



QAZAQSTAN RESPÝBLIKASY
PREZIDENTININ JANYNDAǴY
MEMLEKETTİK BASQARÝ AKADEMIASY

Annex to the Order of Rector,
Academy of Public Administration
under the President of the Republic of
Kazakhstan

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CODE OF ETHICS AND ACADEMIC HONESTY

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Preamble

The Academy of Public Administration under the president of the Republic of Kazakhstan being aware of the social and educational role recognizes the fundamental principles and ethical values, adopted by the international scientific community, which underlie the research and educational activities of world universities.

Students and employees of the Academy strive to adhere to the rules of academic honesty and generally accepted moral and ethical standards.

1. Ethics of student and employee of the Academy

Students and employees:

- comply with generally accepted standards of morality and respect common human values;
- respect academic integrity;
- contribute to strengthening the Academy's reputation and refrain from behavior that could harm it;
- respect the rights, honor and dignity of others;
- do not allow unfair treatment and all forms of discrimination, insults and harassment;
- show courtesy in communication and smile;
- control their behavior, feelings and emotions not allowing personal likes or dislikes to influence to decision-making;
- treat everyone equally regardless of their official or social status;
- refrain from negative statements regarding the business qualities, behavior and personal life of colleagues;
- carry out their duties showing high responsibility, discipline, objectivity and integrity;
- contribute to the formation of a positive moral and psychological atmosphere in the team by their attitude to work and study;
- comply with official subordination and business etiquette;
- develop their professional, managerial and personal competences;
- adhere to business style in clothes;
- take care of the property and equipment of the Academy, maintain cleanliness and order;
- promote the positive image of the Academy and do not allow the dissemination of information that damages its image.

2. Academic honesty

Academic honesty – is a combination of values, principles and rules of behavior in academic and scientific environment. Includes conscientious, honest and responsible behavior, which is manifested in independent work, respect for someone else's intellectual work and refusal of unfair practices, such as cheating, plagiarism (appropriation of someone else's intellectual property), self-plagiarism, concealment, conspiracy, illegal transfer of information about tasks current and final control of knowledge, presentation of one work for different types of assessed tasks, presentation of false data (falsification) and other acts of dishonorable academic behavior.



Being a member of the Association of Higher Educational Institutions “League of Academic Honesty” (hereinafter referred to as the League), the Academy in its activities promotes and implements ten fundamental principles of academic honesty proclaimed by the League:

- 1) Academic honesty is a key value of every member of the League, his educational process and research.
- 2) Each member of the League ensures compliance with clear, fair and objective standards of academic integrity, citation and conduct rules.
- 3) Each member of the League is responsible for ensuring mandatory anti-plagiarism of all written works, regardless of their nature, content and scope, submitted for academic and/or research purposes.
- 4) Each member of the League provides the student with responsibility for violating the principles and standards of academic honesty.
- 5) Each member of the League makes higher demands on students within the framework of their system of fair and objective assessment of learning outcomes.
- 6) Each member of the League provides only the best opportunity to complete their studies.
- 7) Each member of the League is responsible for the quality of training, confirmed by his diploma.
- 8) Each member of the League ensures the teacher’s high responsibility as a mentor, instilling the principles and standards of academic honesty, mutual respect and justice.
- 9) Each member of the League recognizes that the promotion and protection of academic integrity is the result of the mutual efforts of all students and employees in the organization of education.
- 10) Each member of the League undertakes to conscientiously fulfill the obligations entrusted to him, including the basic principles of the League. He understands that he can be expelled from the organization for violation of obligations in accordance with the Charter or acts of the League, as well as the principles and standards of academic honesty, including the basic principles of the League.

3. Types of violation of academic honesty

1. Violations of academic honesty, manifested in educational and research activities, boil down to deviations from regulatory requirements when performing written works (tests, essays, dissertations, etc.), answers to exams, studies, writing scientific papers, in expression one’s position in relations with administrative and managerial personnel, faculty (hereinafter – teaching staff) and students, as well as in assessment and examination.

