

«APPROVED»

Rector of the "IUK"  
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**Regulation**  
**on Academic integrity**  
**faculty, staff and students of the**  
**"International University of Kyrgyzstan"**

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## **1. AREA OF USE**

This Regulation on the academic integrity of the teaching staff, employees and students of the «International University of Kyrgyzstan" (hereinafter "IUK") (hereinafter referred to as the Regulations) are developed in order to consolidate the key rules of academic behavior. The university, administrative staff, faculties, schools, college and students share the responsibility to ensure the integrity and fairness of the intellectual environment in the institution.

In these Rules, academic honesty is implemented as part of the preparation of students in the educational process (issues of scientific research are not considered).

## **2. REGULATORY REFERENCES**

### **2.1 Normative documents**

Law of the Kyrgyz Republic. On education from April 30, 2003 N 92;

Resolution of the Government of the Kyrgyz Republic. About establishing two-tier structure of higher professional education in the Kyrgyz Republic dated August 23, 2011 No. 496;

Labor Code of the Kyrgyz Republic dated August 4, 2004 No. 106; Regulations on the procedure for checking term papers, final qualifying works, master's theses for the presence borrowings in the “IUK” dated December 24, 2018 No. 45;

Regulations on the educational organization of higher professional education of the Kyrgyz Republic, approved by the Resolution of the Government of the Kyrgyz Republic of February 3, 2004 N 53;

Regulation on ECTS, approved by the order of the Ministry of Education and Science of the Kyrgyz Republic dated August 06, 2009 No. 824/1;

Provisions on the final state certification of graduates higher educational institutions of the Kyrgyz Republic dated May 29, 2012 No.346;

Regulations on the department of a higher educational institution of the Kyrgyz Republic of May 29, 2012 N 346;

Regulations on the faculty of a higher educational institution of the Kyrgyz Republic of May 29, 2012 N 346;

Regulations on the educational and methodological association of higher professional education of the Kyrgyz Republic dated May 29, 2012 N 346;

Regulations on conducting current control and intermediate certification of students of higher educational institutions of the Kyrgyz Republic dated May 29, 2012 No. 346.

### **3. BASIC TERMS, ABBREVIATION AND SYMBOLS**

#### **3.1 Basic terms**

In this provision, definitions are used in accordance with the normative documents.

Credit training technology	educational technology aimed at increasing the level of self-education and creative mastering of knowledge based on individualization, election of educational trajectories of accounting for the volume of acquired educational material in the form of credit
Dean	an academic service dealing with the registration of the entire history of the student's educational achievements and ensuring the organization of all types of knowledge control and the calculation of his academic rating
Honesty	it is a moral quality that reflects one of the most important requirements of morality
Academic dishonesty	any kind of deception associated with the performance of tests, essays, exams, essays, coursework, diploma, research papers, etc.
Intermediate certification learners	a procedure carried out in order to assess the quality of mastering the content of a part or the entire volume of one academic discipline by students after the completion of its study

Final certification of students	a procedure carried out in order to determine the degree of mastering by students of the volume of academic disciplines provided for by the state compulsory standard of the corresponding level of education
Examination (credit) session	period of intermediate certification of students in higher educational institutions
Test	component part of the test that meets the requirements of manufacturability, form, content and, in addition, statistical requirements

abstract	a report on a specific topic, which gathers information from one or more sources
project	a plan for creating something, including a description, drawings, models, etc.
ESSAY	a literary genre, a prose essay of a small volume and free composition
Presentation	document or set of documents designed to represent something

## 1.1 Abbreviations

The following abbreviations are used in this provision:

CTT	CREDIT TRAINING TECHNOLOGY
DE	DEPARTMRNT OF EDUCATION
StU	STANDARD OF UNIVERSITY
MQCPP&RE Department	DEPARTMENT OF MONITORING, QUALITY CONTROL, PRODUCTION PRACTICES AND RELATIONS WITH EMPLOYERS
HRD	HUMAN RECOURCES DEPARTMENT
QMS	QUALITY MANAGEMENT SYSTEM
TS	TEACHING STAFF
AVN	INFORMATION SYSTEM PROGRAMS

## 4. RESPONSIBILITY AND AUTHORITY

4.1 These Regulations are approved by the rector of the university.

4.2 The First Vice-Rector, Vice-Rector for the Development of the State Language is responsible for the implementation of the Regulation “On the academic integrity of the teaching staff, staff and students of “IUK”.

