



**MINISTRY OF SCIENCE AND HIGHER
EDUCATION OF THE REPUBLIC
OF KAZAKHSTAN**

**NON-PROFIT JOINT-STOCK COMPANY
"D. SERIKBAYEV EAST KAZAKHSTAN
TECHNICAL UNIVERSITY"**

**DEPARTMENT OF SOCIAL AND YOUTH POLICY
AND INCLUSIVE DEVELOPMENT**

APPROVED

by Resolution of the Academic Council
of NJSC "D. Serikbayev EKTU"
Minutes No. 3 of 28 October 2025

**CODE OF ACADEMIC INTEGRITY FOR STUDENTS
OF NJSC "D. SERIKBAYEV EKTU"**

REG NJSC "EKTU" 059-II-2025

**Ust-Kamenogorsk
2025**

Non-Profit Joint-Stock Company "D. Serikbayev East Kazakhstan Technical University"		
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The Code of Academic Integrity for Students of NJSC "D. Serikbayev EKTU" was developed by the Department of Academic Affairs and the Department of Social and Youth Policy and Inclusive Development on the basis of regulatory legal acts and the document "Student Code of Conduct and Disciplinary Procedures of the Autonomous Educational Organization Nazarbayev University", as well as on the basis of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

Discussed at a meeting of the Academic Council of NJSC "EKTU", Minutes No. 3 of 28 October 2025.

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1. Purpose and scope

1. This Code has been developed in accordance with the Constitution of the Republic of Kazakhstan, education legislation and the internal regulatory legal acts of EKTU, and constitutes a body of norms, rules and procedures governing the conduct of students at D. Serikbayev EKTU. In addition, it addresses academic violations and violations unrelated to the educational process, and describes the procedures developed for each specific case in order to balance the protection due to students, together with proper legal and fair procedures, against the University's policy of preserving its standards and reputation as an educational institution and community.

The requirements of these Regulations are binding on all structural units of NJSC "D. Serikbayev EKTU".

This is an internal regulatory document of NJSC "EKTU" and is not subject to disclosure to third parties, except to auditors of certification bodies during audits of the quality management system, and to partner customers (upon their request) with the permission of the Chairman of the Management Board – Rector of NJSC "D. Serikbayev EKTU".

2. Reference documents

2. The following regulatory documents were used in developing this Code:

- 1) Constitution of the Republic of Kazakhstan of 30 August 1995;
- 2) Law of the Republic of Kazakhstan No. 319-III of 27 July 2007 "On Education";
- 3) Law of the Republic of Kazakhstan No. 410-V of 18 November 2015 "On Combating Corruption";
- 4) Model Rules for the Activities of Higher and Postgraduate Education Organizations No. 595 of 30 October 2018, approved by order of the Minister of Education and Science of the Republic of Kazakhstan;
- 5) State Compulsory Standard of Higher and Postgraduate Education No. 2 of 20 July 2022, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan;
- 6) Rules for Organizing the Educational Process Using Credit Technology No. 152 of 20 April 2011, approved by order of the Minister of Education and Science of the Republic of Kazakhstan;
- 7) Anti-Corruption Policy of NJSC "EKTU";

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- 8) Charter of NJSC "D. Serikbayev EKTU";
- 9) Anti-Corruption Standard of NJSC "D. Serikbayev EKTU";
- 10) Internal Rules of Conduct for Students of NJSC "D. Serikbayev EKTU";
- 11) Rules for Awarding Degrees, order of the Minister of Education and Science of the Republic of Kazakhstan No. 127 of 31 March 2011;
- 12) Requirements for Scientific Publications for Inclusion in the List of Publications Recommended for Publishing the Results of Scientific Activity, order of the Minister of Education and Science of the Republic of Kazakhstan No. 20 of 12 January 2016;
- 13) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG);
- 14) AP NJSC "EKTU" 029-V-2025 Academic Policy of NJSC "D. Serikbayev EKTU";
- 15) REG NJSC "EKTU" 038-II-2024 Regulations on the Procedure for Checking All Types of Written Work for Borrowings (Plagiarism) at NJSC "D. Serikbayev EKTU".

