

**Quality management System Code
of Academic Integrity of
participants in the educational
process**



**JSC «S. SEIFULLIN KAZAKH
AGROTECHNICAL UNIVERSITY»**

CAIPEP QMS 02.2059- 2019 Page 1 of 14 Version 1

«Approved»

By order of the Management
Board Chairman
No. 24-H dated 18.01.2019

QUALITY MANAGEMENT SYSTEM

CODE

OF ACADEMIC INTEGRITY OF PARTICIPANTS IN THE EDUCATIONAL PROCESS

CAIPEP QMS 02.2059- 2019

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<p align="center">Quality management System Code of Academic Integrity of participants in the educational process</p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">JSC «S. SEIFULLIN KAZAKH AGROTECHNICAL UNIVERSITY»</p>
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Preface

1 DEVELOPED AND SUBMITTED by the Department of Academic Affairs together with the Quality Service

name of the structural unit that developed the PPC

Head of the WG – Serekpaev N.A.

academic degree, academic title, full name

2 APPROVED AND PUT INTO EFFECT by the Order of the Management Board

(the official approving the document)

Chairman dated 18.01.2019 No. 24-H.

(name, date and number of the approving organizational and administrative document)

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**4 THE TERM OF THE FIRST INSPECTION
FREQUENCY OF INSPECTION**

2024

5 years

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JSC «Kazakh Agrotechnical University named after S. Seifullin»

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1 Field of application

1.1 The Code of Academic Integrity was developed in accordance with the University's Development Strategy, adopted by the decision of the Academic Council No. 8 of 14.01.2019, the Academic Policy of the University, which establishes the principles of academic integrity in the educational process, the rights and obligations of students, teaching staff and university staff, determine the types of violations of academic integrity and the procedure for taking measures in case of their commission.

This Code is put into effect from the moment of approval by the Academic Council of the University and is valid until the adoption of the new Code of Academic Integrity.

The document is included in the documentation set of the quality management system of the Kazakh Agrotechnical University named after S. Seifullin (hereinafter – S.Seifullin KATU).

2 Regulatory references

References to the following regulatory documents are used in this document:

Civil Code of the Republic of Kazakhstan dated December 27, 1994 No. 268-XIII

Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V ZRK Law of the Republic of Kazakhstan «On Education» dated July 27, 2007 No. 319-III

Order of the Ministry of Education and Science of the Republic of Kazakhstan «On approval of the educational process on credit technology of education» dated April 20, 2011 No. 152. Registered in the Ministry of Justice of the Republic of Kazakhstan on May 27, 2011 No. 6976

Order of the Ministry of Education and Science of the Republic of Kazakhstan «On approval of Standard Rules for the activities of organizations of higher and (or) postgraduate education» dated October 16, 2013 No. 420. Registered in the Ministry of Justice of the Republic of Kazakhstan on November 28, 2013 No. 8930

MS ISO 9000:2005 Quality Management Systems. Basic provisions and dictionary.

MS ISO 9001:2015 Quality Management Systems. Requirements.

SO QMS 1.01-2015 Quality Management System. The standard of the organization. Rules for the construction, presentation and documentation of the quality management system.

DP QMS 01-2015 Quality Management System. Documented procedure. Documentation management.

DP QMS 02-2015 Quality Management System. Documented procedure. Quality management of records.

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3 Designations and abbreviations

The following abbreviations are used in this document:

- KATU – Kazakh Agrotechnical University named after S. Seifullin;
- CO – standard of the organization;
- RQM – representative of the quality management;
- DAA – Department of Academic Affairs;
- QS – quality service;
- RD – regulatory documents;
- DCS – disciplinary commission of students;
- QMS – quality management system;
- PDMD – Personnel Management and Document Management Department.

4 Responsibility and authority

4.1 This document is approved by the order of the Management Board Chairman of «S.Seifullin KATU» JSC.

4.2 The Director of the Department for Academic Affairs is responsible for the development of the CAIPEP namely for its content and structure, and the quality service (hereinafter referred to as the QS) is responsible for the design, approval and implementation.

4.3 The CAIPEP project should be coordinated with a representative of the Quality Management (hereinafter referred to as RQM), Deputy Chairman of the Board for Financial Issues and Infrastructure Development, Director of the Academic Affairs Department (hereinafter referred to as the DAA), Director of the Personnel Management and Document Management Department (hereinafter referred to as the PDMP), Head of the Department of Planning and Organization of the educational process, head of the Legal Department, head of the quality service (hereinafter referred to as the QS), and is issued in the «Approval Sheet» (Appendix A).

