

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»


  
**"APPROVED"**  
**Chairman of the Board – Rector**  
**NJSC “International University of**  
**Tourism and Hospitality”**  
**M.S. Murzamadiyeva**  
 \_\_\_\_\_ **2020**

## ACADEMIC INTEGRITY POLICY

**Turkestan, 2020**

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## 1. General Provisions

1.1 This Academic Integrity Policy (hereinafter – the Policy) of "International University of Tourism and Hospitality" (hereinafter – IUTH) is a document that defines the basic concepts and principles of personal integrity of students, faculty members (hereinafter – members) and employees IUTH in teaching and assessing learning outcomes; and in performing written work, examinations and research.

1.2 This Policy is designed in accordance with the mission and strategy development, objectives and quality policy and sets out the basic concepts and principles of academic integrity in education, rights and duties of members of the university community, defines the types of violations of academic integrity and order measures in the case their commission.

1.3 The purpose of this Policy is to develop in students, faculty and staff understanding of honesty, building the open, honest and trusting relationships, and responsibility in the process of education, science and educational work.

1.4 The administration, advisers, teaching staff of IUTH are obliged to familiarize students with this Policy.

1.5 This Policy is binding on all members of the university community – administration, teaching staff, employees, students, their legal representatives.

## 2. Basic concepts

2.1 The following concepts are used in this Policy:

– *academic honesty* – a set of values and principles that determine the honesty of a student when performing written work (tests, coursework, essays, diploma theses, master's theses), answering exams (when expressing one's position in research papers, decent behavior in relations with academic staff, teachers and other students), as well as the assessment of learning outcomes;

– *assessment of learning outcomes* – evaluation of the work or tasks performed by the student during the current assessment, to determine his educational achievements in a certain period (oral survey, written work, laboratory, practical work, independent work, etc.) or the final assessment (delivery tests, course work, thesis, project, master's thesis, etc.) to determine the level of student achievement during the period of study;

– *violation of academic integrity policies* – illegal, committed the offense in the form of plagiarism, collusion, deception, falsification of assessments of learning outcomes data, the acquisition of test responses and other job-gotten gains, misuse of information and technical devices by students, faculty and staff;

– *the principles of academic integrity* – fundamental principles that determine the content and direction of the Academic Policy.

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

### 3. Principles of Academic Integrity

#### 3.1 The principles of academic integrity are:

– *conscientiousness* – honest, decent performance by students of educational, scientific and other tasks in the educational process, as well as honest and lawful performance of the teaching staff and employees of their official duties;

– *implementation of the protection of the rights of the author and his successors* – recognition of authorship and protection of works that are the subject of copyright, through the correct transmission of someone else's speech, thoughts and indication of sources of information in the evaluated works;

– *openness* – transparency, mutual trust, open exchange of information and ideas between students, teaching staff and employees;

– *respect for the rights and freedoms of students, teaching staff and employees* – in the learning process, everyone has the right to exercise the rights and freedoms guaranteed by the legislation of the Republic of Kazakhstan; the exercise of human and civil rights and freedoms should not violate the rights and freedoms of other persons;

– *equality* – every subject of the educational process, regardless of origin, social, official and property status, gender, race, nationality, language, attitude to religion, beliefs, place of residence or for any other reason, cannot be discriminated against, subject to the Policy and bears equal responsibility for their violation.

3.2 Compliance with the principles of this Policy is mandatory for all participants in the educational process.

### 4. Rights and obligations of participants in the educational process

#### 4.1 The student is obliged:

- comply with the Student's Code of Honor (Appendix A);
- strictly observe academic integrity when performing graded and non-graded work;
- use traditional methods of transmitting someone else's speech and thoughts (footnotes) indicating the author, title of the work and page;
- at the end of the evaluated works indicate the list of used literature;
- use reliable and reliable sources of information;
- not to transfer the work done by yourself to other students;
- independently perform all types of tasks;
- do not use ready-made answers to tests, exercises and assignments, ready-made written works (essays, term papers, theses, master's theses);

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

– not to use cheat sheets, electronic means of information and communication and other aids during exams;

– not transfer your ready-made answers and works to other students and not allow behavior that calls into question the honesty and conscientiousness of training and damages the final results of other students.