2. Plagiarism – intentional or reckless, full or partial illegal use, appropriation or disposal of the protected results of another’s work, the results of academic, scientific, research, journalistic and analytical activities, which is accompanied by the bringing to other persons of false information about yourself as a valid author.

3. The following are recognized as plagiarism:

- presentation of ideas, formulations, statements or statements of another person without proper indication of sources, translation of text from one language to another without indication the source;



- direct copying of parts of the text or the entire text from the written work of another person without proper quotation and reference to the source (which also applies to copying materials from the Internet or other electronic sources);
 - paraphrasing text elements or partial replacement of words without proper indication of the source;
 - the use of graphs, tables, figures, drawings and other visual representations of information without indicating the source and/or without the consent of the author;
 - appropriation of the results of joint research or other training assignments;
 - submission or publication of work on its own behalf, fully or partially performed by another person;
 - deliberate distortion of the text of the work, in particular, replacing the font, using characters from other alphabets, adding special characters to the text of the work, changing the order of characters in words, depriving the text of some characters, etc.
4. Self-plagiarism – the full or partial use of their own previously published text, as a result of the lack of new data and conclusions, without specifying appropriate links to the original text.
5. Cheating – dishonest behavior of a student or employee involving the copying of someone else’s intellectual product.
6. The following are recognized as write-offs:
- obtaining illegally access to exam materials or information about exam materials that reveal the essence of the assignments;
 - the use of cheat sheets, cell phones and other devices, text messages or illegal ways to obtain information;
 - cheating from work of another student (both with the permission of the student and without it);
 - permission to another student to write off or transmit answers to other students;
 - continuation of the examination task after the time allotted for the exam;
 - appeal to another student with a request to perform an examination task;
 - facilitating and facilitating the commission of any of the above acts by others.
7. Duplication – the presentation of the same work within the framework of different assessments and requirements, including an attempt to provide it as one’s own, partially or in full, of any work that was previously evaluated on a different course without prior permission from the faculty even if the student is its author.
8. Falsification – falsification of academic records or other documents, data (observations during a scientific experiment, falsification of a record, survey results); signatures in academic work; intentional falsification or deterioration of academic work.
9. The following is recognized as falsification:
- forgery of empirical data research results; presentation of scientific works/works carried out by the third parties as their own;
 - preparation of draft reviews, reviews, recommendations and characteristics for the signatory;



- submission of any false documents submitted to the Academy, such as fake or false medical certificates or disability certificates.
10. Fabrication of academic work – a conscious distortion of the content of academic work, i.e:
- presentation of fictitious information in an academic product;
 - substitution of data and results of research and experiments;
 - submission of false information obtained during the study;
 - links to non-existent articles and fictitious sources;
 - omission of data affecting the results;
 - presentation of evidence without evidence.
11. Concealment – suppression and concealment of information on unfair performance of work and non-compliance with Code’s standards by students or employees of the Academy.
12. Collusion – the performance of any academic work subject to verification and evaluation for another student.
13. Unlawful access to academic information and (or) its dissemination, i.e:
- transfer of answers to exam questions;
 - awareness of students about questions asked during the assessment;
 - distribution of partial or full material for the evaluated works without appropriate permission;
 - selling or other ways to help in the purchase and/or sale of ready-made reports, essays, assignments, scientific papers, publications and other academic works;
 - theft of the answers of the evaluated work by any means, including downloading via e-mail, computer etc. in order to provide students.
14. Bribery – remuneration in various forms of teaching staff and employees of the Academy or without transferring remuneration from a different personal interest as well as an inclination in such behavior.
15. All written work of students, including current and final are tested for plagiarism
16. Requirements for the design of bibliographic lists and references (citing sources) when writing Master thesis are described in the “Guide for writing Master’s projects”.
17. Checking for plagiarism of scientific articles, monographs and dissertations is carried out as necessary at the request of the Research Committee (hereinafter – the Committee).
18. PhD students carry out mandatory verification of dissertations according to the requirements of the Committee on Education and Science Monitoring of the Ministry of Education and Science of the Republic of Kazakhstan independently.