4.4 The developer division submits the CAIPEP project for registration in the QS, which draw up the original, collects the matching signatures.

4.5 The QS is preparing an order on its entry into force of this provision, which is approved by the Management Board Chairman.

4.6 The head of the department is responsible for bringing to the attention of the relevant employees of the units approved by the CAIPEP The record of the familiarization should be made in the "Familiarization Sheet" (Appendix B).

5 General provisions

5.1 The purpose of this Code is to ensure a fair, transparent, correct attitude to issues of academic integrity at the university.

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5.2 The following concepts are used in the Code:

- 1) academic honesty is a set of principles of behavior of students in the educational process that develop their personal honesty and responsibility when studying at the university;
- 2) assessed knowledge:
 - the work or task performed by a university student during the current, term and final control to determine his academic achievements during a certain period of study;
 - final work (thesis/project, master's thesis/project, doctoral dissertation).
- 3) plagiarism – partial or complete appropriation of information from sources without providing proof of authorship or specifying the source.

6 Principles of academic integrity

6.1 The main principles of academic honesty of participants in the educational process, developing their personal honesty and responsibility for the process of interaction during training are:

- 1) conscientiousness is an honest, decent performance by students of evaluated and unappreciated types of educational work;
- 2) implementation of the protection of the rights of the author and his legal successors - recognition of authorship and protection of works that are the object of copyright, through the correct transmission of someone else's speech, thoughts and indication of sources of information in the evaluated works;
- 3) openness - transparency, mutual trust, open exchange of information and ideas between students and teachers;
- 4) respect for the rights and freedoms of students – the right of free expression of opinions and ideas;
- 5) equality - compliance by each student and teaching staff with the rules of academic integrity and equal responsibility for their violation.

7 Rights and obligations of participants in the educational process

7.1 Students have the right to:

- 1) free expression of one's own opinion in the learning process;
- 2) to defend against unjustified accusations of violation of this Code and the provision of evidence.

7.2 Students are obliged to:

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1) get acquainted with the text of this Code and know the consequences of their violation;

- 2) strictly observe academic integrity when performing the evaluated works;
- 3) use a method of transmitting someone else's speech and thoughts with an indication of the author, the title of the work and the page;
- 4) at the end of the evaluated works, indicate the list of references;
- 5) use credible and reliable sources of information;
- 6) not to provide other students with the actual work being evaluated.

7.3 The Teaching staff of the university has the rights:

- 1) reject or return the student's written work for revision if the facts of violation of academic integrity are found;
- 2) draw up an act of violation of the rules in the form in accordance with the annex to this Code and with the relevant material evidence and copies of the students' works shall be handed over to the Disciplinary Commission;
- 3) to defend against unjustified accusations of violation of this Code and the provision of evidence;
- 4) apply to the Disciplinary Commission if plagiarism is found on your intellectual property.

7.4 University teaching staff are obliged to:

- 1) to carry out information work among students on issues of academic integrity;
- 2) to train and support in the selection of credible and reliable sources;
- 3) to teach methods of design of footnotes, references, list of used literature;
- 4) to teach methods of registration of written works, project activities on paper and digital media, indicating the authorship of all participants in the work performed;
- 5) to teach the expression of one's own opinion in the learning process;
- 7) to prevent any possibility of violation of the requirements established by these Rules;
- 8) keep strict records of each case of violation of this Code.

8 Types of violations

8.1 This Code establishes the following types of violations of academic integrity:

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- 1) plagiarism - partial or complete appropriation of materials from other sources without providing proof of authorship or specifying the source;
 - 2) collusion - performing any evaluated work for another student;
 - 3) deception:
 - writing off the evaluated work of other students;
 - submission of false exculpatory documents in case of non-fulfillment or untimely execution of the evaluated works;
 - allowing other students to write off their assessed work;
 - presentation of other people's evaluated works as their own;
 - 4) falsification of the evaluated work:
 - forgery of scores, results of evaluation of answers to the task;
 - falsification of the results of observations of surveys, questionnaires and other methods when performing research;
 - intentional forgery or spoiling of the evaluated work of another student;
 - 5) acquisition of answers, evaluated works dishonestly:
 - transmission of responses during the execution of the evaluated work;
 - obtaining partial or complete material before carrying out the evaluated work with the help of another student, teaching staff or university employee;
 - purchase or other ways of obtaining the evaluated works to issue them as their own;
 - sale or other ways of assistance in the purchase and/or sale of finished evaluated works;
 - 6) misuse of information or devices:
 - the use of information on electronic, digital, paper media, technical devices during the performance of the work being evaluated, the use of which is prohibited by relevant regulations;
 - receiving any answers to the evaluated work by any means, including downloading via email, computer, etc.;
- 8.2 Violation by the teaching staff and employees of S. Seifullin KATU:**
- biased assessment of students' knowledge;
 - prejudiced attitude, violation of ethical standards in the learning process;
 - transfer of student assessment results to third parties;
 - carrying out corrupt actions (receiving bribes, gifts, etc.).
- 8.2 This list of types of violations of academic integrity is not exhaustive and may be supplemented as they appear.