4.3. The head of this procedure is the First Vice-Rector, Vice-Rector for the Development of the State Language, who oversees informing the teaching staff, staff and students to explain the main provisions of this document, monitoring the implementation of the Regulations at the university, coordinating work on taking measures in case of violation of these Regulations ...

## **5. BASIC PROVISIONS**

### **5.1. General Provisions**

All academic achievements and scientific developments, other ideas and contributions must be recognized accordingly, and the presented developments must be original (copyright). Administrative staff, faculty and university students share responsibility for ensuring academic integrity and fairness at the university. The University requires the teaching staff, students and staff to carry out and support the Regulation "On the academic honesty of the teaching staff, staff and students", as the main principle of the educational process, as well as strict observance of the requirements of the University Charter and supplementary normative methodological rules (provisions) on the organization of the academic process as a whole. **The purpose of this Regulation** is - to clarify the expectations of the university regarding the academic behavior of teaching staff and students, as well as to show certain examples of dishonest behavior and responsibility for violation of the rules.

Students must understand their responsibility for independently performing the work assigned to them, and follow the rules and instructions in the learning process, during the exam and other assignments. The teacher, in turn, provides rules and instructions for each task and focuses on the fact that violation of the

rules will be a violation of this Regulation. To avoid academic dishonesty on the part of learners, teachers must serve as examples of academic integrity.

## **5.2. Principles of Academic Integrity**

5.2.1. Academic integrity is a set of values and principles of human behavior (staff, faculty and students) in the educational process that develop personal integrity and responsibility for learning. The foundations of academic integrity in the educational process are based on (but not limited to) the following principles:

- 1) decency - the moral quality of a person who always strives to fulfill his promises and does not intentionally harm others;
- 2) conscientiousness - honest, decent fulfillment of the required types of work;
- 3) the implementation of the protection of the rights of the author and his successors, recognition of authorship and protection of works that are the object of copyright, through the correct transmission of someone else's speech, thoughts and indication of sources of information;
- 4) openness - transparency, mutual trust, open exchange of information and ideas between students and teachers;
- 5) respect for rights and freedoms - the right to free expression of opinions and ideas;
- 6) equality - the duty of everyone to comply with the Rules of Academic Integrity and equal responsibility for their violation.

## **5.3. Types of academic integrity violations**

These Academic Integrity Rules describe the following types of academic integrity violations:

1) Collusion and duplication: the use, transfer or receipt of prohibited materials during the exam, conscious assistance to students in violation of the rules by providing keys of ready-made answers or works;

2) Plagiarism: knowingly providing the right ideas, research and work for your own; use of ideas, works or extracts from the works of another person without reference to the author; the provision of someone else's work or the provision of their work to other students; provision of work that has already been previously assessed; providing work without specifying sources and a list of used literature. The main and obligatory sign of plagiarism is attribution. The use of a plot, theme of a work or a scientific idea with dressing them in a form of expression other than the one from which they are borrowed is not considered plagiarism. The coincidence of some ideas also in itself cannot be recognized as plagiarism, since authors often come to similar creative results independently of each other.

3) Fabrication / Falsification: forging grades, grading work not according to approved criteria or answers to assignments (by the teacher); falsification or falsification of records in journals and other documents (medical certificates, statements, grade books, etc.); intentionally tampering with or tampering with another student's academic work.

