

**Approved by the decision
of the Board of AEO
«Nazarbayev Intellectual Schools»
from February 11, 2015 (minutes № 5)**

**Rules
of academic honesty for pupils of Nazarbayev Intellectual
schools**

1. General provisions

Rules of the academic honesty for pupils of Nazarbayev Intellectual schools (further - Rules) are developed in accordance with 2020 development Strategy of AEO "Nazarbayev Intellectual schools", approved by the decision of the Supreme Board of trustees of AEO "Nazarbayev Intellectual schools" from April 18, 2013 (protocol No. 2), by the Charter of the AEO "Nazarbayev Intellectual schools", by Regulations of branch of the AEO "Nazarbayev Intellectual schools" which main object of activity is education (further - Intellectual schools) and by other regulations of the AEO "Nazarbayev Intellectual schools" (further - AEO). Rules of the academic honesty establish the principles of the academic honesty in educational process, the rights and obligations of members of school community, determine types of violations of the academic honesty and an order of taking measures in case of their perpetration..

1. The objective of the present rules is the formation of students' understanding about honesty, forming of open, sincere and trusting relationships, and also responsibility in development of honesty in life. The academic honesty is one of key values in educational process of Nazarbayev Intellectual schools.

1. The following terms are used in the Rules:

1) academic honesty is a set of the principles of behavior of the pupils in educational process, developing their personal honesty and responsibility for learning;

2) assessed work:

- work or the task performed by the pupil when carrying out formative, current assessment to define educational achievements during a certain period of studying (questioning, written work, essay, field work, laboratory work, practical work, independent work, research work, project, etc.);

- the work performed by the pupil when carrying out summative, total assessment (tests, written works, research work, project, etc.), to define the level of achievements of the pupil for a certain period of studying (a term, semester, half-year, year);

3) not assessed work - the work accomplished by the pupil in the educational, creative purposes, which isn't subject for assessment by teachers (articles, project works, presentations, video and audio material, products of a manual work, etc.).

2. Administration, curators of Intellectual school are obliged to inform pupils and their legal representatives with these rules in the following cases:

- 1) to sign when receiving the documents for competitive selection;
- 2) to sign when apply for enrollment to Nazarbayev school;
- 3) on parents' and school meetings, curator hours.

3. The present rules are obligatory to follow by all members of school community - administration, teachers, pupils, their legal representatives and other employees of Intellectual schools.

4. The present rules are hung out in Intellectual schools in a visible place for general acquaintance, on the Internet resource of AEO "Nazarbayev Intellectual schools" and the websites of Intellectual schools.

2. Principles of academic honesty

5. The basic principles of the academic honesty of pupils in educational process, developing their personal honesty and responsibility for the learning are:

1) conscientiousness - honest, decent accomplishing of the assessed and not assessed works by pupils;

2) implementation of protection of the rights of the author and his assignees - recognition of authorship and protection of the works which are subject of copyright by means of the correct transfer of someone else's speech, thoughts and the indication of sources of information in the assessed works;

3) openness - transparency, mutual trust, open exchange of information and the ideas between pupils and teachers;

4) respect of the rights and freedoms of pupils - the right of free expression of opinions and the ideas by pupils;

5) equality - an obligation of each pupil on observance of these rules and equal responsibility for their violation.

3. Rights and duties of members of school community

6. Pupils have the right for:

- 1) Acquaintance with the present Rules;
- 2) Expressing their opinion during the learning;
- 3) protection against insubstantial accusation in violation of the

present Rules and providing proofs.

7. Pupils are obliged to:

1) Get acquainted with the present Rules and know the consequences of the violation;

2) strictly observe the academic honesty when accomplishing assessed and not assessed works;

3) use a way of transfer of someone else's speech and a thought with indication of the author, the name of the work and the page;

4) specify the list of the used literature in the end of the assessed works;

5) use reliable sources of information;

6) not to provide other pupils with previously assessed work.

8. Parents or other legal representatives are obliged:

1) get acquainted with the present rules and to know consequences of their violation;

2) to render assistance in following the present rules by children and to regularly discuss importance of academic honesty.

9. Teachers are obliged:

1) To carry out informational work among the parents;

2) to teach and give support to pupils in the choice of reliable resources;

3) to teach ways of registration of footnotes, references, the list of the used literature;

4) to teach pupils ways of formalizing project kinds of activities on paper, electronic, digital media with the indication of authorship of all participants of the work;

5) to teach pupils to express own opinion;

6) to carry out explanatory work with pupils on the respect for the academic honesty before pupils complete assessed work;

7) to interfere with any possibility of violation of the requirements established by the present Rules;

8) to keep strict account of each case of violation of these rules;

9) to inform administration of school and parents or other legal representatives on each case of violations of Rules in writing.

10. Administration is obliged:

1) to ensure functioning of teachers on an explanation of these Rules to pupils and parents or their legal representatives;

2) to coordinate work on taking measures, provided by these Rules in case of violation of the Rules by pupils;

3) to control and monitor the following the academic honesty by

pupils.

