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LIMITED LIABILITY PARTNERSHIP "FOREIGN EDUCATIONAL INSTITUTION "UNIVERSITY OF INNOVATION AND TECHNOLOGY"

"APPROVED"

by Decision of the Academic Council

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ACADEMIC INTEGRITY POLICY

LLP "Foreign Educational Institution "University of Innovation and Technology"

Almaty

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1. GENERAL PROVISIONS

1.1 This Academic Integrity Policy (hereinafter, the Policy) establishes requirements for honest conduct in the learning, assessment and research activities of LLP "Foreign Educational Institution "University of Innovation and Technology" (hereinafter, the University, Innotech).

1.2 The purpose of the Policy is to maintain a fair, transparent and ethical educational environment in which learning outcomes reflect the actual knowledge and skills of students.

1.3 Academic integrity is one of the foundations of educational quality and of trust in the results of academic and research activity. Cheating, plagiarism, falsification of information and other dishonest actions distort assessment, infringe the rights of honest students and harm the university community.

1.4 The University takes measures to prevent and detect violations, to review the circumstances of each case objectively and to apply the prescribed measures.

1.5 The provisions of the Policy are binding on the management, students, faculty and staff of the University.

2. TERMS AND ABBREVIATIONS

2.1. The following definitions are used in this Policy:

- AI – artificial intelligence, including software systems that use algorithms and machine learning to perform tasks related to processing and generating information.
- University, Innotech – LLP "Foreign Educational Institution "University of Innovation and Technology".
- Faculty – the academic teaching staff.
- RK – the Republic of Kazakhstan.
- Academic integrity – ethical and responsible conduct in learning and research that excludes deception, deliberate misleading, concealment of significant information and appropriation of the work of others.

3. PRINCIPLES OF ACADEMIC INTEGRITY

3.1. The University is guided by the following principles:

1) Honesty – completing assignments independently and honestly, whether or not they are assessed.
2) Respect for copyright – acknowledging authorship and correctly citing the sources of quotations, ideas, data and other borrowed materials.
3) Openness – transparency of requirements and sharing of knowledge in compliance with established rules.
4) Respect for rights and freedoms – the opportunity to express one's own views within ethical norms.
5) Equality – uniform requirements for participants in the educational process and equal responsibility for violations.
6) Truthfulness – no deception, lying, fabrication of information or forgery of documents.
7) Reliability – reliance on verifiable facts, accurate data and well-founded conclusions.
8) Responsibility – compliance with the rules and prevention of situations that may lead to a violation.
9) Objectivity – making decisions on the basis of evidence rather than bias.
10) Fairness – respect for the rights of participants and proportionality of the decisions taken.

3.2. The University is also guided by the principles of the Academic Integrity League: recognition of academic integrity as a core value of learning and research; establishment of clear and fair rules; checking written work for borrowings; responsibility for violations; objective assessment; confirmation of the quality of graduate training; the mentoring role of the instructor; joint efforts of students and staff to protect academic integrity; and conscientious fulfilment of obligations by members of the community.

4. ACADEMIC INTEGRITY VIOLATIONS AND PLAGIARISM

4.1. A violation is any action or omission by a student that may mislead an instructor or University employee regarding authorship, the independence of the work, sources, the accuracy of data or any other circumstances affecting assessment.

4.2. For a student, an academic integrity violation report is drawn up. If the signs of a violation relate to an instructor or employee, a memorandum is drawn up.

