

UNIVERSITY POLICY ON ACADEMIC DISHONESTY

Academic Integrity/Violations Policy

University considers academic integrity to be essential for students' intellectual development. Incidents of academic dishonesty/violations can also seriously damage the reputation of the university.

KIMEP University requires all students, faculty and staff to accept responsibility to pursue academic research and learning in an honest and ethical manner. Any and all behavior that leads to academic dishonesty is strictly forbidden.

Zero Tolerance Policy

KIMEP University has a "zero tolerance" policy for all forms of academic dishonesty. "Zero tolerance means no rule (academic or extracurricular) violation will be accepted". Zero tolerance applies to homework, quizzes, assignments, papers, presentations and midterm exams, the same as for final exams. Zero tolerance applies to admission and diagnostic tests, the same as for classroom assessments. And zero tolerance applies to faculty the same as to students. Faculties are expected to lead by example.

Plagiarism

Plagiarism is a form of academic dishonesty. Plagiarism is defined as submitting someone else's work as one's own. Plagiarism occurs when a person:

1. Directly copies one or more sentences of another person's written work without acknowledgment.
2. Closely paraphrases one or more paragraphs without acknowledgment of the origin of the ideas.
3. Uses facts, figures, drawings or charts without acknowledging the source.
4. Fails to put a word for word citation in quotation marks assuming that referencing the source is sufficient (i.e. a referenced work created by "cut" and "paste").
5. Turns in an assignment done by someone else.

Levels of Academic Violations

Incidents of academic dishonesty/violations can be classified into different levels depending on the seriousness of the action.

Level 1 incidents are situations in which the dishonesty would have only a small impact on the person's academic record. Examples would be falsifying an attendance sheet, copying a homework assignment, copying from another student's answer sheet during a quiz, or instances of plagiarism where only a part of an assignment is plagiarized. Dishonest behavior on an exam, quiz or assessment activity that counts for 10% or less of the total assessment is level 1 dishonesty.

Level 2 incidents are intentional and preplanned. The outcome of the dishonesty is significant enough that it might have an impact on a final grade or on some desired outcome. Examples include preparation and/ or use of cheat notes during an exam, communicating or receiving answers during an exam, submitting papers or assignments done by others, plagiarism, falsifying documents and/or forging approval signatures.

Level 3 incidents are serious incidents of dishonesty. Examples of level 3 dishonesty are gaining access to copies of upcoming examinations, gaining access to student records and changing grades or scores, falsifying academic records or documents, taking an exam for someone else or having someone else take one's exams, presenting a false identification or fraudulent documents.

Level 4 incidents are most serious and include criminal activity related to academic performance. Examples include theft and distribution of upcoming exams, bribery of faculty or staff to provide information or to change data, selling exam answers, gaining unauthorized access to data and/or computer systems and stealing information or changing data.