4.2 The student has the right to:

- familiarization with this Policy;
- free expression of one's own opinion in the learning process, while respecting the opinions of other participants in the learning process;
- protection from unfounded accusations by any means that do not contradict the legislation of the Republic of Kazakhstan in violation of this Policy and the provision of evidence.

4.3 Members and staff must:

- comply with the Code of honor of a teacher and employee of the IUTH (Appendix B);
- inform students about the main provisions of this Policy;
- provide support to students in the selection of reliable and reliable sources;
- provide appropriate training if necessary;
- teach students how to design footnotes, references, bibliography;
- teach students how to design project activities on paper, electronic, digital media, indicating the authorship of all participants in the work performed;
- create an environment for expressing one's own opinion in the educational process;
- conduct explanatory work with students before performing the assessed work on the issues of compliance with academic integrity;
- prevent any possibility of violation of the requirements established by this Policy;
- keep a strict record of each case of violation of this Policy;
- inform the dean's office about each case of violation of the rules in writing;
- attend events related to the support of this Policy.

4.4 Members and staff have the right to:

- familiarization with this Policy;
- free expression of one's own opinion in the learning process, while respecting the opinions of other participants in the learning process;



Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

– protection from unfounded accusations by any means that do not contradict the legislation of the Republic of Kazakhstan in violation of this Policy and the provision of evidence.

4.5 Administration and the college is committed to:

– ensure the work of teaching staff and employees to explain this Policy to students;

– coordinate work on the adoption of measures provided for by this Policy in case of violations by students, teaching staff and employees;

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

4.6 Library staff inform all participants in the educational process about the rules of resources, bibliographic sources and other references used in works with indication of books, magazines and Internet sites in the preparation of any type of written work.

## **5. Violations of the Academic Integrity Policy**

5.1 The manifestations of violation of the members policy are:

- plagiarism;
- collusion;
- deception;
- falsification of estimates, any data used in the evaluated work;
- Acquisition of answers to the evaluated works, test items dishonestly;
- misuse of information or technical devices;
- providing false excuses / information in case of non-performance, untimely performance of the evaluated works.

5.2 Plagiarism – partial or complete appropriation of materials from other sources without providing proof of authorship or indication of the source. Plagiarism can take the following forms:

- citing the source without using appropriate punctuation (quotation marks) and / or without indicating the source;
- using someone else's ideas or arguments without reference to the author;
- submission of work written in whole or in part by another person;
- presentation of term paper / thesis, master's thesis, taken from the Internet;
- presentation of work that was completed as an assignment for another course.

Verification of the independence of the implementation of diploma theses, master's theses is carried out using a specialized search software product for checking text documents for uniqueness (AntiPlagiat).

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

In case of confirmation of the facts of plagiarism, the current or final work of the student is not allowed to the assessment procedure, in case of detection of facts of plagiarism, the materials of the participants in the educational process are not allowed for publication.

5.3 The following acts are considered collusion:

- performing any graded work for (another) student;
- providing someone with test items with correct answers for further use in different types of control;
- illegal receipt of material remuneration by a teaching staff or an employee (receipt of money, gifts, etc.), benefits or services of a property nature (receipt of benefits for entrance tickets to leisure activities, hairdresser services, etc.) for performing work included in the circle his duties (when giving directions, certificates, travel passes, student cards, when accepting assignments, independent work, etc.).

5.4 Cheating is considered:

- cheating off graded works from other students or re-submission of the once graded work, submitting someone else's graded works as their own;
- conscious help to other students, i.e. allowing someone to cheat on their graded work, hints, use of cheat sheets, textbooks, etc.;
- signing examination papers (during a written examination), making notes, drawings and other signs in them that are not related to the answers to the questions of the examination card;
- aiding deception, i.e. allowing students to peep at the work of other students during an exam or completing an assignment where teamwork is not provided;
- obtaining control tasks (or theft) with the help of students, employees and other persons;
- selling or other ways of helping in the purchase and / or sale of test assignments, finished works;
- providing data, training materials or assistance to another person in completing control and examination tasks, etc.

