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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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Nurlanov Sh.

CODE OF ETHICS FOR STUDENTS OF THE LIMITED LIABILITY PARTNERSHIP "FOREIGN EDUCATIONAL INSTITUTION 'UNIVERSITY OF INNOVATION AND TECHNOLOGY'

Almaty

TABLE OF CONTENTS

1. GENERAL PROVISIONS 3
2. TERMS AND DEFINITIONS 3
3. ETHICAL STANDARDS OF CONDUCT 4
4. ACADEMIC INTEGRITY 4
5. ANTI-CORRUPTION 5
6. CONDUCT DURING THE EDUCATIONAL PROCESS 5
7. STUDENT APPEARANCE 5
8. SAFETY AND PROHIBITED CONDUCT 6
9. UNIVERSITY PROPERTY, RESOURCES AND SYMBOLS 6
10. CONDUCT IN THE DIGITAL ENVIRONMENT AND ON SOCIAL MEDIA 6
11. PARTICIPATION IN UNIVERSITY LIFE 7
12. REPORTING VIOLATIONS AND PROTECTION AGAINST RETALIATION 7
13. COMPLIANCE WITH THE CODE AND LIABILITY 7
14. FINAL PROVISIONS 8

1. GENERAL PROVISIONS

1.1. This Code of Ethics for Innotech Students (hereinafter referred to as the "Code") establishes the fundamental ethical principles, standards of conduct and requirements applicable to students of the Limited Liability Partnership "Foreign Educational Institution 'University of Innovation and Technology'" (hereinafter referred to as the "University" or "Innotech").

1.2. This Code applies to all University students, regardless of their educational programme, year of study, form of study or source of funding, including students participating in academic mobility programmes at the University.

1.3. This Code applies:

1) on the University premises, including academic buildings, student dormitories (where available) and other University facilities;

2) during classes, assessments and other educational activities, including those conducted remotely and online;

3) during events organised by the University or held with its participation;

4) during practical training, internships and periods of academic mobility;

5) when representing the University at external events and venues;

6) in the digital environment in the cases specified in Clause 10.1 of this Code;

7) in other cases where a student's conduct directly affects the safety, rights or legitimate interests of members of the university community.

1.4. As a member of the university community, an Innotech student respects the dignity of others, upholds academic culture and the University's business reputation, and bears personal responsibility for their conduct.

1.5. This Code shall be applied in conjunction with the Academic Policy, Academic Integrity Policy, Internal Regulations, the Procedure for Reviewing Student Violations and Applying Disciplinary Measures at Innotech (hereinafter referred to as the "Procedure"), and other internal regulatory documents of the University.

1.6. The fundamental principles of this Code are respect, integrity, academic honesty, responsibility, equality, safety, openness and care for the university community.

2. TERMS AND DEFINITIONS

2.1. The following terms and definitions are used in this Code:

1) Bullying – systematic (repeated) humiliation, intimidation, insults, isolation or other deliberate psychological or physical conduct directed at a person with the intention of causing harm, fear or humiliation;

2) Discrimination – the direct or indirect restriction of rights, humiliation of dignity or creation of unfavourable conditions for a person on the grounds of origin, social, occupational or property status, sex, race, nationality, language, attitude towards religion, beliefs, place of residence, age, health condition, disability or any other circumstances;

3) Harassment – unwelcome conduct towards a person, including conduct of a sexual nature, expressed physically, verbally, non-verbally or through digital means, which humiliates the person's dignity or creates an intimidating, hostile or offensive environment;

4) Cyberbullying – bullying carried out through information and communication technologies, including social networks, messaging applications, email and educational platforms;

5) Stalking – repeated unwanted actions directed at a person, including surveillance and persistent attempts to make contact, including through digital means, which cause the person to experience a reasonable sense of fear or anxiety;

6) Hazing – humiliating, dangerous or coercive rituals, initiations and challenges, including those associated with joining student organisations, regardless of whether the person subjected to such actions has consented to them;

7) Members of the university community – students and employees of the University, as well as other persons participating in the University's educational, research and other activities.

3. ETHICAL STANDARDS OF CONDUCT

An Innotech student shall:

1) treat other students, faculty members, employees, guests and University partners with respect;

2) refrain from insults, humiliation, rudeness, threats, intimidation, bullying, stalking, discrimination and harassment;

3) observe generally accepted standards of communication and conduct, including in the digital environment;

4) respect the rights of others to personal space, safety, freedom of opinion and protection of their legitimate interests;

5) refrain from using obscene language, offensive gestures and other forms of conduct that disrupt a proper educational and working environment;

6) comply with the lawful and reasonable instructions of authorised University employees relating to the educational process, safety and compliance with internal regulatory documents;

7) contribute to fostering an atmosphere of trust, mutual respect and responsibility within the university community.