4.3. Violations include:

1) improper use of AI – creating text, code, solutions, data analysis or substantial parts of an assignment with neural networks, machine translation or other tools and then presenting the result as one's own independent work without disclosing the use of such tools;

2) fabrication – including invented data, sources, research results or non-existent facts;

3) falsification – forging or deliberately distorting information, including submitting false statements, financial aid documents, medical certificates, student ID cards, grade sheets and other academic documents;

4) violations during examinations: copying or passing on answers; communicating without permission; using cheat sheets, books, phones, smartwatches, smart glasses, micro-earpieces and other prohibited aids; gaining unauthorised access to assignments; allowing another person to copy; disrupting other participants;

5) continuing to work after time has expired, changing submitted answers, giving false reasons to obtain an extension, or asking another person to take the examination in the student's place;

6) improperly demanding a change of grade or additional points without proper grounds;

7) stealing, hiding, damaging or destroying library materials in order to restrict access for other students;

8) resubmitting the same work for assessment without the instructor's permission;

9) photographing and distributing examination assignments, circumventing security measures, substituting or stealing answers, attempting to change grades and records without authorisation;

10) using bots, scripts and automated tools to simulate presence or falsely mark attendance, as well as any other actions contrary to the independence and transparency of academic work.

4.4. Violations committed during the state examination in "History of Kazakhstan" or during final attestation are considered gross violations. The materials are referred to the Disciplinary Committee to decide on the disciplinary measure, up to and including expulsion.

4.5. Plagiarism is the use of another person's text, ideas, structure, results or other materials without proper citation and acknowledgement of authorship, creating the impression that they belong to the student. Plagiarism includes copying electronic, printed and handwritten materials without quotation; borrowing the structure or logic of another's text; using another's ideas without citation; borrowing audio, video and oral materials without stating the source; and appropriating another's text, including content generated with AI.

5. RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS IN THE EDUCATIONAL PROCESS

5.1. A student has the right to become acquainted with the Policy, to express opinions within ethical norms, not to be subjected to unfounded accusations, and to present explanations and evidence in the case under review.

5.2. A student must comply with the rules of academic integrity when completing assignments and examinations; cite the literature and other sources used; use reliable and verifiable information; not give their work to others to pass off as their own; complete assignments independently unless another format is permitted; observe ethical norms; and bear responsibility for any violations committed.

5.3. Students record their own attendance through the University's designated information system. Using bots, scripts or other technical means to mark attendance automatically or to simulate participation in a class is prohibited.

5.4. Faculty and staff must know the applicable rules on copyright, intellectual property, academic integrity and research publication ethics; take part in training activities; explain to students the rules of citation and source selection; prevent and detect violations; monitor compliance with the Policy; and inform their line manager of identified cases.

5.5. The instructor communicates the rules for using AI within the course and sets them out in the syllabus. The academic supervisor monitors compliance with academic integrity during the preparation of the graduation thesis, evaluates the results of the check and decides whether to recommend admission to final attestation.

5.6. Where authorship is in doubt, the instructor, academic supervisor or consultant may verify orally the student's understanding of the content of the submitted work.

5.7. Faculty comply with the requirements of personal data legislation. To verify knowledge, only necessary anonymised materials that contain no personal data of third parties and no confidential information may be requested.

6. USE OF ARTIFICIAL INTELLIGENCE

6.1. The use of AI is permitted within the limits set by legislation, University rules and the requirements of the specific assignment. If work has been prepared wholly or partly with the help of AI, the student must disclose this in the established manner.

6.2. When using AI, the student states the name, version and type of the system used. At the request of the instructor, academic supervisor or consultant, the student provides the available materials that make it possible to assess how the tool was used, including prompts and interaction history.

6.3. Texts, images, graphs, code and other synthetic materials must be marked with the prescribed label or notice. It is prohibited to upload into AI systems the personal data of other persons, confidential materials or restricted information.

6.4. The student is responsible for the accuracy of information obtained with AI, the correctness of conclusions and calculations, compliance with copyright and understanding of the content of the submitted work.

7. CHECKING OF WRITTEN WORK

7.1. The University uses officially approved systems to detect borrowings in written work. Checks are organised by the relevant Schools in accordance with the internal corporate standard on checking written work for plagiarism.

7.2. By submitting work for a course, the student agrees to its upload into the system approved by the University and selected by the instructor for checking.

