

JSC "Nazarbayev University" Academic Integrity Policy

1. General provisions

1. A fundamental purpose of Nazarbayev University (hereinafter – the University) is the pursuit of knowledge and learning how to learn. Essential to this is a commitment to the principles of academic integrity. Every member of the University community has a responsibility to maintain the highest standards of academic honesty at all times and in all activities. All persons studying at the University (hereinafter – Student or Students), as members of the community, are also responsible for adhering to the principles and spirit of this Academic Integrity Policy.

2. Existing policies forbid cheating in examinations, plagiarism, falsification of documents and other forms of academic dishonesty. Academic dishonesty is contrary to the purposes of the University and is not tolerated.

2. Academic Dishonesty Definitions

3. Examples of academic misconduct (activities) include:

7) **plagiarism** – using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.;

8) **cheating** – using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids or illegally acquiring examination materials or altering submitted examination materials. Some examples are using a "cheat sheet" in a quiz or exam, altering a graded exam and resubmitting it for a better grade, illegally acquiring testing materials, etc.;

9) **falsification of documents** – submitting any documents to the University that have been falsified in any form.

4. There is no "statute of limitations" that precludes faculty from acting on the discovery of alleged violations, either during the semester or term when the course in question is being offered or after the course has ended (and after a Student has graduated).

3. Plagiarism

5. Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the Student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and (or) proper acknowledgement of sources.

6. Plagiarism occurs when a person:

- 1) directly copies one or more sentences of another person's written work without proper citation. If another writer's words are used, quotation marks around the quoted material should be placed and a footnote or other indication of the source of the quotation should be included. This includes cut and paste from the internet or other electronic sources;
- 2) changes words but copies the sentence structure of a source without giving credit to the original source;
- 3) closely paraphrases one or more paragraphs without acknowledgement of the source of the ideas. When another author's ideas are used, it should be indicated with a footnote or other means that allows the reader to identify the source. Instructors wish to know what the Student's ideas are and what the ideas of others are;
- 4) uses graphs, figures, drawings, charts or other visual/audio materials without acknowledging the source or the permission of the author;
- 5) submits false or altered information in any academic exercise. This may include making up data for an experiment, altering data, citing nonexistent articles, contriving sources, etc.;
- 6) turns in all or part of assignment done by another Student and claims it as their own;
- 7) uses a paper writing service, has another person write a paper, or uses a foreign language translation and submits as their own original work;
- 8) in computer programming class, uses computer code written by another Student.

4. Cheating

7. Cheating harms the very fiber of the University community. Honest Students are put at a disadvantage due to the unfairness of the act and the potential that the grading structure of the class may be altered to their disadvantage. A Student who cheats does not receive a real education, robbing themselves of the experience of how to learn. This is the focus of any university education. Cheating also damages the reputation of the University as well as the fabric of society. Finally, cheating damages the ethics of the individual, teaching them a wrong approach to life that will not be sustainable in their future careers.

8. Cheating occurs when a person:

- 1) gains or provides unauthorized access to examination materials;

- 2) uses notes, a mobile phone, books, a calculator or other materials/devices during an examination without the permission of the instructor;
- 3) copies from another Student's exam sheet with or without their permission or allows a Student to copy from their exam sheet;
- 4) obstructs or interferes with another Student's efforts in an academic exercise;
- 5) states a dishonest and unproved reason in a request for an extension for an exam or paper;
- 6) continues to write even when time is up during an exam;
- 7) talks during an examination period;
- 8) asks another Student to take an examination or quiz on his/her behalf;
- 9) takes any other action that gives a Student an unfair advantage during an examination period.

5. Falsification of Documents

9. Falsification of documents is a form of academic dishonesty that deliberately seeks to misrepresent some aspect of the Student.

10. Falsification of Documents occurs when a person:

- 1) presents a falsified application form, financial aid form or any other official form submitted to the University;
- 2) presents a falsified or misleading medical certificate for class absences, examination absences, late papers or any other reason;
- 3) uses a falsified or illegally altered student identification card;
- 4) tampers with transcripts or other academic records.

