APPROVED:
Rector of EETI named
after academician K. Satpayev
_____ Sivaraksha D.M.
«28» May 2025

QUALITY MANAGEMENT SYSTEM

QUALITY MANUAL

CODE OF ACADEMIC INTEGRITY

Ekibastuz

Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED by the Quality Management System, Standardization and Norm Control Management Service

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Content

1 Scope of application

This Quality Manual The Code of Academic Integrity of the Ekibastuz Engineering and Technical Institute named after academician K. Satpayev (hereinafter referred to as the Code) defines the basic concepts of honor and ethics of the professional community, principles of academic integrity, rules for relations between participants in the educational process, establishes the rights and obligations of all participants in the educational process in terms of academic integrity, defines types of violations academic integrity, and the procedure for taking action in the event of their commission.

The purpose of this Code is to establish rules governing the behavior of all participants in the educational process in order to ensure academic integrity, and to form a stable moral position in the process that excludes any manifestations of dishonesty or violations of ethics.

The objectives of the implementation of the academic integrity policy are to promote the improvement of the quality of training of specialists, scientific and pedagogical personnel, create conditions that ensure the academic integrity of students, teaching staff and employees, and prevent cases of violations of academic integrity through the resolution of problematic issues and situations.

2 Normative references

This Code has been developed and compiled in accordance with the following regulatory documents:

− Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education" (with amendments and additions);

− Rules of labor (internal) regulations;

− Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 №2. On approval of the state mandatory standards of higher and postgraduate education (hereinafter referred to as SSE);

− Order of the Minister of Education and Science of the Republic of Kazakhstan №52 dated April 20, 2011. On approval of the Rules for organizing the educational process on credit technology of training in organizations of higher and (or) postgraduate education;

− Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018. On approval of Standard Rules for the activities of organizations of higher and postgraduate education;

− Labor Code of the Republic of Kazakhstan №414-V SAM dated November 23, 2015;

− Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 General provisions. Basic definitions

Academic integrity is a set of values and principles that sets standards of behavior in the development of educational programs and the implementation of educational activities, including when performing written works (tests, term papers, essays, theses), as well as the style and content of behavior of students and teachers, based on intolerance to any manifestations of dishonesty among all participants in the educational process. a process that excludes obtaining the results of training, teaching and / or research work through any type of deception.

Participants in the educational process are students, faculty, and employees of the Institute.

Student – a person receiving a bachelor's degree from EETI.

Teaching staff – the teaching staff of the university, including teachers (see-*teacher*), heads of departments, heads of structural divisions, professors, associate professors (associate professors), senior teachers, teachers.

Teacher – a scientific and pedagogical employee of a higher educational institution who trains students in educational programs of higher education in accordance with their specialty and scientific qualifications and the terms of the employment contract.

Employee – an employee of the administrative and administrative or training and support staff of the Institute.

General control – monitoring procedures used at the Institute in the educational process, when conducting current, intermediate, final control and state final certification.

Documentary control is a type of control carried out on the basis of studying and analyzing documents for reliability, accuracy and originality in order to prevent falsification and plagiarism.

Evaluated work – work or task performed by a student within the framework of current, milestone and final control to determine their academic achievements during a certain period of study (written work, control work, laboratory work, practical work, independent work, tests, coursework, diploma project (work), etc.).

Citation – a reference to the source, indicating that the material used is not the student's material. Citation methods: direct speech, indirect speech.

Referencing: if the statement is not given in the text itself, but the author of the work refers to other people's ideas or information.

Reference – complete data about the source used in the work. If the source is not mentioned or cited in the works, it is not necessary to refer to it.

Final work - a thesis (project).

4 Principles of academic integrity

The basic principles of academic integrity, in accordance with paragraph 35 of Order №595 of the Ministry of Education and Science of the Republic of Kazakhstan, are:

1) ensuring academic integrity as the main institutional value that forms honesty and mutual respect in academic work;

2) approval of fair and objective rules of academic integrity aimed at the formation of high ethical values;

3) ensuring a consistent and continuous learning path for students by defining a clear mechanism and procedure for transferring student credits based on verifiable transcripts from other educational organizations;

4) showing respect by the teacher to his students as a mentor who contributes to the formation of academic culture;

5) encouraging and encouraging participants in the educational process to promote and protect academic integrity;

6) determination by the teacher of a clear discipline policy, expected requirements from the student;

7) determination by the teacher of the policy of clear parameters for evaluating academic achievements of students;

8) taking measures in accordance with the legislation of the Republic of Kazakhstan for violating the principles of academic integrity;

9) creating an academic environment that provides educational, social and psychological support to students and allows for the prevention of academic dishonesty.