4. Rules of Research Ethics

19. Workers and students are expected to comply with the following research ethics:
- any research should be justified and organized in order to obtain reliable data of practical and social significance;



- research data collector must notify the Research Committee on the planned research in accordance with Appendix 1 to this Code, and assess any potential risks in relation to participants (those who would be interviewed) taking into account preventive measures and mitigation of risks, as well as measures for constructive resolution of possible unforeseen situations. “Risk” means possible harm or harm to the research respondent, including psychological stress;
- compliance with the principle of respect of honor and dignity requires the Consent of the study participants / respondents in accordance with Appendix 2 to this Code;
- data collection with the participation of research participants / respondents should be carried out strictly in compliance with the principles of confidentiality;
- information received from the study participants or about the participant in the course of the study is confidential, except for cases when the participant’s identity is disclosed with his consent;
- if the study requires the disclosure of anonymity of information regarding the personality of the participant / respondent, each participant must be informed about this in advance, and subsequently, must provide or refuse to provide consent to participate in the study;
- each research participant / respondent should be informed about the conduct of an interview / observation or questionnaire in advance;
- if some respondents wish to familiarize themselves with the questions of the upcoming interview in advance, the person conducting the study should provide the respondent with those questions;
- each employee and student conducting the research must ensure the proper storage of the data obtained in order to protect the interests and rights of research participants;
- it is necessary to keep complete records and documentation on research work in safe place, including the Notification Form, signed informed consent forms, questionnaires, audio recordings of interviews, and statistics for verification in case the Research Committee requests those;
- ethics of research involves a categorical rejection of any form of plagiarism, as well as dishonest actions in organizing, conducting research, analyzing data and publishing results;
- prevention of unfair behavior during research, namely, the inclusion in the co-authors of people who have no relation to the research, regardless of the motive for this act and the presence or absence of their consent, as well as the appropriation of the results of joint research and work;
- Academy staff and students are personally responsible for non-compliance with research ethics;
- The project team leader is responsible for non-compliance of research ethics rules by research team members.

20. In the publication of research papers prepared within the walls of the Academy, an appropriate reference to the Academy should be made.

5. Responsibility for non-Academic Integrity

21. Issues on violation of academic integrity can be raised by any member of the team - a



student, teacher, employee, for whom the principles of justice and the values of quality education and research are the main priority in the activity.

22. Any question raised on the violation of academic integrity should be considered by the Institutes / NSPP, that are obliged to take all necessary measures to comprehensively study the issue and fair assessment of violations of academic integrity.

23. Students and employees should be familiarized with this Code upon admission to training or work.

24. Ignorance of the Code does not exempt from liability for non-compliance.

25. For employees of the Academy who violate the provisions of this Code, disciplinary measures are applied in accordance with the internal labor regulations and the labor contract.

26. In relation to students of the Academy who violate the norms of this Code, measures are applied in accordance with the provisions of this Code and the personal education contract.

27. Institutes / NSPP and the Academy leadership create favorable conditions for the student and employee to prevent violations of academic integrity through consultations, implementation of the principles of academic honesty in all educational programs and syllabuses.

6. Types of Liability and Penalties

28. The types of responsibility applicable to the employee and the procedure for their application are regulated in the Internal Labor Rules of the Academy.

29. Types of responsibility applicable to the student:

- 1) verbal warning;
- 2) a written reprimand;
- 3) decline in grades;
- 4) cancellation of work and / or grades;
- 5) non-admission to the official evaluation work, incl. dissertations / projects;
- 6) the public censure of a misconduct;
- 7) exclusion of a student from the discipline;
- 8) expulsion from the Academy.

Sanctions for violations of academic integrity, manifested in educational and research activities, are divided into three categories: Category 1, Category 2, Category 3.

Category 1 is the least serious category of sanctions, which includes an verbal warning or a written reprimand without entering the student's personal file, or lowering the grade with the requirement to redo the work. Category 2 includes the expulsion of the student from the discipline, or a decline of the grade for the assignment, or the cancellation of work and / or the grade given, or a written reprimand that is entered in the student's personal file. Category 3 includes probation, suspension, or expulsion, including public censure of a misconduct.