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9 Procedure for applying measures in case of violation of the Code

9.1 Violations of the Code of Academic Integrity can be identified during all types of current, milestone, final control of the evaluation of students' academic achievements and the completion of graduation work;

9.2 In case of violations of this Code, representatives of the Department of Academic Affairs, together with the Dean, or the examination commission, draw up an act on the violation of the Code, which is transmitted to the Disciplinary Commission;

In case of violation of the Code, representatives of the Personnel Management Department, together with representatives of the Department for Academic Affairs, act on the violation with the transfer of all documents to the anti-corruption, disciplinary commission.

9.3 The Disciplinary Commission for Students (DCS) is an independent expert body that protects the rights of participants in the educational process and provides a moral and ethical assessment of the results of the educational activities of students of the university.

The main tasks and functions of the DCS:

- conducting an independent examination in the event of facts of Academic dishonesty: cheating, plagiarism, collusion, etc.
- assessment of compliance with ethical standards and principles of academic integrity when performing any type of written work.
- participation in the ethical evaluation of students' written works and the organization of an ethical examination from the point of view of Academic integrity;
- holding meetings on the results of the commission's work on the fact of violation of the Code of Academic Integrity.

The composition of the disciplinary commission of students is formed from among the administration, teachers, and members of the student government and is approved by the order of the Chairman of the University Board.

The DCS, based on the results of the examination of the submitted written works and the analysis of unacceptable behavior of students, can make the following conclusion:

- reduce the grade for written work in case of detection of several cases of assignment of someone else's text (absence of footnotes of citation without indication of authorship)
- cancel the written work of a student/undergraduate in case of detection of cases of plagiarism, cheating, duplication.
- recommend a repeat of the control event;

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- recommend to hold a control event during the summer semester on a paid basis;
- to reprimand;
- expel from the university.

DC meetings are held as soon as the facts of ethical violations and academic dishonesty are revealed.

10 Procedure for making changes

10.1 Changes to the document are made only with the permission of the RQM and must be documented for his (their) signature. The sheets removed from the modified version of the document are stored with the document on the permission to make changes.

10.2 Amendments to the document deposited in the QS are made in accordance with the requirements of DP QMS 01-2015.

10.3 Changes to the document are made by a quality service specialist with a obligatory mark in the «Change Registration Sheet» (Appendix B).

11 Storage and distribution

11.1 The head of the department is responsible for the transfer of the approved document (original) for storage to the quality service.

11.2 The responsibility for storing and sending a copy of the CAIPEP to the divisions is assigned to the quality service.

11.3 CAIPEP are registered in electronic format in the electronic document management system «ARTA SYNERGY» and are sent to all departments.

Appendix A
(required)

Φ.1.01-01

Approval sheet

Post	Full name	Date	Signature
RQM			
Deputy Chairman of the Management Board for Financial Issues and Infrastructure Development			
Director DAA			
Director of the PDMD			
Head of the Department of Planning and organization of the educational process			
Head of the Legal Department			
Head of the QS			

Appendix Б
(required)

Familiarization sheet

Ф.1.01-02

Post	Full name	Date	Signature

Appendix B
(required)

Φ.1.01-03

Change Registration Sheet

Sheet numbers				№ of the notification on the basis of which the change was made	Full name of the person who made the changes	Signature of the person who made the change	Date of changes
modified	replaced	new	cancelled				
1	2	3	4	5	6	7	8

Appendix Г
(required)

Ф.1.01-04

Accounting sheet for periodic inspections

Date of inspection	Full name of the person who performed the inspection	Signature of the person who performed the inspection	Formulations comments
1	2	3	4