6. Academic Integrity Violations and Sanctions (Levels of Violations and Recommended Sanctions)

11. All violations of academic integrity shall be reported in written form by the instructor in accordance with the reporting form as set forth in the attachment to this Academic Integrity Policy to the Dean of the respective School, including Foundation (hereinafter Dean of the School), and the Director of the Department for Student Affairs. Academic integrity violations at the University are classified into four levels according to the nature of the violation. For each level of violation a corresponding set of sanctions is recommended.

7. Level One Integrity Violations

12. Level One violations may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterized by the absence of dishonest

intent on the part of the Student committing the violation. Level One violations are determined and adjudicated by the instructor although the instructor must report such violations to the Dean of the School and the Director of the Department for Student Affairs.

Examples include:

- 1) working with another Student on a minor laboratory exercise or homework assignment when such collaboration is prohibited;
- 2) failure to footnote or give proper acknowledgment in a very limited section of an assignment.

13. Sanctions for Level One violations ordinarily may include one or more of the following, although this list is not all inclusive:

- 1) required participation in a noncredit workshop or seminar on ethics or academic integrity;
- 2) an assigned paper or research project related to ethics or academic integrity;
- 3) a make-up assignment that is more difficult than the original assignment;
- 4) no credit for the original assignment;
- 5) disciplinary warning retained in the Student records;
- 6) other sanctions as deemed necessary and appropriate by the instructor.

14. If a Student disagrees with the sanctions imposed, he/she may submit a written appeal to the Dean of the School and the Director of the Department for Student Affairs.

8. Level Two Integrity Violations

15. Level Two violations are more serious breaches of academic integrity. Determination of the seriousness and sanctions are by the instructor although the instructor is responsible to report such violations to the Dean of the School and the Director of the Department for Student Affairs. Examples include:

- 1) quoting directly or paraphrasing, to a moderate extent, without acknowledging the source or using proper quotation marks;
- 2) submitting the same work, or major portions thereof, to satisfy the requirements of more than one course without permission from the instructor to whom the work is submitted for the second or subsequent time;
- 3) using data or interpretative material for a laboratory report without proper acknowledgement of sources or collaborators. All sources or collaborators in the acquisition of data and (or) to the writing of the report must be acknowledged;
- 4) failure to acknowledge assistance from others, such as help with research, statistical analysis, computer programming, or field data collection, in a paper, take home examination, or project report if such help was an integral part of the assignment;
- 5) during an in-class examination, looking at another Student's examination sheet, talking or continuing to write even when time is up during an exam.

16. Sanctions for Level Two violations ordinarily include one or more of the following, although this list is not all inclusive:

- 1) a failing grade on the assignment;
- 2) a failing grade for the course;
- 3) disciplinary warning or probation for a set period of time as deemed necessary by the School Disciplinary Committee;
- 4) other sanctions as deemed necessary by the instructor or School Disciplinary Committee.

17. If a Student disagrees with the sanctions imposed by the instructor, he/she may submit a written appeal to the Dean of the School and the Director of the Department for Student Affairs. The School Disciplinary Committee has the right to review a case and impose a separate penalty than that given by the instructor.

9. Level Three Violations

18. Level Three violations are breaches of academic integrity that are more serious in nature or that affect a more significant aspect or portion of the course work compared with Level Two violations. Level Three violations are adjudicated by the School Disciplinary Committee. Examples include:

- 1) repeating a Level One or Two violation;
- 2) presenting the work of another as one's own;
- 3) using notes, a mobile phone, computer, books, a calculator or other materials/devices during an examination without the permission of the instructor;
- 4) plagiarizing major portions of a written assignment;
- 5) facilitating cheating during an exam;
- 6) submitting purchased materials such as a term paper;
- 7) removing or damaging posted or reserve material, or preventing other Students from having access to the material;
- 8) fabricating data by inventing or deliberately altering material.