3. Terms, definitions and abbreviations

- 1) Academic integrity – the set of values and principles expressing the honesty of students in completing assessed work (tests, term papers, essays, diploma works/projects, etc.), in examination answers, in research, in expressing their position, in relations with academic staff, faculty and other students, and in the assessment of a student's academic and scholarly achievements.
- 2) Academic dishonesty – any type of violation of the principles of academic integrity connected with educational or scientific activity.
- 3) Anti-corruption compliance service – exercises its powers independently of the executive body and officials of the quasi-public sector entity, is accountable to the board of directors, the supervisory board (where one exists) or another independent governing body, and is independent in ensuring compliance with the requirements of the legislation of the Republic of Kazakhstan on combating corruption.
- 4) AI – artificial intelligence.
- 5) NJSC "EKTU" – Non-Profit Joint-Stock Company "East Kazakhstan Technical University".
- 6) Plagiarism – the use and/or appropriation of text, ideas, hypotheses, conclusions, methods, research results, charts, code, images or works of other

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authors without reference to the author and the source of borrowing, as well as the use of other authors' text with synonymous substitution of words and expressions without changing the meaning, including the use of text translated from another language. This also covers the use of technical means and techniques to reduce or eliminate the possibility of detecting plagiarism.

7) Sanction – a measure applied to an offender that entails adverse consequences for them.

8) Cheat sheet – an information carrier used during examinations, tests, quizzes and other knowledge assessments in order to look at or copy what the examinee was required to memorize.

9) Falsification of documents – manipulation of research materials, equipment, images, illustrations or processes that results in the distortion of research materials in a dissertation or other types of work.

10) Fabrication – reference to non-existent sources, provision of unreliable data, and fabrication of results, records or reports thereof.

11) Citation (reference) – a reference to a source indicating that the material used is not the student's own. Methods of citation: direct quotation, indirect quotation (paraphrase).

4. Principles of academic integrity

3. The main principles of academic integrity are:

1) Ensuring academic integrity as a core institutional value that fosters honesty and mutual respect in academic activity;

2) Establishing fair and objective rules of academic integrity aimed at forming high ethical values;

3) Ensuring a consistent and uninterrupted learning trajectory for the student by defining a clear mechanism and procedure for credit transfer based on verifiable transcripts from other educational organizations;

4) Accountability for violations of the principles of academic integrity;

5) Definition by the instructor of a clear discipline policy and of the requirements expected of the student;

6) Demonstration of respect by the instructor towards students as a mentor who contributes to the development of an academic culture;

7) Encouragement and incentives for participants in the educational process who promote and defend academic integrity;

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

9) Creation of an academic environment that provides educational, social and psychological support to students and prevents manifestations of academic dishonesty.

5. Classification of academic violations

4. An academic violation is an action in which a student:

1) Attempts to take credit for the work or effort of another person without obtaining permission or citing their work;

2) Uses unauthorized materials or false data when completing academic assignments;

3) Forges or falsifies academic documents or grade records;

4) Intentionally obstructs or undermines the academic work of other students;

5) Commits acts aimed at presenting false information about any student's academic performance;

6) Engages in cheating in any form during an examination or while completing assignments;

7) Assists other students in committing any of the acts described above.

5. Types of violations of students' academic integrity:

Plagiarism – the intentional or negligent appropriation of the results of another person's work, including an assignment submitted as the student's own work that was in fact completed, in whole or in part, by another person. Plagiarism also includes presenting another person's work, idea, statement or expression without proper attribution of sources. Plagiarism occurs where 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 words but copies the sentence structure without reference to the original source, or paraphrases one or more paragraphs with a closely similar meaning without citing the source, or uses charts, drawings, blueprints, diagrams and other video or audio materials without indicating the source and/or without the author's consent;

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

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4) Submits work completed in whole or in part by another student and presents it as their own;

5) Uses specialized paper-writing services or the services of other students to produce work, or uses a translation from a foreign language and presents the material as their own original work;

6) Uses computer code written by another student in computer programming classes.

6. Cheating. Cheating causes significant harm to the university community. Honest students are placed at a disadvantage because of the unfairness involved and the likelihood that the grading system for a subject may be altered to their detriment. A student who cheats does not receive a real education, depriving themselves of the opportunity to acquire complete learning skills. Cheating damages the reputation of the university and of society as a whole. Finally, such violations destroy an individual's ethical values and instill an improper approach to life that will not serve them well in their future career. Cheating occurs where a person:

- 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 examination paper, with or without that student's permission, or allows another student to copy from their own examination paper;

4) Obstructs or interferes with the work of other students while assignments are being completed;

5) Gives a false reason when requesting an extension for an examination or written assignment;

6) Continues writing after the examination time has expired;

7) Talks during an examination;

8) Asks another student to complete an examination assignment or test on their behalf;

9) Commits any other act that gives the student an unfair advantage in an examination or in any assessed assignment;

10) Facilitates, assists in or organizes any of the acts described above.