4. ACADEMIC INTEGRITY

4.1. Students shall complete academic assignments honestly, independently undertake all forms of knowledge assessment and comply with the requirements of the University's Academic Integrity Policy.

4.2. The following practices are prohibited, in particular:

1) cheating, plagiarism, fabrication or falsification of data and results;

2) submitting another person's work, in whole or in part, as one's own;

3) taking an examination, test or other form of assessment on behalf of another person, or allowing another person to take an assessment on one's behalf;

4) purchasing, obtaining, transferring or distributing examination materials from unauthorised sources;

5) unauthorised collaboration in completing individual assignments;

6) falsifying documents, grade sheets, certificates, records or other materials related to studies;

7) using personal, family, professional or other connections to obtain unjustified academic advantages.

4.3. The use of artificial intelligence systems and other digital tools is permitted within the limits and under the conditions established by the instructor, the educational programme and the University's internal documents. Students are responsible for the content of the work they submit and must disclose the use of such tools where required by the assignment instructions or University regulations.

4.4. If the conditions governing the use of artificial intelligence systems for a particular assignment have not been specified, students must clarify these conditions with the instructor before submitting their work. The absence of an explicit prohibition does not exempt students from the obligation to disclose the use of such tools in creating the content of their work.

5. ANTI-CORRUPTION

5.1. Students must not offer, promise or provide money, gifts, services or other benefits to University employees in connection with the assessment of knowledge, admission, transfer, reinstatement, eligibility to take an assessment or any other decisions relating to studies. Acting as an intermediary in such activities is also prohibited.

5.2. Students who become aware of extortion, attempts to induce corrupt conduct or other corruption-related offences have the right to report such incidents in accordance with Section 12 of this Code and to the competent state authorities in accordance with the legislation of the Republic of Kazakhstan.

6. CONDUCT DURING THE EDUCATIONAL PROCESS

6.1. Students must be punctual, attend classes on time and comply with requirements necessary for the proper organisation of the educational process.

6.2. During classes, conduct that interferes with teaching or the learning of others is prohibited. Such conduct includes loud conversations, using mobile devices for non-academic purposes, creating noise, deliberately disrupting classes or engaging in other disruptive behaviour.

6.3. Audio recording, photography and video recording during classes must comply with the legislation of the Republic of Kazakhstan, the University's internal documents and the instructor's requirements.

6.4. Students must comply with established access rules for University buildings and premises, safety and occupational health requirements, and conduct rules applicable in laboratories and specialised facilities.

6.5. During practical training, internships and periods of academic mobility, students must also comply with the internal regulations and requirements of the host organisation.

7. STUDENT APPEARANCE

7.1. Students must maintain a neat and tidy appearance appropriate to the educational environment, the nature of the class or event, and applicable safety requirements.

7.2. During official events and meetings with external partners, representatives of government authorities, employers and University guests, students are encouraged to follow a business or smart-casual dress code.

7.3. Clothing, accessories and other items containing obscene, offensive or discriminatory material, calls for violence, or other images and inscriptions contrary to the legislation of the Republic of Kazakhstan or the University's internal regulatory documents are prohibited.

7.4. For laboratory, practical, sports and other classes involving specific safety requirements, students must comply with the prescribed dress code and use the necessary protective equipment.

7.5. Requirements concerning appearance shall be applied reasonably and objectively, with respect for each student's individuality and in consideration of the legislation of the Republic of Kazakhstan, safety requirements and the University's internal regulatory documents.

8. SAFETY AND PROHIBITED CONDUCT

8.1. In the circumstances specified in Clause 1.3 of this Code, the following conduct is prohibited:

1) violence, physical fights, threats, dangerous behaviour and actions that endanger the life or health of others;

2) sexual harassment, stalking, intimidation and bullying;

3) hazing, including organising initiation rituals and participating in them;

4) the promotion of violence, terrorism and extremism, as well as incitement to social, national, clan-based, racial, religious or other forms of hostility;

5) the possession, use, manufacture or distribution of narcotic drugs and other prohibited substances;

6) the consumption of alcoholic beverages and being under the influence of alcohol, drugs, toxic substances or other intoxicating substances;

7) smoking or using vapes, electronic cigarettes and other smoking products outside designated areas;

8) bringing onto the University premises, storing, carrying or using on the University premises any type of weapon, including firearms, bladed weapons and electroshock devices, knives and other sharp-edged or pointed objects, explosives, as well as any other objects, devices or substances that may cause harm to human life or health, except in cases provided for by the legislation of the Republic of Kazakhstan;

9) participation in gambling, advertising financial pyramid schemes or involving other persons in such schemes;

10) any other actions that threaten the safety of the university community.

9. UNIVERSITY PROPERTY, RESOURCES AND SYMBOLS

9.1. Students must treat the University's property, premises, equipment, library resources, information resources and digital resources, as well as the property of other persons, with care.

