Approved by the decision of the Board

of the autonomous organization of education

"Nazarbayev Intellectual Schools"

dated August 24, 2015 (minutes № 42)

**Rules for the observance of academic integrity by students in the branches "Nazarbayev Intellectual School of Astana" and "International School of Astana" of the autonomous organization of education "Nazarbayev Intellectual Schools"**

as amended in accordance with the decision of the AEO Board of September 29, 2022 (minutes № 48) <https://law.nis.edu.kz/docs/4997>

# General Provisions

1. 1. The rules for observing academic integrity by students in the Nazarbayev Intellectual School of Astana branch of the Nazarbayev Intellectual Schools autonomous educational organization and in the International School of Astana branch of the Nazarbayev Intellectual Schools autonomous educational organization (hereinafter referred to as the Rules) are developed in accordance with The Development Strategy of the Autonomous Educational Organization "Nazarbayev Intellectual Schools" until 2030, approved by the decision of the Supreme Board of Trustees of the Autonomous Organization of Education "Nazarbayev Intellectual Schools" dated December 1, 2018, the Charter of the Autonomous Organization of Education "Nazarbayev Intellectual Schools", Regulations on the branch "Nazarbayev Intellectual School" of the city of Astana" of the autonomous organization of education "Nazarbayev Intellectual Schools" and the Regulations on the branch "International School of the City of Astana" of the autonomous organization of education "Nazarbayev Intellectual Schools" (hereinafter referred to as the Intellectual Schools), the Policy of the Academy academic integrity of the International Baccalaureate Academic Integrity (published October 2019), and other regulations of the autonomous organization of education "Nazarbayev Intellectual Schools" (hereinafter - AEO) and establish the principles of academic integrity in the educational process, the rights and obligations of members of the school community, determine the types of violations of academic integrity and how to take action if they occur..
2. The purpose of these Rules is to develop students' understanding of integrity, building open, sincere and trusting relationships, as well as responsibility in matters of developing integrity in life. Academic integrity is one of the key values in the educational process of the Nazarbayev Intellectual School of Astana branch of the Nazarbayev Intellectual Schools AEO and the Astana International School branch of the Nazarbayev Intellectual Schools AEO.
3. The following concepts are used in the Rules:
4. academic integrity is a set of principles of student behavior in the educational process, developing their personal integrity and responsibility for learning, the basis for ethical decision-making and behavior in the creation of reliable and honest work;
5. International Baccalaureate (International Baccalaureate) - an international non-governmental educational organization that has a consultative status in UNESCO and the Council of Europe;
6. intellectual property - a product created by man, including forms of intellectual and creative expressions, patents, registered designs, trademarks, moral and copyrights;
7. student profile - these are ten qualities that each student must possess according to the requirements of the International Baccalaureate schools;
8. assessed work:

- this is the work or task performed by the student during formative assessment to determine his educational achievements in a certain period of study (oral survey, written work, essay, field work, laboratory work, practical work, independent work, research work, project, etc.) ;

- this is the work performed by the student during the ascertaining assessment (control, written work, tests, tests, research work, project, etc.), to determine the level of student achievement for a certain period of study (semester, year);

1. non-evaluated work is work performed by a student for educational, creative purposes, which is not subject to evaluation by pedagogical workers and persons equated to them (articles, design works, presentations, video and audio materials, handicrafts, etc.);
2. APA citation style (APA style) - a form of academic papers, developed by the American Psychological Association (American Psychological Association).
3. Turnitin is a tool for detecting plagiarism in the works submitted to its database, offered and operated by the commercial company Turnitin, LLC, a subsidiary of Advance Publications, for commenting and grading works at all levels of education, designed to facilitate the work of educational educators academic integrity in the Intellectual Schools;
4. The Diploma Program is an educational program of the International Baccalaureate Diploma (DP), which is taught in one of three languages (English, French or Spanish), provides preparation for students of the Intellectual School to enter the best universities in the world;
5. school e-mail - a technology and service for sending and receiving electronic messages organized in the Intellectual Schools;
6. disciplinary commission - a permanent body of the Intellectual School, created in order to organize work to prevent offenses, strengthen discipline among students.
7. The administration, tutors of the Intellectual School are obliged to familiarize students and their legal representatives with these Rules in the following cases:
8. against signature when accepting documents for participation in the competitive selection;
9. against signature when applying for admission to the Intellectual School;
10. at parent and school meetings, tutorial hours.
11. These Rules are binding on all members of the school community - administration, teaching staff, students, their legal representatives and other employees of the Intellectual Schools.
12. These Rules are posted in the branch of the "Nazarbayev Intellectual School of the City of Astana" of the AEO "Nazarbayev Intellectual Schools" and the branch of the "International School of the City of Astana" of the AEO "Nazarbayev Intellectual Schools" in a conspicuous place for public familiarization, on the Internet resource of the autonomous organization of education "Nazarbayev Intellectual schools” and websites of the Intellectual Schools.