And also:

10) Independence in working on tasks received by the student for mastering the educational material and evaluated as an educational achievement: the student independently performs an individual task or makes an independent contribution to group work on a project, the degree of which is also evaluated.

11) Conscientiousness – fulfillment by participants of the educational process of their duties with proper responsibility;

12) Respect for the rights of the author and his legal successors – recognition of the authorship of works that are subject to copyright, through the correct transmission of other people's speech, thoughts and indication of information sources in the evaluated and / or publicly presented works;

13) Openness – transparency, free exchange of information and ideas between all participants of the educational process;

14) Equality – mutual respect for the rights and freedoms of all participants in the educational process, their compliance with this Code and equal responsibility for violations.

5 Rights and obligations of participants in the educational process to comply with the Code of Academic Integrity

All participants in the educational process have the right to:

1) to get acquainted with this Code;

2) require participants in the educational process to comply with the basic principles of academic integrity;

3) to freely express one's own opinion in the course of training, to freely receive and disseminate scientific and educational information and ideas, subject to compliance with ethical standards and restrictions provided for by the legislation of the Republic of Kazakhstan in the interests of national security, public order, protection of the reputation and rights of others;

4) to receive information concerning any changes and / or innovations in the documents regulating relations in the field of academic integrity;

5) to guarantee confidentiality when initiating consideration of upcoming or completed cases of academic dishonesty.

Students:

1) to help you learn how to cite, self-monitor, and review your own work using licensed information programs.

Teaching staff of the Institute:

1) conduct an expert examination of academic and research papers (essays, term papers, essays, practice reports, diploma projects (works), scientific articles) of students for compliance with the principles of academic integrity;

2) to receive assistance in learning how to use licensed information programs for checking written works, diploma projects (works) on the subject of originality.

Training and support staff of the Institute:

1) get accurate information about current tasks and deadlines required for their high-quality completion.

Administrative and managerial staff of the Institute:

1) issue, within the limits of their powers, acts regulating the work of departments to ensure the principles of academic integrity, and binding on all participants in the educational process.

All participants in the educational process must:

1) strictly follow the principles of academic integrity;

2) use reliable and reliable sources of information;

3) observe the norms of professional ethics in communication with all participants of the educational process;

4) prevent any possibility of violation of this Code within the limits of their official duties.

Students:

1) Understand the importance of the principles and culture of academic integrity and adhere to them throughout the entire process of studying at the Institute;

2) perform written works provided for by the student's IEP (essays, term papers, essays, practice reports, diploma projects (works), scientific articles) based on their own ideas, while pointing out the authorship and ideas of other people;

3) perform all types of evaluated work independently.

Teaching staff of the Institute:

1) carry out academic monitoring and evaluation of students ' knowledge and skills in strict accordance with the criteria established at the Institute;

2) strictly observe the requirements of information security and confidentiality when working with materials of all types of control of academic achievements;

3) provide students with reliable information on all aspects of the educational process within their competence and use the forms and methods of teaching and evaluation in strict accordance with the syllabus of the discipline taught;

4) teach the search and selection of reliable and reliable sources, and how to use footnotes and links.

Training and support staff of the Institute:

1) strictly observe the requirements of information security and confidentiality when working with materials of all types of control of educational achievements.

Administrative and managerial staff of the Institute:

1) coordinate work on taking measures stipulated by this Code in case of violation of the Code's norms;

2) resolve conflict situations that arise in the process of identifying facts of violation of academic integrity, in accordance with this Code, the Rules of Labor (internal) Regulations, as well as in accordance with the current legislation;

3) keep records of cases of violations of the principles of academic integrity.

All participants in the educational process should not allow:

1) use during the exam/border control, regardless of the form of the exam, of any mobile phones and other transmitting and receiving electronic devices: smartphones, communicators, tablets, laptops, various players, multifunctional watches, wireless headphones and other illegal ways of obtaining information and / or transmitting it to someone else;

2) cheating and asking for help from other students during the exam/border control, as well as providing data or assistance to another person during the exam/border control;

3) complicity in the commission of actions contrary to these rules;

4) falsification of facts and falsifications (an attempt to pass off incorrect data as reliable, falsifying the assessment or task responses, falsifying records, signatures in documents, etc.);

5) sales or other ways to help with the purchase and / or sale of tasks, answers to tasks, finished works;

All participants in the educational process have the right to be protected by all legal means from unjustified accusations of violation of the Code.