9.2. Theft, deliberate damage to property, vandalism and the unauthorised removal of University equipment, educational materials or other University property are prohibited.

9.3. The University's computer, network and information resources must be used in accordance with their intended purpose and established information security rules.

9.4. The use of the University's name, logo or other symbols in a manner that creates the impression of official representation or an official position of the University, as well as speaking on behalf of the University, is permitted only with the authorisation of the University's designated department. This restriction does not apply to students stating that they study at the University.

9.5. Without authorisation from the University's designated department, students must not collect funds, conduct commercial activities or engage in advertising on behalf of the University, on its premises or using its resources.

10. CONDUCT IN THE DIGITAL ENVIRONMENT AND ON SOCIAL MEDIA

10.1. Students must comply with this Code when using corporate email, the University's educational platforms and information systems, as well as messaging applications and social networks, including in academic groups and chats, official University communities, and communications with members of the university community concerning studies or University activities.

10.2. Cyberbullying, threats, insults, impersonation, unauthorised access to accounts and systems, and the dissemination of personal or confidential data without a lawful basis are prohibited.

10.3. Students have the right to express their opinions freely and criticise University decisions within the framework of the legislation of the Republic of Kazakhstan. However, the deliberate dissemination of information known to be false that violates the rights or legitimate interests of other persons or the University is prohibited.

10.4. The publication of photographs, videos and other materials featuring other persons must respect their privacy and comply with the legislation of the Republic of Kazakhstan.

11. PARTICIPATION IN UNIVERSITY LIFE

11.1. Students shall respect the University's traditions and contribute to the development of student self-governance, academic, educational, cultural, sports, entrepreneurial and community activities.

11.2. Participation in student organisations and events is voluntary unless otherwise provided for by the educational programme or the University's internal regulatory documents.

11.3. Students representing Innotech at external events, competitions, conferences, sporting competitions and other venues shall act honestly and respectfully, recognising that their conduct affects the University's business reputation.

12. REPORTING VIOLATIONS AND PROTECTION AGAINST RETALIATION

12.1. Students have the right to report violations of this Code, including harassment, bullying, discrimination and corrupt practices, in writing to the Dean's Office of the relevant School, the University's student affairs department or another authorised University employee, including through the University's official electronic communication channels.

12.2. Reports of violations shall be handled confidentially. Information about the person reporting a violation shall be disclosed only to the extent necessary to review the report or in cases предусмотренных by the legislation of the Republic of Kazakhstan.

12.3. Retaliation, pressure, threats or other adverse actions against a person who has reported a violation in good faith or participated in its review as a witness are prohibited. Such actions constitute a separate violation of this Code.

12.4. Knowingly submitting a false report of a violation with the intention of harming another person constitutes a violation of this Code. A report that is not substantiated following review shall not, by itself, be considered knowingly false.

12.5. Students who witness conduct posing an immediate threat to the life, health or safety of people must promptly report it to an authorised University employee or service and, where necessary, to the competent state authorities.

13. COMPLIANCE WITH THE CODE AND LIABILITY

13.1. Compliance with this Code is an integral part of responsible conduct for Innotech students.

13.2. A violation of this Code may constitute grounds for disciplinary action against a student in the cases and in accordance with the procedures established by the Procedure and other internal regulatory documents of the University.

13.3. The classification of a violation, review of the circumstances of the case and imposition of disciplinary sanctions shall be carried out exclusively in accordance with the Procedure.

13.4. A student whose alleged violation of this Code is under review shall enjoy the rights established by the Procedure, including the right to be informed of the nature of the alleged violation, to examine the case materials, to be heard and to appeal the decision made.

13.5. A student's disagreement with another person's opinion, decision or position shall not, in itself, constitute a violation of this Code, provided that the manner in which such disagreement is expressed complies with the legislation of the Republic of Kazakhstan and this Code.

14. FINAL PROVISIONS

14.1. This Code shall be approved by a resolution of the University's Academic Council and shall enter into force on the date of its approval.

14.2. Amendments and additions to this Code shall be made in accordance with the procedure established by the University.

14.3. This Code shall be communicated to students through the University's official information resources and/or other established communication channels. Upon enrolment at the University, students shall confirm that they have read and understood this Code, including by entering into an educational services agreement that refers to the Code or through the University's information system. The absence of such confirmation shall not release a student from the obligation to comply with the Code once it has been duly communicated to them.

14.4. The University's student affairs department shall provide explanations of the provisions of this Code and advise students on its application. The Code shall be reviewed as necessary, including when changes are made to the legislation of the Republic of Kazakhstan or to the University's internal regulatory documents affecting the provisions of this Code.

14.5. Matters not regulated by this Code shall be governed by the legislation of the Republic of Kazakhstan and the University's internal regulatory documents.