7.3. The report of an automated system may be used as evidence of a possible violation but must be evaluated in light of the content of the borrowings and other circumstances. Where there are grounds, the instructor draws up a violation report.

8. MEASURES IN RESPONSE TO STUDENT VIOLATIONS

8.1. Non-compliance with the Policy may result in academic and disciplinary measures provided for by the University's internal documents.

8.2. For a violation in an individual piece of work – an essay, test, project or other assignment – the instructor may, within the approved rules, reduce the score by the set amount or cancel the result by awarding "0" or "Fail" for the work or course without a retake in the current academic period, where the rules so provide.

8.3. Schools may set the order of priority of these measures in their approved rules.

8.4. When signs of a violation are detected during an examination, the instructor or proctor draws up a report, attaches supporting materials and sends them to the Dean's Office of the relevant School.

8.5. Repeated cases, or cases requiring separate disciplinary review, are referred to the Disciplinary Committee. The Committee determines the measure of responsibility in accordance with internal documents; expulsion is a possible measure.

8.6. Disciplinary cases are reviewed in accordance with the procedure set out in the corporate standard on the review of student violations and the application of disciplinary measures.

8.7. A student may file an appeal within the established time limits. If the violation is confirmed, the appeal in itself does not remove responsibility.

8.8. A violation is confirmed by relevant materials, for example a similarity check report, the instructor's report, screenshots, correspondence, audio and video recordings or other evidence.

8.9. The use of automated tools to falsely mark attendance or simulate participation in a class is treated as a violation and may result in a grade of "F" for the course, referral of the case to the Disciplinary Committee and possible expulsion.

9. VIOLATIONS BY FACULTY AND STAFF

9.1. A violation by an instructor or employee includes, in particular, assisting a student's dishonest actions, providing prohibited help or concealing a known violation.

9.2. A knowingly unfounded report of a violation is also subject to review, including one made without sufficient grounds or with knowledge that no violation occurred. Repeated submission of unconfirmed reports or the unjustified application of an excessively severe measure may also be reviewed.

10. RECORDING OF VIOLATIONS

10.1. An instructor or proctor who records a violation during an examination notifies the Dean of the School in writing and submits the supporting materials.

10.2. Reports of violations identified during interim attestation are registered on an ongoing basis by the Registrar's Office.

10.3. Records of cases identified during continuous assessment, final attestation, and the completion of projects, graduation theses and other academic assignments are kept by the relevant Schools or units of the University.

11. APPEAL

11.1 Where necessary, each School forms an Appeals Committee of three persons: a chair and two members. The membership of the Committee is approved by order of the Dean of the relevant School. The Committee reviews student appeals before final grades are officially posted.

11.2 After receiving the report, the Dean's Office explains the appeal procedure to the student and provides the contact details of the authorised persons. The appeal is submitted to the Dean or the Dean's Office manager of the relevant School within five calendar days of receiving notice that the report has been registered.

11.3 An appeal is accepted if the student claims that there was no violation or that the action described does not meet the definition of an academic integrity violation. Appeals on other grounds, or not in the established form or within the established time limit, may be returned without review, with a written explanation of the reasons.

11.4 Before the review, the chair acquaints the student with the content of the report, the alleged violation and the measure applied. The Committee hears the explanations of the student and, where necessary, of the instructor, and may ask clarifying questions.

11.5 The decision is taken by vote without the parties present. In the event of a tie, the chair has the casting vote. The result is communicated to the student and the instructor.

11.6 The Committee determines in turn: whether a violation took place; whether the original measure should be upheld or changed; and whether the student engaged in improper conduct during the appeal. If the violation is not confirmed, the parties are notified and the record of the violation is corrected. If the violation is established, the Committee decides on the measure of responsibility.

11.7 The Committee's decision is final within this procedure and binding. Repeat appeals aimed solely at softening the decision taken are not considered.