4) Impersonation (pretending to be another person): passing any kind of control instead of another student (both to other students and a teacher or university employee);

5) Illegal acquisition of examination materials: obtaining examination material before the exam with the help of unscrupulous employees without the permission of the examiner, or from the examiner himself; purchase or other ways of obtaining other people's abstracts, reports, essays, assignments and other academic works and presenting them for their own work;



6) Cheating: providing false information to the teacher (false reason for missing class or falsely claiming that the work was handed over).

7) Aiding deception: assisting a person in committing acts that are contrary to the Rules of Academic Integrity and university codes;

8) Threats: intimidation, promise to harm someone, evil; the threat of disclosing compromising information (true or false) - blackmail. An attempt to obtain someone else's property through the threat of extortion.

9) Violation of the rules of conduct during the exam: the use of any written sources, reference books, mobile phones and other transmitting and receiving electronic devices not permitted by the teacher; cheating and seeking help from other students; special notes on examination papers (during the written examination), not related to the answers to the questions of the examination card; making amendments, additions to the work already handed over.

10) Forcing co-authorship: working together on a project that does not involve group work.

This list of types of academic integrity violations is not exhaustive and may be supplemented as needed.

#### **5.4. Rights and obligations of the participants in the proceedings**

##### **5.4.1. Teaching staff, employees and students have the right to:**

1) to get acquainted with the text of this Regulation, which is confirmed by a signature on the acquaintance sheets and is subject to storage in the HRD;

2) to defend against unfounded accusations of violation of these Regulations and to provide evidence;

3) the free expression of one's own opinion in the process of academic activity within the walls of the university.

5.4.1.1. The teacher has the right during the exam:

- to allow the use of curricula, reference books and dictionaries, other sources of information on the list established by the teacher during the exam;

- remove the student from the exam and put them on the grade sheet "Unsatisfactory" in cases of: use of materials not provided for in the list; attempts to communicate with other students or other persons, including using electronic means of communication; unauthorized movement of students in the classroom.

5.4.1.2. Students have the right to appeal the results of midterm and final control on the following grounds:

- incorrectness in the formulation of questions, their going beyond the scope of the program, errors in the answers to tasks and test tasks;

- violation by the teacher of the established procedure for conducting intermediate or final control;

- violation of the methodology for setting an assessment for work;

- circumstances (moral and psychological pressure, threat, etc.) that interfere with an objective assessment of the work by teachers.

5.4.2. Faculty, academic staff and students are required to:

- 1) not to provide other students with the actual work performed (abstracts, projects, essays, presentations, etc.);

- 2) use a method of transmitting someone else's speech and thoughts with an indication of the author and source;

- 3) use reliable and reliable sources of information;

- 4) strictly observe academic honesty when performing and evaluating written and academic papers, exams, essays, presentations, etc.;

### **5.4.3. Duties of the teaching staff**

5.4.3.1. During the educational process, the teacher is obliged to:

- teach, express your own opinion in the learning process;
- prevent any possibility of violation of the requirements established by this Regulation;
- train and support students in choosing reliable and reliable sources;
- conduct explanatory work with students before performing the assessed work on the issues of compliance with academic integrity;
- Conduct a prophylactic conversation with students who have discovered elements of academic dishonesty and make notes in their journal.

5.4.3.2. During the exam or test, the teacher is obliged to:

- to conduct the exam only within the timeframe established by the schedule if there is a list of students in the appropriate form (a sheet of accounting for the arrival of students for the exam, examination and rating sheet, etc. in accordance with the requirements)
- observe the time of the oral examination;
- to give an assessment in AVN (modular-rating, final certification, etc. in accordance with the requirements established at the university).
- allow the student to refuse to continue to participate in the exam for health reasons after receiving the assignment. Refusal is recorded as “unsatisfactory”. The student has the right to present a certificate of illness before the start of the exam, in this case, the statement is entered "No show".

## **5.5 Application Mechanism of Teaching staff**

### **5.5.1 Primary case**

5.5.1.1 1 In case of violation by the student of discipline during the exam, he receives a verbal warning from the teaching staff.