5.5 Falsification of estimates, any data used in the evaluated work is:

- falsification of assessments, assessment results of the answers of the current and final control, overestimation of the assessments of the current and final control; deliberately forging or damaging the graded work of another student, forging data (adding, inserting, correcting) when performing a study, or deliberately forging the grades of another student to conceal his forgery;
- nomination in the information database (e-zine) learner assessments, was absent from the classroom;

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

– illegal acquisition of members or employee material rewards (obtaining money, gifts, etc.), benefits or property services for grade inflation;

– falsification of facts and falsification (substitution of data, an attempt to present incorrect data as reliable, falsification of assessment or assignment answers, falsification of records, signatures in documents, amendments, additions to documents, etc.).

5.6 Acquisition of answers to the evaluated works, test items in a dishonest way is:

– transmission of the answers of the assessed works, test items with correct answers, or receiving partial or complete material of the answers of the assessed works, test items with correct answers before carrying out the assessed work with the help of another student, teaching staff or employee (test items with correct answers, exam tickets and assignments, assignments for the written exam);

– buying / selling or other ways of obtaining the evaluated works for issuing them as their own (term papers, theses, master's theses, etc.), as well as buying / selling or other ways of obtaining test items with correct answers.

5.7 The following acts are considered illegal use of information or technical devices:

– the use of information in electronic, digital, paper, technical devices at runtime interim, final, and others. Control, computer-based testing, or unauthorized access to information resources (the electronic magazine of the teacher, to the personal account of employees and etc.);

– receiving any answers to the assessed work in any way, including downloading via e-mail, computer, etc., or taking out of the office and / or copying from the computer materials of the teaching staff concerning the assessed work on paper and electronic media.

5.8 Providing false excuses / information in case of non-performance, untimely performance of the evaluated works is also considered a violation of this Policy, in which case an appropriate penalty is applied.

5.9 This list of types of violations of the Policy is not exhaustive and can be supplemented as necessary.

5.10 Participants in the educational process should remember that they are morally responsible for violating the principles of the Policy.

5.11 Plagiarism, buying and selling term papers, thesis, master's theses should be considered 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.

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

5.12 Informing students about checking all types of written work for plagiarism, about the Policy of Academic Integrity is carried out by the deans and departments of the IUTH.

5.13 Each case of violation of the provisions and principles of this Policy is recorded by members of the Commission for Countering Violations of the Academic Integrity Policy (hereinafter - the Commission) in the form of drawing up an Act on violation of the Academic Integrity Policy (Appendix B).

## **6. The order of application of the measures in case of violations of the Academic Integrity Policy**

6.1 Types of disciplinary measures in cases of violation of the Policy:

6.1.1 Types of disciplinary measures for teaching staff and employees:

- remark;
- reprimand;
- severe reprimand;
- dismissal from work;
- non-admission to publications.

6.1.2 Types of disciplinary measures for students:

- remark (with notification of students' parents or posting on the site);
- reduction of the mark (10 points for each case);
- cancellation of an assessment, response, or written work / reference;
- non-admission to the assessment procedure / exam;
- deprivation of the right to retake;
- reprimand;
- expulsion from the number of students.

6.2 Procedure for the application of disciplinary measures in cases of violation of the Policy:

6.2.1 In case of confirmation of the facts of plagiarism, the current or final work of the student is not allowed to the assessment procedure, in case of detection of the facts of plagiarism, the materials of the participants in the educational process are not allowed for publication.

6.2.2 In case of conspiracy to perform any graded work for (another) student, the following measures are provided:

- participants (both parties) who committed this violation for the first time are punished with a comment followed by the cancellation of the written work;
- in the event of a repeated violation, the work is not allowed to the assessment procedure, the person who committed this violation is reprimanded.

When you provide someone with test items with the correct answer options for further use in different types of control, a remark is imposed upon the first



Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

commission of this violation, and a reprimand is imposed on the second commission.

In case of illegal receipt by a teaching staff or an employee of material remuneration for the performance of work included in the scope of his duties, a reprimand is imposed for the first commission of this violation, for a second one - a reprimand, a severe reprimand, dismissal from work.