Each particular case of violation is individually assessed taking into account the severity of the incident, the presence or absence of previously recorded violations.

30. The facts of violations and the degree of responsibility are examined by Institutes / NSPP. Penalties in the form of public censure of a committed misconduct or expulsion from the Academy



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reviewed at the Academic Council with the participation of a representative of the Council of undergraduates and doctoral students, which ensures compliance with the protection of student's rights.

31. Materials for the consideration of each case should be included in the Protocol and stored in the student's personal file or in the employee's personal file.



**NOTIFICATION
on conducting research**

- Name of the Researcher, program title (for students)
- Name of the Researcher, work title, position (for the Academy employee)
- Institute / NSPP
- Academic Supervisor
- With the participation of several researchers, please indicate their area of responsibility in the project
- Financing
- Collaboration with external partners

BRIEF RESEARCH DESCRIPTION

**Please give a brief description for each of the following items (no more than 50 words per item)*

- *Goals and objectives.*
- *Research questions.*
- *Location for data collection.*
- *Type of data.*
- *Methods of data collection.*
- *Methods of data analysis.*
- *Data base.*
- *Expected Results.*
- *Duration.*
- *Possible difficulties and risks (indicate how they can be avoided or mitigated).*
- *Conflict of interest.*
- *Ethical issues (obtaining participants' consent, confidentiality and anonymity).*
- *Presentation and dissemination of results.*
- ** Additional information.*

Signature: _____

Date: _____

Supervisor's signature: _____

Date: _____



INFORMED CONSENT
(sample)

(topic of the research / project / thesis or other work)
(underline whatever applicable)

Name of the researcher:

Researcher status: (for student) _____ (e.g. graduate student)

Researcher position (for the Academy employee) _____

BRIEF DESCRIPTION OF THE RESEARCH:

** It is necessary to briefly describe the purpose of the study, the type of data collected, methods for collecting data, the procedures for conducting the study, how the results will be disseminated or published, etc.*

Example:

- You have been invited to participate in a study aimed at exploring how
- Research questions
- Research suggests ... (for example, filling out a questionnaire in which it is necessary to indicate,) as well as participating in an interview (indicate type).
- We ask for your permission to use the recorder for recording interviews strictly for the purpose of conducting research. No record will in any way be provided to third parties.

DURATION OF PARTICIPATION:

* It is necessary to indicate the time spent on participation in the study

Example:

- Questionnaire: 30 minutes (as part of the interview).
- Interviews: 60-90 minutes (with a questionnaire 90-120 minutes).

POSSIBLE RISKS:

- * It is necessary to briefly describe the possible risks of participation in the study.

Example:

- Risks associated with this study are minimal and may include potential emotional discomfort associated with participating in an interview.



- Your decision to participate in the study will not affect your work, as the results will not be sent to your management.

YOUR RIGHTS:

- Your participation in the study is voluntary.
- You have the right to refuse to participate in the study at any time.
- The results of this study will be used purely for research purposes.
- It is possible to publish the results in scientific or analytical journals (*it is necessary to indicate where the results will be potentially presented (for example, conferences, reports).*)

CONFIDENTIALITY:

- Confidentiality of personal data is guaranteed.
- The results of the study may be published, but the information that indicates your identity will not be disclosed in the publications.

CONTACT INFORMATION:

If you have any questions, please contact (*indicate full name, position, contact phone number and email address*).

If you are not satisfied with how this study was conducted, please contact the Research Committee (*indicate Institute / NSPP*) by phone ... (*indicate number*).

Sign the form below if you agree to participate in this study:

- I carefully read the information provided in this form;
- I received information on the goals and research methods;
- I understand that the interview will be recorded on a voice recorder for transcription / research purposes;
- I understand that all confidential information can only be used by the researcher and will not be disclosed to third parties;
- I understand that I can refuse to participate in the study at any time, without indicating a reason;
- With full awareness of what is happening, I agree to agree to participate in this study.

Signature: _____ Date: _____