7. Misrepresentation of content. Students may not submit or present false assignments, research, certificates or other documents, or misrepresent facts for academic purposes. Misrepresentation includes, but is not limited to, the following:

- 1) altered materials and research results;

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- 2) fabricated facts or sources;
- 3) forged medical certificates;
- 4) forged admission documents;
- 5) forged letters of recommendation and other letters;
- 6) forged transcripts, diplomas or other registration records;
- 7) alteration of assessment data or examination material.

8. Falsification of documents and grades. Falsification of documents is a form of academic deception that knowingly results in the distortion of information about a student. Falsification of documents occurs where a person:

1) Submits a forged application, financial aid application or any other official document provided to the University;

2) Submits a forged or false medical certificate for missed classes or examinations, for work submitted late, or for other reasons;

3) Uses a forged or unlawfully altered student ID card;

4) Forges grade records or other academic documents.

9. Impersonation. Acts aimed at impersonating another person in order to obtain an academic advantage in examinations, tests or laboratory assignments are treated as a violation of the Code of Academic Integrity.

10. Concealment of information. Deliberate concealment of information, including transcripts and other academic documents, for the purpose of misleading others or obtaining academic advantages is treated as a violation of the Code of Academic Integrity.

11. Violation of the artificial intelligence policy.

1) Excessive use of generative artificial intelligence (AI) technologies in completing academic assignments without sufficient participation by the student in the educational process constitutes a violation of the principles of academic integrity.

2) Students are prohibited from submitting work produced with the use of AI as their own where the use of such technologies has not been expressly disclosed.

3) The purpose of academic assignments lies not only in achieving a result, but also in developing students' analytical, research and creative abilities. The use of AI must not replace the student's own independent work. The student is obliged to demonstrate their own knowledge and skills in solving the tasks set.

4) Instances of excessive or undisclosed use of AI are treated as violations of the Code of Academic Integrity and entail disciplinary liability.

5) Students may use AI technologies for educational purposes — to improve the efficiency of their learning, manage their time, search for and organize

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information, and automatically generate notes, summaries and brief overviews of study materials.

6) In written, graphic, multimedia and other forms of work produced with the use of AI, students are obliged to inform the instructor of the use of the relevant technologies, indicating their name and (where available) a link to the source.

7) Where generative AI technologies are used in preparing final qualification works and research works, all results, propositions, recommendations and conclusions must be formulated independently by the author.

8) The author of a final and/or research work must disclose the fact that AI was used, including a description of the stages at which the technology was applied, as well as the methods used to verify the reliability of the data obtained and the means of processing and interpreting it. The absence of such information is treated as confirmation that no AI technologies were used in the work.

9) The use of technical means and technologies, including generative AI, to conceal plagiarism or reduce the likelihood of its detection is not permitted.

10) The use of generative AI technologies in preparing final and research works is permitted only with the prior approval of the academic supervisor (or consultant).

11) Using AI without disclosing information about its application, including the name, developer (rights holder), version, and the date of access and/or use, violates the principles of academic integrity.

12. Category A academic violations.

1) Category A violations are academic violations that result in the application of Category A sanctions.

2) Category A violations may arise from inexperience or ignorance of academic principles and are frequently not the result of dishonest intent on the part of the student who committed the violation.

3) Category A violations include, but are not limited to, the following:

4) Working in pairs with another student on small laboratory or homework assignments where paired work is not permitted;

5) Absence of footnotes or proper source references in a small portion of an assignment; use of an idea or general argument without reference to the text cited;

6) Inadvertent omission of citations in the absence of previous violations.

13. Category B academic violations. Category B violations are academic violations that result in the application of Category B sanctions. Examples of Category B violations include, but are not limited to, the following:

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1) Direct quotation or paraphrasing to a moderate extent without indicating the source or using quotation marks;

2) Submitting work that is a copy of, or a substantial part of, another work in order to satisfy the requirements of more than one course without the permission of the instructor to whom the work is submitted for the second or subsequent time;

3) Using data or explanatory materials for laboratory reports without proper attribution of the source or of the participants in the work. All sources or participants in data collection and/or those involved in preparing the report must be acknowledged;

4) Failure to acknowledge other persons who performed assignments or a project, for example where assistance was provided in research, statistical analysis, computer programming, field data collection or written work, if such assistance was an integral part of the assignment;

5) Copying from another student's examination paper during an examination, talking, or continuing to write after the examination time has expired.