# Principles of academic integrity

# The main principles of academic integrity of students in the educational process, developing their personal integrity and responsibility for their learning are:

# conscientiousness - honest, decent performance by students of assessed and non-assessed work;

# implementation of the protection of the rights of the author and his successors - recognition of authorship and protection of intellectual property;

# openness - transparency, mutual trust, open exchange of information and ideas between students and teachers and persons equivalent to them;

# respect for the rights and freedoms of students - the right of free expression of opinions and ideas by students;

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

# According to the Student Profile, students must be “principled”. In the context of the International Baccalaureate Academic Integrity Policy (published October 2019), integrity means a strong sense of fairness and justice. This should be reflected in students' academic work, which will demonstrate their ability and ability to recognize the contributions of others. Through preventive teaching and learning, and consistent and persistent practice, emphasizing the characteristics of the Student Profile, such instances of intentional violations will be minimized and detected early so that students can correct their work or behavior before violations occur. of these Rules.

# An important point is that students know the difference between cooperation and negotiation. Collaboration can be loosely defined as working together on a common goal with shared information, which is open and cooperative behavior that does not lead to "permitting copying and submission for grading one student's work by another". In many cases, student collaboration is encouraged (for instance lab work), sharing of data, ideas and strategies. However, unless collaboration is mandated by the teacher or mandated by lesson plans, students' final work must be their own, and two or more students cannot have exactly the same text in their work.

# Rights and obligations of members of the school community

# Students have the right to:

# to get acquainted with the text of these Rules;

# to freely express one's own opinion in the learning process;

# to protect against unfounded accusations of violating these Rules and providing evidence.

# Students are required to:

# read the text of these Rules and know the consequences of their violation;

# to strictly observe academic integrity in the performance of assessed and non-assessed work;

# use the APA style to present links to ideas, texts, pictures and other materials used by them, but not owned by them, and comply with formatting requirements;

# at the end of the evaluated works indicate the list of used literature;

# use trustworthy and reliable sources of information;

# do not provide other students with their own completed assessed work;

# do not use the finished work for assessment in several subjects and components;

# ensure the safety of assessed work by ensuring the security of access and the strength of the password to their account on the school e-mail.

# Parents or other legal representatives are obliged:

# read the text of these Rules and know the consequences of their violation;

# assist their children in complying with these Rules and regularly discuss the importance of maintaining academic integrity.

# Pedagogical workers and persons equated to them have the right to seize from the student all material evidence regarding the violation of these Rules (cribs, notebooks, phones, tablets, e-books, smart watches, etc.) to transfer them to the school administration until all circumstances are clarified and the end of the investigation into the infringement case.

# Pedagogical workers and persons equated to them are obliged:

# to carry out information work among the parent community;

# to educate and support students in the selection of reliable and reliable sources;

# to teach how to design footnotes, references, bibliography according to the APA style;

# to teach students how to design project activities on paper, electronic, digital media, indicating the authorship of all participants in the work performed;

# to teach students to express their own opinion in the learning process;

# to carry out explanatory work with students before the students perform the assessed work on the issues of compliance with academic integrity;

# to prevent any possibility of violation of the requirements established by these Rules;

# keep a strict record of each case of violation of these Rules;

# inform the school administration and parents or other legal representatives about each case of violation of the Rules in writing;

# control and monitor the implementation of academic integrity by students by checking the work of students, including using the Turnitin tool, provided that this is due to the specifics of the subject and the subject curriculum;

# inform the school administration and parents (legal representatives) of each case of violation of these Rules in writing.

# The school administration has the right to store all material evidence in relation to violations of these Rules (cribs, notebooks, phones, tablets, e-books, smart watches, etc.) until all circumstances are clarified and the investigation of the violation is completed.