6.2.3 In case of revealing plagiarism, collusion during the current, final assessment of the educational achievements of students:

1) the authorized person draws up an Act of violation of the Academic Integrity Policy in the form in accordance with Appendix B to this Policy, conducts a conversation with the student. The act of violation of the Academic Integrity Policy with the corresponding physical evidence and copies of the student's work is transferred to the dean of the faculty;

2) in case of a systematic violation (three or more times), the authorized person draws up an Act on violation of the Academic Integrity Policy in the prescribed form. An act of violation of the Academic Integrity Policy with the corresponding physical evidence and copies of the student's work is transferred to the dean of the faculty, who transfers all documents to the Commission.

6.2.4 In the event of deception, when writing off the graded work from other students or re-submitting the once graded work, presenting someone else's graded work as their own, a remark, reduction or cancellation of the grade is imposed, not admission to the assessment procedure / exam, deprivation of the right to retake.

With deliberate assistance to other students, a reprimand, reduction or cancellation of the grade, exclusion from the assessment procedure / examination, deprivation of the right to retake is imposed.

When signing examination papers (during a written examination), making notes, drawings and other signs in them that are not related to the answers to the questions of the examination card, a remark, reduction or cancellation of the assessment, and exclusion from the assessment procedure / exam are imposed.

When aiding deception, for the first commission of this act, a reprimand is imposed (with notification of the parents of the students), for the repeated one - a reprimand, a severe reprimand, expulsion from the number of students / dismissal from work.

6.2.5 In case of detection of fraud during the current, final assessment of educational achievement of students:

1) the authorized person draws up an Act on violation of the Academic Integrity Policy in the prescribed form, conducts a conversation with the student in the presence of the curator. The act of violation of the Academic Integrity Policy

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

with the corresponding physical evidence and copies of the student's work is transferred to the dean of the faculty;

2) in case of a systematic violation (three or more times), the authorized person draws up an Act on violation of the Academic Integrity Policy in the prescribed form. An act of violation of the Academic Integrity Policy with the corresponding physical evidence and copies of the student's work is transferred to the dean for subsequent transfer to the Commission.

6.2.6 In the event of falsification when assessing grades, the results of assessing the answers of the current and final control, or overestimating the assessments of the current and final control, deliberately forging or spoiling the assessed work of another student, or forging data (adding, inserting, correcting), when performing the research, or deliberate falsification of the grades of another student in order to conceal his forgery for the first commission of this act, a reprimand is imposed (with the notification of the parents of the students / posting on the site), for the second – a reprimand, a severe reprimand, expulsion from the number of students / dismissal from work

When putting in the information database (electronic magazine) assessment of students, was absent from the classroom teacher shall be made the remark, in the case of multiple displays – a reprimand.

In case of illegal receipt by a teaching staff or an employee of material remuneration for overestimating the marks for the first commission of this act, a reprimand is imposed, for a repeated one – a reprimand, a severe reprimand, expulsion from the number of students / dismissal from work.

In case of fraud, a reprimand is imposed for the first violation, for a second one – a reprimand, a severe reprimand, expulsion from the number of students / dismissal from work.

6.2.7 In case of acquiring the answers of the evaluated works, test tasks dishonestly when transmitting the answers of the evaluated works, test tasks with correct answers, or receiving partial or complete material of the answers of the evaluated works, test tasks with correct answers before the evaluated work for the first commission of this act a reprimand is imposed, for repeated – a decrease or cancellation of the assessment, answer or written work, exclusion from the assessment procedure / examination, deprivation of the right to retake.

When buying / selling or receiving the evaluated works in other ways for issuing them as their own, as well as buying / selling or receiving in other ways test items with correct answers for the first violation, a reprimand is imposed, for a repeated one – a reprimand, a severe reprimand, expulsion from the number of students / dismissal from the job.

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

6.2.8 In the event of *misuse of information or technical devices* by using the information on the electronic, digital, paper, technical devices during the interim, final, and others. Control, computer-based testing, or unauthorized access to information resources is imposed for the first offense reprimand, for repeated - reprimand, severe reprimand, expulsion from the number of students / dismissal from work.