14. Category C academic violations.

Category C violations are academic violations that result in the application of Category C sanctions. Examples of Category C violations include, but are not limited to, the following:

1) A repeated Category A or Category B violation, regardless of whether sanctions were previously applied;

2) Presenting another person's work as one's own in completing any academic assignment (graded or ungraded), examination, term paper, diploma project (work), master's thesis, doctoral dissertation, scientific article intended for publication, working paper or conference paper, or any other written work submitted as one's own;

3) Using cheat sheets, mobile phones, computers, books, calculators and other materials/devices during an examination without the instructor's permission;

4) Plagiarism in the greater part of a written assignment;

5) Facilitating cheating during an examination;

6) Submitting purchased materials, such as term papers;

7) Forging and distorting data by providing fabricated or deliberately falsified materials;

8) Violations of academic integrity such as forging a grade sheet, stealing examination materials from a professor or from a university or college office,

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purchasing stolen examination materials, falsifying grade records, or distorting records of work performed at the university or college;

9) Substituting another person to sit an examination, or sitting an examination on behalf of another person;

10) Unauthorized distribution of copies of examination materials;

11) Collusion among students before an examination in order to devise methods of exchanging information without authorization during the examination.

6. Categories of sanctions for academic violations

15. Violations of academic discipline may result in the application of any of the Category A, B or C sanctions. Each individual case of violation is assessed on its own merits, taking into account the severity of the incident, the presence or absence of previously recorded violations, and the extent to which the interests and objectives of the University were affected.

16. Sanctions for Category A academic violations:

- 1) Verbal reprimand;
- 2) Written reprimand issued to the student only;
- 3) A requirement to attend additional classes without credit, or seminars on ethics or academic integrity;
- 4) A written assignment or research project on ethics or academic integrity;
- 5) Completion of an additional assignment more demanding than the original one;
- 6) A failing mark for the assignment, which is the minimum possible penalty in cases of plagiarism.

17. Sanctions for Category B academic violations:

- 1) A written reprimand placed in the student's personal file;
- 2) A lower or failing grade for the particular assignment or examination. A failing grade for the particular assignment or examination must be the minimum penalty for any violation involving substantial plagiarism or cheating;
- 3) Removal of the student from an incomplete course;
- 4) A disciplinary warning or probation for a specified period;
- 5) Any less severe penalty described in Category A.

18. Sanctions for Category C academic violations:

- 1) Expulsion from the university or college; tuition fees will not be refunded;
- 2) Removal of the student from all current courses; fees will not be refunded.

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7. Procedures for applying sanctions of all categories

19. Procedures for applying Category A sanctions:

- 1) Category A sanctions may be applied at the instructor's discretion;
- 2) the instructor must meet with the student to discuss the grounds for suspecting an academic violation;
- 3) the instructor must send a written report on the sanction applied to the deputy dean of the school or the head of academic affairs of the college where the instructor works;
- 4) after Category A sanctions have been imposed, the student has the right to submit a written complaint to the deputy dean or the head of academic affairs of the college in order to contest the instructor's decision to impose the sanction;
- 5) the deputy dean or the head of academic affairs of the college may arrange a meeting with the student and the instructor to discuss the situation and may take any other action they consider fair;
- 6) the deputy dean or the head of academic affairs of the college must ensure that documentation (minutes, reports, written explanations) is provided for all disciplinary actions.

20. Procedures for applying Category B sanctions for academic violations:

- 1) Where an instructor considers that there are grounds for applying Category B sanctions for an academic violation, the instructor must prepare a written report describing in detail the nature of the alleged violation and the grounds establishing that the incident actually occurred, and recommend Category B sanctions. The instructor must provide a copy of the report to the student and a separate copy to the deputy dean;
- 2) Upon receiving the report, the deputy dean or the head of academic affairs of the college must conduct a further investigation into the case and meet with the instructor, the student and the deputy dean of the school or head of academic affairs of the college where the student is enrolled in order to hold a hearing. Within 48 hours of such a hearing, the deputy dean or head of academic affairs of the college must determine which sanction will be applied and whether it will be applied to the student;
- 3) The written notice imposing a Category B sanction must be delivered to the student, the instructor and the deputy dean of the school or head of academic affairs of the college where the student is enrolled;

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4) The student has the right to request the dean or the director of the college to review the case. Following such a review, if any, the decision of the dean or the director of the college is final;

5) The application of Category B sanctions must be recorded in the student's grade records, and all written materials and the minutes of the hearing must be placed in the student's personal file.