4. Types of violations

11. The present Rules provide the following types of violations of the academic honesty:

- 1) plagiarism:
 - partial or full appropriation of materials from other sources without providing confirmation of authorship or the indication of a source;
- 2) collusion:
 - accomplishment of any assessed work for other student;
- 3) fraud:
 - copy off the assessed works from other pupils;
 - repeated assignment, giving of already assessed work;
 - representation of false justifications in case of non-performance, untimely performance of the assessed works;
 - accomplishing the assessed work by two or more students where the group work isn't provided;
 - conscious help to other pupils; to allow to copy off from the assessed work;
 - represent the assessed work of other students as the own
- 4) falsification of assessment, data, the assessed work:
 - falsification of marks, results of assessment of answers to a task;
 - falsification of data, that is measurements and results of observations of questioning and other methods when accomplishing a research;
 - intended falsification or damage of the assessed work of other pupil;
- 5) getting answers, the assessed works by unfair means:
 - transfer of answers during accomplishing the estimated work;
 - receiving partial or full material before carrying out the assessed work with the help of other pupil, teacher;
 - purchase or other ways of receiving the assessed works to set them up as their own;
 - sale or other ways of the help in purchase and/or sale of the ready assessed works;
- 6) illegal use of information or devices:
 - use of information on electronic, digital, papers, technical devices during accomplishment of the assessed works which use is forbidden by the regulations;
 - receiving of any answers of the assessed work in any ways, including downloading via e-mail, the computer, etc.;
 - take away from an office and/or copying from the computer of the materials of the teacher concerning the assessed works on paper and electronic media.

12. The present list of types of violations of the academic honesty isn't exhaustive and can be supplemented as required.

5. The order of taking measures in case of violation of the Rules

13. Violations of the academic honesty can be revealed:

- 1) when carrying out formative and current assessments;
- 2) when carrying out summative and final assessment;
- 3) when accomplishing assessed works of students.

14. In case of revealing the plagiarism, collusion when carrying out formative, current assessment of educational achievements of pupils:

1) the subject teacher makes up the statement of violation of the Rules in a form according to the appendix to these Rules, has a conversation with the pupil. The act of violation of the Rules with the corresponding material evidences and copies of works of pupils are given to the curator;

2) repeatedly, the subject teacher makes up the statement on the violation of the Rules in the established form, has a conversation with the pupil in the presence of the parent or other legal representative of the pupil. The statement on the violation of the Rules with the corresponding physical evidences and copies of works of pupils are given to the curator;

3) systematically (three and more times), the subject teacher makes up the statement of violation of the Rules in the established form. The statement of violation of the Rules with the corresponding physical evidences and copies of works of pupils are given to the curator. The curator notifies the parent or other legal representative of the pupil in writing about violation of Rules by the pupil and reports all documents to the Disciplinary commission.

15. In case of identification of deception when carrying out formative, current assessment of achievement of pupils:

1) subject teacher makes up the statement on the violation of the Rules in the established form, has a conversation with the pupil in the presence of the parent or other legal representative of the pupil. The statement on the violation of the Rules with the corresponding physical evidences and copies of works of pupils are given to the curator;

2) systematically (three and more times), the subject teacher makes up the statement of violation of the Rules in the established form. The statement of violation of the Rules with the corresponding physical evidences and copies of works of pupils are given to the curator. The curator notifies the parent or other legal representative of the pupil in writing about violation of Rules by the pupil and reports all documents to the Disciplinary commission.

16. In case of identification of falsification of marks, data, the assessed work, getting answers, assessed works by unfair means, illegal use of information or devices during formative, current assessment of achievements of pupils:

subject teacher makes up the statement of violation of the Rules in the established form. The statement of violation of the Rules with the corresponding physical evidences and copies of works of pupils are given to the curator. The curator notifies the parent or other legal representative of the pupil in writing about violation of Rules by the pupil and reports all documents to the Disciplinary commission.

17. In case of detection of plagiarism, collusion, deception, falsification of marks, data, the assessed works, getting answers, the assessed works by unfair means, illegal use of information or devices during summative, final assessment of achievements of pupils:

Subject-teacher or person authorized to be on the exam makes up the statement of violation of the Rules in the established form. The statement of violation of the Rules with the corresponding physical evidences and copies of works of pupils are given to the curator. The curator notifies the parent or other legal representative of the pupil in writing about violation of Rules by the pupil and reports all documents to the Disciplinary commission.

18. In case of revealing the plagiarism, fraud, collusion of pupils during the accomplishing of not assessed tasks, subject teacher, curator or parent has a conversation with a pupil.

19. The measures of disciplinary punishment provided by the Regulations for pupils of Nazarbayev Intellectual schools approved by the decision of Board of AEO "Nazarbayev Intellectual Schools" are applied to the pupils who have made the violations mentioned in the paragraph 13 of these rules.

20. The organization of work of the Disciplinary commission is regulated by the Regulations for pupils of Nazarbayev Intellectual schools approved by the decision of Board of AEO "Nazarbayev Intellectual Schools".

Appendix
 To the Rules of academic
 honesty for pupils of
 Nazarbayev Intellectual
 schools

**Statement
 on the violation of the Rules of academic honesty**

Name of teacher:	Subject:
Telephone number:	Type of educational activity:
E-mail:	Name of pupil:
	Grade:
Description of the violation (including date, time, place) <i>(if necessary you may attach the additional paper)</i> :	
Signature of the subject teacher _____ or person authorized to be	
on exam and data : _____ (underline what is correct)	
Signature of the student and date:	

Person acquainted with the statement:
Signature of a parent or other legal representative