# The school administration is obliged to:

# ensure the work of pedagogical workers and persons equated to them to explain these Rules to students and parents or their legal representatives;

# coordinate the work to take measures provided for by these Rules in case of violation of the Rules by students;

# to control and monitor the implementation of academic integrity by students.

1. **Resource Links**

excluded

# Types of violations

# These Rules provide for the following types of academic integrity violations:

|  |
| --- |
| 1. plagiarism: |
| * - partial or complete appropriation of materials from other sources without providing confirmation of authorship or indication of the source; |
| 1. collusion: |
| * performing any graded work for another student; |
| 1. cheating: |
| 1. plagiarism:  * partial or complete representation of ideas, works, materials of other people and / or from other sources without providing confirmation of authorship or indicating the source;  1. collusion:  * Intentional or unintentional support by one student of a violation of the Rules by another student by knowingly or unconsciously providing an opportunity to copy or submit the work of one student to other students for assessment;  1. cheating:  * cheating of assessed works from other students; * re-submission, delivery of already assessed work; * presentation of false excuses in case of non-fulfillment, untimely fulfillment of the assessed work; * the performance of assessed work by two or more students, which does not provide for group work; * conscious help to other students; allowing him/her to copy from his/her assessed work; * presentation of other people's evaluated works as their own; * duplication - submission of the same work for different assignments, including for different assessment components or requirements of the core of the Diploma Program and the program of the International Baccalaureate high school program; * Deliberate misleading of students by the teacher regarding the originality of the work performed; |
| 1. falsification of assessments, data, assessed work: |
| * falsification of grades, results of evaluation of answers to the task; * falsification of grades, results of evaluation of answers to the task; * intentionally tampering with or damaging another student's assessed work; |
| 1. acquiring responses, assessed works by dishonest means: |
| * transmission of answers during the performance of the evaluated work; * obtaining partial or complete material prior to the performance of the assessed work with the help of another student, teacher and persons equivalent to them; * purchase or other ways of obtaining the evaluated works for issuing them as their own; * sale or other ways of assisting in the purchase and / or sale of finished works being assessed; |
| 1. improper use of information or devices:  * the use of information on electronic, digital, paper media, technical devices during the performance of the assessed work, the use of which is prohibited by the relevant regulations; * receiving any responses to the estimated work by any means, including downloading via e-mail, computer, etc.; * removal from the office and / or copying from the computer materials of the pedagogical worker related to the assessed works on paper and electronic media; * removal from the office and / or copying from the computer materials of the pedagogical worker related to the assessed works on paper and electronic media; * receiving any answers of the evaluated work by any means, including downloading via e-mail, computer, stealing from the office and / or copying from the computer the materials of the teacher regarding the evaluated works on paper and electronic media, buying or otherwise receiving answers from the evaluated works in order to issue them as own; * selling or otherwise assisting in the purchase and / or sale and / or providing access to partial and / or complete answers to the submitted assessed work; * disclosure or receipt of information about the content of the assessed works and examination materials before the delivery of the work/exam by the last class of the parallel and within 24 hours after the delivery of the work/exam by the last class of the parallel through any type of communication/media. |
| 1. academically inappropriate behavior:  * inclusion of inappropriate material in any of the evaluated works or violation of the rules of ethical standards in the conduct of the study; * any other conduct that gives a student an unfair advantage or affects the performance of any other student. |
| 1. Excluded |
| 1. Excluded |

1. This list of types of violations of academic integrity is not exhaustive and can be supplemented as necessary. Violations include any behavior that provides an unfair advantage to a student or affects another student's performance.

# The procedure for applying measures in case of violation of the Rules

# Violations of academic integrity may be detected:

# during the formative assessment;

# during the summative assessment.

# In case of detection of plagiarism, collusion during the formative assessment of educational achievements of students:

# the subject teacher draws up an act of violation of the rules in the form in accordance with Appendix No. 2 to these Rules, conducts a conversation with the student. An act of violation of the Rules with the relevant physical evidence and copies of the students' works are transferred to the tutor (Appendix 2);

# repeatedly, the subject teacher draws up an act of violation of the rules in the prescribed form, conducts a conversation with the student in the presence of a parent or other legal representative of the student. The act of violation of the Rules with the relevant material evidence and copies of the students' works are transferred to the tutor;

# systematically (three or more times), the subject teacher draws up an act of violation of the Rules in the prescribed form. An act of violation of the Rules with relevant material evidence and copies of students' works are transferred to the tutor. The tutor notifies the parent or other legal representative of the student about the student's violation of the Rules in writing and submits all documents for consideration by the Disciplinary Committee.

# In each case of plagiarism, the student is given the opportunity to redo the work, provided there is sufficient time to complete it. In this case, all work must be redone. In all other cases, the work will be cancelled.