### **5.5.2 Secondary case**

5.5.2.1 In the event of a repeated violation by the student, the teacher or assistant at the exam has the right to fill out the Student Exclusion Certificate for the student (Appendix 1), having previously warned him about this.

5.5.2.2 A teacher or assistant who has identified the fact of violation of the Regulation "On the academic integrity of the teaching staff, staff and students" must submit a written application to the DE.

5.5.2.3 After the registration of the application, the DE sends it to the dean of the relevant faculty for consideration and making proposals.

5.5.2.4 The dean reviews this statement, which must be attended by all participants in the process.

- The faculty, dean's office or student must provide an explanation of the fact, the teacher or employee has the right to access all documents that serve as proof of the guilt of students.

- The dean of the faculty makes recommendations on the adoption of disciplinary measures.

- The dean's decision is drawn up in a protocol, an extract from which is transmitted to the teacher, employee or student.

- The dean is responsible for the implementation of the measures taken.

5.5.2.5 Responsibility for maintaining order during the examination rests with the teacher and the assistant.

5.5.2.6 The act on the suspension of students from the exam is transferred to the DE to cancel the result, a copy of the act is sent to the dean's office.

5.5.2.7 DE with the department MQCPP&RE Department conducts analysis, summarizes statements.

5.5.2.8 The Director of the DE brings information to the rector, first vice-rector, vice-rector for the state language.

5.5.2.9 The first vice-rector, vice-rector for the state language may remove from participation the university teachers who violated the rules during the exam for a certain period.

### **5.5.3 Third case**

5.5.3.1 In the event of a third violation by the student of the discipline, during the exam, all clauses 5.5.2 are observed with the exception of subclauses 5.5.2.7, 5.5.2.8 and 5.5.2.9.

5.5.3.2 The DE informs the rector to take appropriate measures, in accordance with the employment contract (see the scheme of the application mechanism Appendix 2).

## **5.6 Mechanism for applying for teaching staff**

### **5.6.1 Primary case**

5.6.1.1 If an instructor or assistant fails to appear or behaves incorrectly at the exam, the staff of the dean's office draws up an act of exclusion of the teacher from the exam (Appendix 2), having previously warned him about this.

5.6.1.2 An employee of the dean's office who has identified the fact of violation of the Regulation "On the academic honesty of the teaching staff, staff and students" must inform the dean of the faculty.

5.6.1.3 The dean reviews this statement, which must be attended by all participants in the process.

- The instructor and employee must provide an explanation of the fact; the teacher or employee has the right to access all documents that serve as evidence of the teacher's guilt.

- The dean makes recommendations on the adoption of disciplinary measures.

- The dean's decision is drawn up in a protocol, an extract from which is transmitted to the teacher, employee or student.

- The dean is responsible for the implementation of the measures taken and informs the DE.

5.6.1.4 Responsibility for maintaining order during the exam rests with an employee of the dean's office.

5.6.1.5 The act on the removal of the teacher from the exam is transferred to the DE to cancel the result, a copy of the act is sent to the dean's office.

5.6.1.6 DEs with the MQCPP&RE Department carry out the analysis, summarize the statements.

5.6.1.7 The director of the DE brings information to the rector and the first vice-rector, vice-rector for the state language.

5.6.1.8 The first vice-rector, vice-rector for the state language may remove from participation the university teachers who violated the rules during the exam for a certain period.

## **5.6.2 Secondary case**

5.6.2.1 In the event of a secondary violation by a teacher or discipline assistant, during the exam, all clauses 5.6.1 are observed with the exception of subclauses 5.6.1.6, 5.6.1.7 and 5.6.1.8.

5.6.2.2 The director of the DE informs the rector to take appropriate measures, in accordance with the employment contract (see the scheme of the application mechanism Appendix 3).

## **5.7 Trainee Application Mechanism**

### **5.7.1 Primary case**

5.7.1.1 In case of detection of a violation of the rules of academic integrity on the part of teachers, the student must apply with a corresponding statement to the DI.