6 Types of violations

This Code provides for the following types of violations of academic integrity by students, teaching staff and employees of the Institute:

1) Plagiarism: partial or complete assignment of materials from other sources without providing proof of authorship or indication of the source. Plagiarism is the deliberate presentation of other authors ' products, works, and ideas as their own.

2) Duplication - provision of the same work (part of the work) performed by another student, graduate, or former student.

3) Cheating during an exam, test paper, or final attestation (as well as using hints, including when giving an oral answer, using cheat sheets, pre-prepared answer forms, textbooks, and other sources (primary sources, maps, diagrams, tables), a computer, tablet, phone, and/or other technical / printed means during the task execution, one student writes off the work of another student);

4) Impersonating another person while passing exams, tests, performing laboratory work or other tasks.

5) Destabilization of classroom activities and consultations. Any action or behavior aimed at disrupting a class or consultation.

6) Unauthorized access to confidential information, such as exam materials, test questions and other materials, for the purpose of obtaining benefits.

7) Unauthorized distribution of data - publication, distribution or disclosure of confidential information to third parties without prior agreement. Confidential information includes academic information, data, and documents that have been collected and stored without public access.

7 Responsibility and prevention measures

7.1 Responsibility for violations of academic integrity is borne by both students, teaching staff, and employees of the Institute.

7.2 Teachers guarantee to inform students that students' works are checked for plagiarism using appropriate software and other reliable methods, confirmed by authorized officials of the Institute.

7.3 Disciplinary action for violation of the principles of academic integrity is imposed by the management of the Institute on the recommendation of the Anti-Corruption and Disciplinary Council of the Institute.

7.4 Participants in the educational process should remember that they are morally responsible for violating the principles of academic integrity.

7.5 In accordance with the requirements of paragraph 41 of Order № 595 of the Ministry of Education and Science of the Republic of Kazakhstan, a student is expelled from the Institute for violating the principles of academic integrity

7.6 Any case of violation of academic discipline will be considered on the basis of the principles of impartiality, consistency, fairness, timely resolution and further investigation. Cases of violations of academic integrity are considered on an individual basis.

8 Prevention measures

8.1 Students' written evaluated works (term papers, theses, projects) are checked for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language. Scientific works of teachers and researchers submitted for publication, as well as theses (projects),

master's theses (projects) of students are subject to verification in loan detection systems. (Item 29 of Order №595 of the Ministry of Education and Science of the Republic of Kazakhstan).

8.2　Thorough monitoring of the organization and conduct of all types of monitoring of academic achievements.

8.3　Students are prohibited from carrying mobile phones, tablets, calculators, electronic clocks with alarm, computer or memory functions, pagers, audio and video recording devices, radio, digital players, reference materials (books, notes, papers, etc.), briefcases, travel bags, etc. when passing all types of control.

9　Liability for non-compliance with the principles of academic integrity

9.1　All participants in the educational process are subject to disciplinary responsibility for violating the principles of academic integrity.

1) Violations of academic integrity may be identified:

− during the educational process;

− when conducting current (assessment) and final control (intermediate certification / examination session);

− during the final attestation (comprehensive exams, defense of final papers);

− when conducting research work and evaluating its results.

9.2　In the event of an initial violation of the principles of this Code, a preventive interview is conducted and an oral warning is issued, depending on the type of violation.

9.3　If a relapse of a violation of the Code is detected (for the second time in the entire previous period of study) during the performance of tasks / works submitted for the intermediate (session) and final certification, an act signed by the teacher/examiner and a specialist of the registrar's office is drawn up, the original is handed over to the dean, the student's work results are canceled (a "0" score is given as the exam result regardless of the number of stages). If more than two cases of violation of the Code are registered, the report drawn up is submitted to the Anti – Corruption and Disciplinary Council of the Institute for making a decision on disciplinary liability up to expulsion.

9.4　Control over compliance with the principles of the Code during the educational process and during ongoing monitoring is entrusted to the teaching staff and the head of the department. Control procedures should be reflected in the syllabus. Identified violations of the Code are documented in a report and sent to the supervising Vice-rector.

9.5　If violations of the Code are detected by a teacher or employee, an internal investigation is conducted, as a result of which the measure of responsibility is determined by the Anti-Corruption and Disciplinary Council of the Institute, up to dismissal.

Registration sheet for changes, additions, and revisions to the document

Change №	Date of amendment, addition and conducting events revision	Sheet numbers	Document on the basis of which the changes were made, the audit was carried out	Summary of the change	Signature of the person who made the change
1	2	3	4	5	6