21. Procedures for applying Category C sanctions:

1) Where an instructor considers that there are grounds for applying Category C sanctions for an academic violation, the instructor must prepare a written report describing in detail the nature of the alleged violation, the grounds confirming that the incident actually occurred, and the recommended Category C sanction to be applied. The instructor must provide a copy of the written report to the student and a separate copy to the deputy dean;

2) Upon receiving the instructor's report, the deputy dean or head of academic affairs of the college must conduct a further investigation and provide a copy of the investigation report to the dean, the instructor and the student;

3) Upon receiving the report of the deputy dean or head of academic affairs of the college, the dean or director of the college must meet with the instructor, the student and the deputy dean of the school or head of academic affairs of the college where the student is enrolled;

4) Minutes of the meeting must be kept;

5) Within 48 hours of the hearing, the dean or director of the college must determine which sanction will be applied and whether it will be applied to the student;

6) The dean of the school or director of the college must send to the Member of the Management Board – Vice-Rector for Academic Affairs a recommendation on the application of the sanction, together with all supporting documents, including the instructor's initial report, the investigation report of the deputy dean or head of academic affairs of the college, the student's written explanation and any other additional documents added to the case file during that time;

7) On the basis of the documents provided, the Member of the Management Board – Vice-Rector for Academic Affairs orders the application of the recommended sanction;

8) Within 10 days of written notification of the decision of the Member of the Management Board – Vice-Rector for Academic Affairs, the accused student may

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submit a written appeal addressed to the Chairman of the Management Board – Rector;

9) If the student declines to appeal the decision of the Member of the Management Board – Vice-Rector for Academic Affairs, the penalty is deemed final;

10) In all cases, the decision of the Chairman of the Management Board – Rector is final;

11) All written materials and the minutes of the hearing must be placed in the student's personal file.

8. Rules and procedure for meetings and hearings

22. Meetings and hearings are conducted in the following manner:

- 1) Meetings and hearings must be held in an open and non-adversarial manner;
- 2) The student has the right to be heard;
- 3) Minutes of the hearing are kept;
- 4) Hearings must be held in a format closed to the public;
- 5) All those present at meetings and hearings must maintain the confidentiality of the cases.

9. General recommendations for students

23. In observing the norms and rules of academic integrity, students of D. Serikbayev EKTU are advised to:

- 1) Be honest in all circumstances;
- 2) Not disrupt order and not seek an unfair advantage over other students by cheating or otherwise;
- 3) Conduct themselves with dignity, resist all forms of academic violations, and report acts of violation they have witnessed;
- 4) Know what plagiarism is and take steps to avoid it. When using another person's words and ideas, even when paraphrased in their own words, indicate the source. If unsure whether they have used someone else's thoughts or ideas, they should consult the instructor who set the assignment;
- 5) Not breach the University's rules concerning academic violations, and bear disciplinary liability up to and including suspension or expulsion from the University;
- 6) Resist any manifestations of corruption, not offer or give monetary rewards, gifts or hospitality, and not use family relationships or professional connections in order to obtain a higher grade;

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7) Not miss or arrive late to classes, examinations and other forms of academic activity without valid reason.

10. Role and functions of the anti-corruption compliance service in ensuring academic integrity of students

24. Within the scope of its powers, the anti-corruption compliance service carries out activities aimed at ensuring academic integrity, ethics and zero tolerance of corruption, comprising the following:

- 1) receiving and considering submissions from students and University staff concerning academic violations and manifestations of corruption;
- 2) maintaining anonymous reporting channels;
- 3) monitoring compliance with academic integrity;
- 4) conducting training seminars and consultations;
- 5) developing and carrying out preventive measures;
- 6) conducting internal reviews and investigations in respect of students and University staff concerning academic violations and manifestations of corruption;
- 7) where instances of corruption on the part of students or University staff are confirmed, referring the materials to the competent law enforcement authorities.

25. In accordance with the University's Anti-Corruption Policy, the anti-corruption compliance service ensures the confidentiality of complainants and their protection against persecution and reprisals.

11. Prevention and training

26. Every student is obliged to familiarize themselves with this Code upon admission to the University and to sign the corresponding acknowledgement.

27. Within the course "Fundamentals of Law and Anti-Corruption Culture", students study the fundamentals of academic ethics and integrity.

12. Final provisions

28. This Code is binding on all students and academic staff.

29. Compliance with the Code is monitored by the Department of Academic Affairs, the Department of Social and Youth Policy and Inclusive Development, the deans' offices, instructors and the anti-corruption compliance service.

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Annex 1

Record of amendments to document C NJSC "EKTU" 059-II-2025 Code of Academic Integrity for Students of NJSC "D. Serikbayev EKTU"

No.	Title of the administrative document introducing the amendment	Date of approval of the amendment	Amendment entered into this copy by		
			Full name of the person responsible for documentation	Signature	Date