5.7.1.2 DE sends this application to the dean for referral for consideration.

5.7.1.3 The dean reviews this statement, which must be attended by all participants in the process.

- The teacher and students must provide an explanation after the fact; the teacher or students have the right to access all documents that serve as proof of the teacher's guilt.

- The dean makes recommendations on the adoption of disciplinary measures.

- The dean's decision is drawn up in a protocol, an extract from which is transmitted to the teacher and the student.

- The dean is responsible for the implementation of the measures taken.

5.7.1.4 Responsibility for maintaining order during the exam rests with an employee of the dean's office.

5.7.1.5 The act on the removal of the teacher from the exam is transferred to the DE to cancel the result, a copy of the act is sent to the dean's office.

5.7.1.6 The DE will summarize all statements with the MQCPP&RE Department.

5.7.1.7 DE analyzes and informs the rector and vice-rector on academic issues and the development of the state language.

5.7.2 Secondary case

5.7.2.1 In the event of a secondary violation by the teacher of the discipline during the exam, all clauses 5.7.1 are observed with the exception of subclause 5.6.1.6, 5.6.1.8 and 5.6.1.8.

5.7.2.2 The director of the DE informs the rector to take appropriate measures in accordance with the employment contract (see the scheme of the application mechanism Appendix 3).

## **5.8 Liability for violation**

5.8.1 Responsibility occurs only in case of proof of guilt, for which the established forms filled in by several witnesses, written statements and explanatory parties, confirming materials on paper, photo and audio materials, as well as the results of a printout from the AVN information system of the University are used.

5.8.2 Plagiarism. Written works not performed independently are not allowed for consideration. All work performed under scientific supervision must be tested for anti-plagiarism. The procedure for using the university anti-plagiarism program when checking graduation qualifying slaves (projects) and master's degrees and other works for originality are described in the Regulations of the "IUK" on the procedure for checking term papers, final qualification works, master's theses for borrowings dated December 24, 2018, Minutes of the Academic Council No. 45.

## **6. CHANGES**

6.1 Development, execution, coordination and approval, as well as amendments to this Regulation should be carried out in accordance with the decision of the Academic Council of the University and put into effect by order of the Rector of the University.

## **7. STORAGE, DISTRIBUTION**

7.1 Responsibility for keeping the original lies with the Human Resources Department.

7.2 Distribution of working copies to the structural divisions of "IUK" is assigned to the DE.



**8. APPENDICES**

Appendix 1

Form of the act of suspension from the exam of the student

ACT of Suspension from Exam

“ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_

Teacher \_\_\_\_\_

Course \_\_\_\_\_ /Full name of student/  
\_\_\_\_\_

direction (specialty) \_\_\_\_\_

deleted " \_\_\_\_\_ " 20 \_\_\_\_\_ years from the exam (aud \_\_, \_\_ hours, \_\_ min.) To  
discipline \_\_\_\_\_

member of the examination committee \_\_\_\_\_

/FULL NAME. commission member /

/ reason for deleting the training (s) \_\_\_\_\_

Examination committee members \_\_\_\_\_

(teacher, assistant) / signature / /full name/

Director of the DE / signature / /full name/

Exam suspension form  
ACT of teacher suspension

“ “ \_\_\_\_\_ 20 \_\_\_\_

Teacher \_\_\_\_\_

/Full name of teacher /

Department \_\_\_\_\_

deleted " \_\_\_\_\_ "20 \_\_\_\_\_ years from the exam (aud \_\_, \_\_ hours, \_\_ min.)

To Discipline \_\_\_\_\_ dean's

office employee \_\_\_\_\_

Full name. Dean's office employee / \_\_\_\_\_

/ the reason for the removal of the teacher /

Employee \_\_\_\_\_

\_\_\_\_\_

/signature/

/Full name/

Director of DE \_\_\_\_\_

\_\_\_\_\_

/ signature /

/Full name/

**Application Mechanism Outline**