# In each case of collusion, all students involved receive a zero without the right to retake work.

# In case of detection of fraud during the formative assessment of the educational achievements of students;

# the subject teacher draws up an act of violation of the rules in the prescribed form, conducts a conversation with the student in the presence of a parent or other legal representative of the student. The act of violation of the Rules with the relevant physical evidence and copies of the students' work are transferred to the tutor;

# systematically (two or more times), the subject teacher draws up an act of violation of the Rules in the prescribed form. The act of violation of the Rules with the relevant material evidence, if any, and copies of the students' work are transferred to the tutor. The tutor notifies the parent or other legal representative of the student of the student's violation of the Rules in writing. The tutor submits all documents for consideration by the Disciplinary Committee.

# In each case of fraud, the student's work is canceled without the right to retake the work, test or assignment.

# In case of detection of falsification of grades, data, assessed work, acquisition of answers and assessed works in a dishonest way, misuse of information or devices during formative assessment of students' educational achievements:

# the subject teacher draws up an act on violation of the rules of academic integrity, conducts a conversation with the student in the presence of a parent or other legal representative of the student. The act of violation of the Rules with the relevant material evidence and copies of the students' work are transferred to the tutor. The tutor notifies the parent or other legal representative of the student of the student's violation of the Rules in writing. The tutor submits all documents for consideration by the Disciplinary Committee.

# In each case of falsification of grades, data, graded work, dishonest acquisition of answers and graded work, or misuse of information or gadgets, the student's work will be canceled without the right to retake the work, test or assignment.

# In case of detection of plagiarism, collusion, deceit, falsification of grades, data, assessed work, acquisition of answers and assessed works dishonestly, misuse of information or devices during the ascertaining assessment of students' educational achievements:

# a subject teacher or a person authorized to be present at the exams draws up an act on violation of the rules in the prescribed form. The act of violation of the Rules with the relevant material evidence and copies of the students' work are transferred to the tutor. The tutor notifies the parent or other legal representative of the student of the student's violation of the Rules in writing. The tutor submits all documents for consideration by the Disciplinary Committee.

# In each case of plagiarism, collusion, deceit, falsification of grades, data, graded work, dishonest acquisition of answers and graded work, or misuse of information or gadgets, the student's work will be canceled without the right to retake.

# In the case of the final assessment of the Diploma Program and Middle Years Program from the International Baccalaureate:

# in the case of plagiarism: if the student signed their work as genuine on an assignment that is provided by the International Baccalaureate as part of the final examination in the Diploma or Middle Years Program, correction is not permitted. The candidate is not eligible to receive a mark for this component, and the International Baccalaureate does not provide a point under the rules and procedures of the International Baccalaureate;

# when a school, examiner, or International Baccalaureate organization finds evidence leading to a suspected breach of academic integrity by the candidate, a request is sent to the Intellectual School to investigate and provide the necessary reports and other relevant documents. The student is also asked to provide a written explanation. The Final Grading Committee (or a subcommittee of that committee) of the International Baccalaureate Organization may decide not to grade a student in a given subject and in addition prohibit the student from registering for future examination sessions;

# if no score is awarded for a subject that is included in the Diploma or Certificate of the International Baccalaureate Middle Years Program, then the student will not be awarded the Diploma or Certificate of the International Baccalaureate School Middle-Years Program;

# if material evidence is found, the International Baccalaureate Organization has the right to conduct an investigation of academic integrity violations after the student's results have been published. If the International Baccalaureate Organization's Final Grade Award Committee or its subcommittee determines that there has been a violation of academic integrity, the candidate's score for that subject may be withdrawn. Withdrawal of a subject grade will lead to a subsequent withdrawal of the International Baccalaureate Diploma.

# In case of detection of plagiarism, deceit, falsification of data in the performance of non-evaluated work by students, the subject teacher, tutor or parent conducts a conversation with the student.

# Students who have committed violations provided for in paragraph 16 of these Rules are subject to disciplinary measures provided for by the Internal Regulations for students of Nazarbayev Intellectual Schools, approved by the decision of the Board of the AEO Nazarbayev Intellectual Schools.

# The organization of the work of the Disciplinary Commission is governed by the Internal Regulations for students of Nazarbayev Intellectual Schools, approved by the decision of the Board of AEO "Nazarbayev Intellectual Schools".

