Institution " Kostanay Humanitarian College»

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The Director of the Institution

 "Kostanay Humanitarian College»
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**Code of academic integ**ri**ty of students**

Kostanay Humanitarian College strives to ensure high quality of educational programs, scientific research, as well as creative and applied projects, and ensures compliance with the principle of academic integrity.
The high quality of educational programs, research, creative and applied projects is achievable only in the conditions of the culture of academic integrity shared by all members of the academic community of the College.
Violations of the standards of academic activity harm the credibility and reputation of the College as an educational institution that adheres to high standards of teaching, research and creativity.

I. General provisions
1.1. The code of academic integrity of the College (hereinafter – the Code) establishes ethical standards applied to the relations between the administration, teachers, employees and students in the implementation of their academic activities.
1.2. This Code applies to all members of the academic community of the College – administration, students, teachers, employees.

II. Principles of academic integrity
2.1. The main principles of academic integrity of students in the educational process, developing their personal integrity and responsibility for their learning, are:
integrity - honest, careful students of appreciated and invaluable work. The main components of integrity are diligence and decency.
implementation of protection of the rights of the author and his successors - recognition of authorship and protection of works that are subject to copyright, through the correct transmission of someone else's speech, thoughts and sources of information in the assessed works;
openness-transparency, mutual trust, open exchange of information and ideas between students, teachers and persons equated to them;
respect for the rights and freedoms of students-the right to freedom of expression and ideas of students;

equality-the obligation of each student to comply with these Rules and equal responsibility for their violation.

III. General standards of academic ethics
3.1. Educational, scientific and creative activity of the members of the academic community of the College is based on the responsible implementation of the principle of academic freedom. This contradicts, in particular, the following:
intolerance of different opinions;
lack of information on the possibility of participation in academic self-government, or the establishment of unreasonable restrictions on the implementation of such a possibility;
unreasonable restrictions on the ability to respond to criticism or complaints.
3.2. The relations between the members of the academic community of the College are based on the principles of justice, mutual respect and solidarity. These principles are violated, in particular, in the following cases:
discrimination based on age, race / color, ethnicity, gender, sexual orientation, religious or other beliefs, special needs in administrative and academic decision-making in College;
use of offensive language by members of the academic community of the College in their communications;
the effect of personal dislikes or interpersonal disputes between students;
public disclosure of confidential information about students and teachers.

IV. Ethical standards of student learning activities
4.1 The assessment of the student's knowledge, skills and abilities shall be fair, equitable and based on the criteria established in the course programme. Therefore, the student must:
strictly observe academic integrity in the performance of assessed and invaluable work;
use a way to convey someone else's speech and thoughts, indicating the author, the name of the work and the page;
at the end of the assessed works indicate the list of references;
use reliable and reliable sources of information;
do not provide other students with the actual work being evaluated;
independently perform all kinds of tasks;
do not use ready-made answers to tests, exercises and assignments, ready written work (essays, coursework);
do not use Cribs, electronic means of information and communication in exams;
do not pass on your ready-made answers and work to other students and avoid behaviors that call into question the honesty and integrity of the training and harm the end results of other students;

V. Ethical standards for research activities
5.1. College students in the implementation of scientific activities undertake to follow the principle of academic integrity. In particular, the violation of the principle of academic integrity in scientific activity takes place in the following cases:
5.1.1 Forgery, falsification or manipulation (e.g. creation of non-existent data, correction of existing data in order to improve or worsen results). Typical cases of forgery, falsification or manipulation include the following:
forgery of estimates, the results of evaluation of answers to the task;
falsification of data (addition, entering, correction), that is, measurements and results of survey observations, questionnaires and other methods when performing research;
intentionally tampering with or defacing another student's assessed work;
denial or concealment of the intellectual and/or financial contribution of individuals to scientific activities.
5.1.2 Theft or intentional damage of empirical research data, computer programs, samples of empirical materials, manuscripts.
5.1.3 Collusion and deceit with the aim of obtaining the best result of learning:
the implementation of any assessment for another student
writing off of the estimated works from other students;
re-granting, surrender already assessed work;
submission of false excuses in case of non-performance, untimely performance of the estimated works;
performance of assessed work by two or more students that does not include group work;
conscious assistance to other students: allowing him/her to write off his / her graded work, tips, use of Cribs, textbooks, etc.
representation of other people's estimated works as their own.
5.1.4 Plagiarism, i.e. assignment of ideas, data or texts without specifying their authorship, i.e. representation of other people's ideas as their own. Plagiarism can manifest itself in various forms:
citation of the source without the use of appropriate punctuation (quotation marks) and / or without specifying the source;
paraphrasing of a source without specifying the source;
using someone's ideas or arguments without reference to the author;
submission of a written work written in whole or in part by a friend or other student;
presentation of the course / thesis, taken from the Internet;
a view of a course work that has been completed as an assignment for another course.

-academic bribery, i.e. remuneration for academic services (personal or group).
5.2. Not considered violations of ethical standards of scientific activity, in particular, unconscious research errors, data conflict, as well as different interpretations of the results of scientific research.

VI. Familiarization with the code of academic ethics, compliance with its requirements and control over its implementation
6.1. This Code shall be published after its adoption and shall be widely accessible to members of the academic community. New students are introduced to the requirements of the Code.
6.2. Each member of the academic community shall comply with the requirements of this Code.
6.3. Responsibility and punishment: participants in the educational process should remember that they are morally responsible for violating the principles of academic integrity.
Plagiarism, buying and selling coursework, theses is seen as going beyond a simple violation of the rules and is perceived as a serious violation against the community and entails punishment for the use of other people's materials.
Each case of violation teachers record, and the current or final work of the student is not allowed to the evaluation procedure. The student declares a reprimand, further including expulsion.
Teachers ensure that students are informed that students ' work is checked for plagiarism through a web-based system.

VII. Final provision
7.1. This Code shall enter into force on the day following its approval by The College's Pedagogical Council and shall be immediately published in such a way that all members of the College's academic community have access to it.

In accordance with the code of academic integrity, I confirm that all my answers and works are the result of personal work and own intellectual efforts.
I accept these principles and undertake to be aware of and guided by the provisions of the code of academic integrity.