19. Sanctions for Level Three violations ordinarily include one or more of the following, although this list is not all inclusive:

- 1) a failing grade for the course;
- 2) suspension for one or more semesters;
- 3) withdrawal from all current classes. No tuition fees will be refunded;
- 4) disciplinary probation for a set period of time;
- 5) other sanctions as deemed necessary by the instructor or School Disciplinary Committee.

20. All matters regarding this level of violation are adjudicated by the School Disciplinary Committee.

10. Level Four Violations:

21. Level Four violations represent serious breaches of academic integrity. Examples include:

- 1) committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity;
- 2) committing a violation of academic integrity that breaks the law or resembles criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office, buying a stolen examination, falsifying a transcript to gain access to the University or its resources, or altering the record of work done at the University);
- 3) having a substitute take an examination or taking an examination for someone else;
- 4) fabricating evidence, falsifying data, quoting directly or paraphrasing without acknowledging the source, and (or) presenting the ideas of another as one's own in a written work, or any other work represented as his or her own by a Student;
- 5) sabotaging another Student's work through actions designed to prevent the Student from successfully completing an assignment;
- 6) acquiring or distributing copies of an examination from an unauthorized source prior to the examination period;
- 7) conspiring before an exam to develop methods of illicitly exchanging information during the exam;
- 8) any alteration of examinations for the purposes of regrading.

22. Sanctions for Level Four violations ordinarily include one or more of the following, although this list is not all inclusive:

- 1) a failing grade for the course;
- 2) withdrawal from all current classes. No tuition fees will be refunded;
- 3) suspension for one or more semesters;
- 4) expulsion from the University;
- 5) disciplinary probation for a set period of time;
- 6) other sanctions as deemed necessary by the instructor or School Disciplinary Committee.

23. All matters regarding this level of violation are adjudicated by the School Disciplinary Committee.

11. School Disciplinary Committee

24. The School Disciplinary Committee is responsible for imposing sanctions in cases whereby the Student appeals against a decision by an instructor in Level One and Two violations and in all Level Three and Four violations. During all such hearings, the Student has the right to attend all hearings, testify, present evidence and witnesses, and be represented either by a faculty member or student representative. The instructor must also

attend the hearing and has the right to present evidence and witnesses, testify, and be represented by another faculty member.

25. The School Disciplinary Committee shall be comprised of the Dean of the School, four faculty members elected by faculty at large from the School, and two student representatives appointed by Student Government.

12. Student Appeals

26. Under Level One and Two violations, a Student may appeal in writing against the decision of the instructor to the Director of the Department for Student Affairs and the Dean of the School for Level One and Two violations. Such appeals will be immediately referred to the School Disciplinary Committee who will convene a hearing within ten business days of the appeal and make the final decision.

27. A Student may appeal in writing against the decision of the School Disciplinary Committee for Level Three and Four violations to the President of JSC Nazarbayev University whose decisions are final.

13. Final provisions

28. Ignorance of rules of this Academic Integrity Policy shall not relieve from liability for their violation.

29. Those who violate campus rules regarding academic misconduct are subject to disciplinary sanctions, including suspension and (or) dismissal.

**Attachment
to the Nazarbayev University
Academic Integrity Policy**

Nazarbayev University Academic Dishonesty Report

PLEASE PRINT OR TYPE

Student Name _____
Student ID# _____
Student Email _____
Course Name and # _____
Person Reporting _____
Date _____

I am reporting the above named student with an alleged violation of the Nazarbayev University Academic Integrity Policy as specified below.

Check all that apply:

- plagiarism
- cheating
- falsification of documents

The student is charged with violating the Nazarbayev University Academic Integrity Policy in the following manner: (Please use additional sheets if needed.)

Reporting Person's Signature _____

Reporting Person's Telephone Number _____

Reporting Person's Email _____