12. RISK MANAGEMENT

12.1. The main risks are the reputational consequences of academic integrity violations by students or faculty. To prevent them, awareness-raising, checks and monitoring are used. When non-conformities are identified, their causes are eliminated.

13. DOCUMENTATION

13.1. The results of the procedures are confirmed by documents in paper and/or electronic form. The violation report and the minutes of the Appeals Committee are kept by the Dean's Office of the relevant School; the minutes of the Disciplinary Committee are kept by that Committee.

14. RESPONSIBILITY

14.1. Students, faculty and staff must comply with the University's anti-corruption requirements. Bribery, fraud and abuse of office are not permitted. The University reviews reports of corruption and applies measures to confirmed violations, providing the protection set out in its rules to persons who report such facts in good faith.

14.2. Students are responsible for complying with the Policy and for the independence of their work.

14.3. Instructors are responsible for preventing, detecting and properly recording violations, and for actions within their authority.

14.4. Schools ensure that the requirements are explained, monitor their implementation, coordinate the prescribed measures and regularly monitor the academic environment.

15. NORMATIVE REFERENCES

15.1. The following documents are taken into account in applying the Policy:

- Law of the Republic of Kazakhstan No. 319-III of 27 July 2007 "On Education";
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 of 30 October 2018 "On Approval of the Model Rules for the Activities of Organisations of Higher and (or) Postgraduate Education";
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 2 of 20 July 2022 "On Approval of the State Mandatory Standards of Higher and Postgraduate Education";
- Order of the Acting Minister of Education and Science of the Republic of Kazakhstan No. 587 of 10 December 2021 "On Approval of the Methodological Guidelines for Implementing the Principles of Academic Integrity in Organisations of Higher and (or) Postgraduate Education";
- other regulatory legal acts of the Republic of Kazakhstan governing higher and postgraduate education, copyright protection, anti-corruption and quality assurance in education;
- internal regulatory documents of the University governing the organisation of the educational process, assessment of learning achievements, checking of written work, review of academic integrity violations and application of the relevant measures of responsibility.

FLOWCHART

Process input:	**Receipt of a report from faculty**	
Action	**Performed by**	**Record**
Academic integrity violation report ↓	Faculty / Proctor	Report *(Appendix 1). Approval of the report by the Dean.*
Review of the offence ↓ Yes ↓ No	Dean's Office	Explanatory note *(Appendix 2)*
Formation of an Appeals Committee if necessary	Dean's Office	Student's written application to the Dean *(free form)*
Disciplinary Committee ↓ Yes ↓ No	Disciplinary Committee	Order of the Head
Decision of the Disciplinary Committee ↓	Disciplinary Committee	Minutes
Refusal to impose a disciplinary sanction ↓	Disciplinary Committee	Conclusion
Conclusion on imposing a disciplinary sanction	Appeals Committee	Conclusion
Process output:	**Conclusion / Order**	

APPENDIX 1
(MANDATORY)

To the Dean _____
(name of the School)
_____
(full name)

REPORT on an Academic Integrity Violation

Please be informed that from the examination in the course "_____" (examiner_____, room No._____, time_____, date_____) the students listed below were removed for violating academic integrity:

№	Full name	Violation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Examiner: _____ _____
(signature) *(full name)*

Proctor: _____ _____
(signature) *(full name)*

APPENDIX 2
(MANDATORY)

To the Head of LLP "Foreign Educational Institution "University of Innovation and Technology"

Mr. _____

From

_____

Student's full name

_____

School, programme, year of study

EXPLANATORY NOTE

(Description of the disciplinary offence / nature of the incident)

1. During/at the time of _____
(state the period, date and time of the offence/event/fact)

2. I allowed/committed _____
(describe in detail the circumstances of the offence)

_____

3. my guilt in the offence_____
(state whether you admit or deny guilt for the offence)

_____

Date "____" _____

Signature _____