integrity, the university leadership has the right to apply the following disciplinary actions:
 - reprimand;
 - strict reprimand with registration in a private matter;
 - termination of the employment contract.




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- 7.3. Disciplinary measures are determined by the Disciplinary Commission and are reflected in the personal file of the employee. The announced penalty is brought to the attention of the employee against signature.
- 7.4. Responsibility for corruption offenses (giving, receiving a bribe, illegal material compensation, mediation in bribes) is provided for by the current legislation of the Republic of Kazakhstan.
- 7.5. All facts of non-compliance with academic honesty are subject to official registration.

8. FINAL PROVISIONS

- 8.1. The provisions of the Policy of Academic Honesty are mandatory for use by and compliance with all students and teaching staff of the Company.
- 8.2. Ignorance of the Academic Honesty Policy does not exempt from liability for their violation.



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Appendix A
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ACKNOWLEDGMENT SHEET

№	Full name, position	Signature	Date	Note