Annex 1

to the Rules for Compliance with Academic

integrity by students in the branches

"Nazarbayev Intellectual School of Astana"

and "International School of Astana"

AEO "Nazarbayev Intellectual Schools"

**Article 21: Investigation of violations of academic integrity**

If questions arise about the authenticity of a candidate's work before it is submitted for evaluation, the situation should be resolved by the school. If possible academically inappropriate behavior (e.g. plagiarism, collusion) is confirmed after the work is submitted for assessment by the International Baccalaureate organization, the school's Diploma Program Coordinator must immediately inform the International Baccalaureate organization. In the case of papers assessed within the school, “turn in” refers to the deadline by which teachers submit grades to the International Baccalaureate organization. In the case of papers assessed outside of school, excluding work papers from written examinations, "turning in" refers to the moment the candidate signs a declaration of the authenticity of his/her work. In the event that academic misconduct is identified by a school, an examiner or an International Baccalaureate organization, the school must investigate and provide the International Baccalaureate organization with a report with the necessary documents relevant to the case. Failure to comply with the requirements of an investigation by the school will not award an International Baccalaureate grade to an applicant found to be in academically inappropriate behavior.

If the International Baccalaureate organization notifies a school that a candidate is suspected of academic misconduct and that it intends to conduct an investigation, the principal of that school is given the authority to remove the suspected candidate from the session or course where the academic misconduct may have occurred. However, the International Baccalaureate Organization has the right to continue investigating academically inappropriate behavior and to decide whether a violation has occurred or not. If a candidate is excluded from a subject, the mark for that subject is not given and cannot be included in the score in future examination sessions.

An applicant suspected of academically inappropriate behavior is given the opportunity to write a written statement of suspected misconduct to the DP coordinator. An investigation and decision on academically inappropriate behavior will be made regardless of the applicant's refusal to file a statement.

21.5 Most cases of suspected academic misconduct will be submitted to a subcommittee of the Final Grading Committee. This subcommittee is usually composed of members of the International Baccalaureate organization, school representatives, chief examiners, however, any group whose members consist of these people may decide on violations and submit the case to the Final Grading Committee for approval. The head of this subcommittee is the chairman or vice-chairman of the Final Grading Committee, or the chief examiner appointed by the vice-chairman.

21.6 The Sub-Committee makes decisions through or under the direction of the Final Grading Committee. After reviewing all statements and evidence collected during the investigation, the subcommittee decides to refute or confirm the violation under investigation, or to continue further investigation of the case. If the subcommittee is unable to reach a decision, the case is then referred to the Final Grading Committee.

21.7 If academically inappropriate behavior is confirmed by the subcommittee, the candidate will be penalized in relation to the subject in which such behavior occurred. The severity of the punishment will correspond to the degree of academic misconduct in the judgment of the subcommittee. If academically inappropriate behavior is considered very serious by the Final Grading Committee, the committee may decide not to award the candidate a mark in the subject where the violation occurred, and also prohibit him from registering for future examination sessions.

21.8 If a candidate does not receive a grade in a particular subject, no IB Diploma will be awarded to the candidate. The results of the Diploma Program in other subjects where there has been no academically inappropriate behavior will be made available to the candidate. Except for serious or repeated violations of academic integrity, the candidate will be allowed to register for the following examination sessions, including those that, if the registration deadlines coincide, may take place in 6 months. If a candidate violated the academic integrity policy in the third examination session, he will not be admitted to subsequent examination sessions.

21.9 If a candidate has already been involved in violation of the rules of academic integrity in previous examinations, he will be disqualified from all future examinations.

21.10 Subject to physical evidence, the International Baccalaureate Organization has the right to conduct an investigation of academically inappropriate behavior after the candidate has been awarded a diploma. If academically inappropriate behavior is confirmed by a committee or subcommittee, the grade awarded for the subject will be revoked. The withdrawal of a subject grade therefore leads to the withdrawal of the International Baccalaureate diploma.

Appendix 2

to the Rules for Compliance with Academic

integrity by students in the branches

"Nazarbayev Intellectual School of Astana"

and "International School of Astana"

AEO "Nazarbayev Intellectual Schools"

# ACT ON VIOLATION OF THE RULES OF ACADEMIC INTEGRITY

|  |  |
| --- | --- |
| Teacher`s Full name: | Subject: |
| telephone: | Type of learning activity: |
| E-mail: | Student`s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grade:\_\_\_\_\_\_\_\_\_ |
| Description of the violation (including date, time and place) *(if necessary, you can attach an additional sheet)*: | |
| Signature of the subject teacher or person authorized to attend the examinations and date: underline as appropriate | |
| Student's Signature and Date: | |

*Acquainted with the act:*

Signature of parents or other legal representative