Upon receipt of any answers to the assessed work in any way, including downloading via e-mail, computer, etc., or taking out of the office and / or copying from the computer materials of the teaching staff regarding the assessed work on paper and electronic media, a comment is imposed (with notification of the student's parents / posting on the website), lowering the grade, canceling the grade, response or written work, exclusion from the assessment procedure / exam.

6.2.9 In case of detection of falsification of grades, data of the assessed work, acquisition of answers of the assessed works by dishonest means, misuse of information or devices during the current assessment of educational achievement of students:

- authorized person draws up an Act on violation of the Academic Integrity Policy, conducts a conversation with the student in the presence of the curator. An act of violation of the Academic Integrity Policy with the corresponding physical evidence and copies of the student's work is transferred to the dean of the faculty, who transfers all documents to the Commission.

6.2.10 When *providing false excuses / information in case of non-fulfillment, untimely execution of the evaluated works*, cancellation of certificates, deprivation of the right to retake is imposed.

6.2.11 In case of bribery, fraud, falsification of data in the performance of the evaluated student work, sales Student works, master's theses teacher / employee authorized person constitutes an act of infringement of academic integrity policies and reports to the Commission.

## **7. Commission on countering violations of the Academic Integrity Policy**

7.1 The Commission for Countering Violations of the Policy is created in order to ensure a moral and ethical assessment of the results of educational, scientific and other activities of students, teaching staff and employees of the IUTH.

7.2 The main tasks of the Commission:

- prevention of cases of academic dishonesty among students, teaching staff and employees;
- consideration of the facts of violation of the Policy;



Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

– assessment of compliance with ethical standards and principles of academic integrity when performing any type of written work.

7.3 The main functions of the Commission:

– participation in the ethical assessment of written works of students and the organization of ethical examination in terms of the Policy of students, teaching staff and employees;

– consideration of controversial issues that arose during the training period and during the period of interim, final certification related to the Policy and violation of ethical standards;

– taking measures to introduce the principles of the Policy into the educational process and prevent violations of its norms;

– holding meetings on the results of work on the fact of violation of the Policy.

7.4 The composition of the Commission is approved by the order of the rector of IUTH for each academic year.

7.5 Meetings of the Commission are held as soon as the facts of violation of the Policy are revealed.

7.6 The Commission carries out an expert assessment of the written work of students and analyzes situations related to the manifestation of a violation of the Policy.

7.7 The Commission, based on the results of the examination of the submitted written works and analysis of the unacceptable behavior of students, teaching staff and employees, can make the following conclusion:

1) For teaching staff and employees:

– make a comment;  
– give a reprimand;  
– give a severe reprimand;  
– dismiss from work;  
– not allow articles, textbooks, teaching aids and other works to be published.

2) For students:

– make a comment (notifying students' parents or posting on the site);  
– lower the mark (10 points for each case);  
– cancel the assessment, answer or written work / reference;  
– not be admitted to the assessment procedure / exam;  
– deprive of the right to retake;  
– give a reprimand;  
– to expel from the number of students.



Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

7.8 The Commission informs the Rector about its conclusions and justifications regarding the facts of violations by students. The Rector makes an appropriate decision on each violation of the Policy.

### **8. Final provisions**

8.1 This Policy may be amended and supplemented in accordance with the decision of the Academic Council of the IUTH.

8.2 The provisions of this Policy are mandatory for application and observance by all students, members of the teaching staff and employees of IUTH.

8.3 This Policy is valid without any time limit.

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

## Appendix A

### Code of honor student

The student strives to become a 'worthy citizen of the Republic of Kazakhstan, a professional in his chosen specialty, to develop the best qualities of a creative personality.

The student treats elders with respect, does not tolerate rudeness in relation to others and shows compassion for socially vulnerable people and, as far as possible, takes care of them.

The student is an example of decency, culture and morality, he is intolerant of manifestations of immorality and does not allow manifestations of discrimination based on gender, ethnicity or religion.

The student leads a healthy lifestyle and completely refuses bad habits.

The student respects the traditions of the IUTH, protects his property, monitors the cleanliness and order in the student house.

The student recognizes as necessary and useful any activity aimed at the development of creative activity (scientific and educational, sports, artistic, etc.), to improve the corporate culture and image of the University.

Outside the walls, the student always remembers that he is a representative of a higher school and makes every effort not to lower his honor and dignity.

The student considers it his duty to fight all types of academic dishonesty, including:

- prevention of ethical, academic and legal violations, including: plagiarism, forgery, use of crib sheets, writing off and tips on all stages of different forms of knowledge control, the use of related or employment relationships for a higher assessment, bribery, cheating teacher and disrespectful attitude towards him, absenteeism, late arrivals and absences from classes without a valid reason;

- presentation of any volume of ready-made educational materials (essays, coursework, control, diploma and other works), including Internet resources, as the results of their own work.

The student considers all the listed types of academic dishonesty as incompatible with obtaining a high-quality and competitive education, worthy of the future economic, political and managerial elite of Kazakhstan.

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## Appendix B

### Teacher code of honor

The main direction of the teacher's activity is working with students, taking care of their education and culture, educating true patriots of their homeland.

The teacher should be a professional who constantly works to improve his theoretical knowledge and pedagogical skills, actively conducts research and scientific activities on the basis of an honest search for knowledge, duly ensuring evidence, impartiality of judgment and conscientiousness in the reporting of results.

The teacher is an example of decency and intelligence, morality and ethics, an active promoter of the statehood of Kazakhstan, a principled opponent of any manifestations of corruption, indiscipline and irresponsibility.

The teacher, by personal example, proves to the students the need to comply with the rules of labor and academic discipline, respect for colleagues, is demanding of himself, of his words and deeds, openly admits his mistakes and corrects them in good faith.

The teacher should be honest and fair in his professional assessment of his colleagues and students, he is organized, his words coincide with his actions, openly expresses his position on fundamental issues of activity and convincingly substantiates his point of view.

The code of honor of a teacher of a Kazakhstan higher educational institution is a system of moral norms, obligations and requirements of good faith, based on generally recognized moral principles and norms of Kazakhstani society and the state.

We take responsibility for the implementation of the stated basic principles and adherence to the Code of Honor of the student and teacher. We will make active efforts to ensure that our universities become models of moral and intellectual strength and make up the elite of higher education in Kazakhstan.

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## Appendix C

### Academic Integrity Policy Violation Act Form

" \_\_\_ " \_\_\_\_\_ 20 \_\_\_

#### ACT

#### violation of the Academic Integrity Policy (exam session)

Discipline: _____	
Type of educational activity: _____	
Full name of the teacher: _____	Full name of the student: _____
	Course: ___ Group number _____
Date: _____	
The audience: _____	
Time: _____	
Description of violation: _____	
Signature of the instructor or person authorized to attend the exams: _____	
" ___ " _____ 20 ___	
Signature of the student: _____ " ___ " _____ 20 ___	
Acquainted with the act:	
Dean of the Faculty _____	" ___ " _____ 20 ___
Curator of the group _____	" ___ " _____ 20 ___



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## Appendix D

### Law Enforcement Act Form

#### ACT № about violation of law and order

" \_\_\_ " \_\_\_\_\_ 20\_\_\_

We, the undersigned, have drawn up this act stating that

Full name of teacher (student) \_\_\_\_\_

Position (specialty) \_\_\_\_\_

Department \_\_\_\_\_

Faculty \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Place of violation \_\_\_\_\_

Ground \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acquainted with the act \_\_\_\_\_

Dean \_\_\_\_\_

Head of the Department \_\_\_\_\_

Vice-rector for educational and social work \_\_\_\_\_

\_\_\_\_\_

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## Appendix E

### Form of the Act on the disruption of classes

#### АКТ № about the disruption of the lesson

We, the undersigned, have drawn up this act stating that

Full name of teacher \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Faculty \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Discipline \_\_\_\_\_

Group, number of students \_\_\_\_\_

Audience \_\_\_\_\_

Ground \_\_\_\_\_

Acquainted with the act \_\_\_\_\_

Deputy Dean \_\_\_\_\_

Head of the Department \_\_\_\_\_

Department of the organization of the educational process \_\_\_\_\_