HANDBOOK ON ENSURING ACADEMIC INTEGRITY

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I INTRODUCTION

M.Narikbayev KAZGUU University is an integrated academic community of students, faculty staff and research members where everyone strives to reach new heights in education and research.

For improving quality of educational services and researches, the University is intending to develop good academic practice and to ensure a high level of complying with academic integrity principles.

Mutual respect, professionalism, justice, honesty and empathy form the mainstay of academic activities of our University.

The Handbook is both a regulatory device and a guideline for ensuring academic integrity. Everyone should abide by the mandated rules of good academic practice and preclude any manifestations of academic dishonesty. All departments of the University are obliged to familiarize students and staff with the rules of good academic practice and warn them of the possible consequences of their violation.

II GLOSSARY

1. **Academic Paper, or Paper** is the result of creative and / or intellectual activity produced and presented for academic and research purposes and taking the form of an essay, diploma project, master, doctoral, examination or any other kind of work.

2. **Publication of Paper** is uploading the soft copy of an academic paper to the Turnitin system; submitting a Paper to an authorized staff member of the University; publication of a Paper in any printed sources including the University Repository.

3. **Turnitin** is an automatized external monitoring system aimed to check Papers for possible matching text fragments; **Turnitin Feedback Studio** is a feedback system between an assessor and a student.

4. **Academic Integrity Breach** is a wrongdoing of a student or a staff member of the University breaking one or several rules stipulated in the Handbook as well as violating its principles or fundamentals of its academic activities.

5. **Academic Probation** is a set of measures applied to members of the academic community who have committed breaches of the 3rd or 2nd level when a person is kept under observation for a period specified in a relevant decision. A person is put on probation to modify their behaviour and to prevent from committing new violations.

6. **Investigative Body** is (in this document): Ethics Committee of KAZGUU Law School; Disciplinary Committee of Higher School of Economics; Research and Ethics Committee of KAZGUU School of Liberal Arts; as well as *ad hoc* Panel.

7. **Assessor** is a person who in the performance of their duty checks and / or assesses Papers: an instructor, academic advisor, supervisor or another authorized person.

III PRINCIPLES OF THE GUIDANCE

1. **Veracity** – consists in avoiding cheating, deception, and falsification in any situations, respecting copyright and other intellectual property rights in their own or academic papers and researches.

2. **Credibility** – consists in providing veridical information, stating scientific claims based on facts, empiric data and objective judgements.

3. **Mutual Respect** – consists in bestowing respect for someone's work and towards each other as well as tolerance for a different mindset.

4. **Responsibility** – consists in abiding by academic integrity policy, avoiding situations which could result in academic integrity breach.

5. **Transparency** – consists in providing public access to information, processes and procedures related to implementing and ensuring academic integrity.

6. **Objectivity** – consists in making decisions based on unbiased findings without prejudiced and subjective attitude.

7. **Justice** – consists in ensuring rigorous observance of rights and duties of members of the University academic community as well as fair investigation of academic integrity breaches.

8. **Zero Tolerance for Academic Integrity Breaches** – consists in fixing and investigating each academic integrity breach as well as applying measures to a person who has violated the rules in accordance with the Handbook.

IV RULES OF GOOD ACADEMIC PRACTICE

Academic integrity is an integral part of academic and research activities. Quality of a paper is predicated not only upon achieving the set objectives, but also upon ways of their achievement: adequate formatting, citing, selection of bibliography, making notes and compliance with the University regulations.

Quality of a paper and reputation of the academic community member hinge on whether their actions abide by good academic practice or not. The following rules are intended to demonstrate the academic community how to meet standards of the world best academic practice.

Good academic practice is a number of principles and actions aimed at developing the following competences:

- learning skills;
- critical approach to research and evaluation;
- academic writing;
- referencing and citing.

Learning Skills

Reading

Adequate methodology of resource search, skimming, analysis of the first and the last chapters or paragraphs and other reading techniques enable to save some time in the search for relevant information and its interpretation. It is recommended to pay particular attention to reading techniques for improving learning efficiency. Correct way of reading facilitates intimate understanding of a text, ideas and author's arguments and helps prevent themselves from distortion and misinterpretation of data at the next stage.

Notes

Making notes is a more effective skill than putting down all the information which seems to be relevant. For instance, it is preferable to make notes after reading a text or its part for the second time. It is recommended to make full reference to a source for each note whether it pertains to an idea, argument or an exact phrase. In addition, one should put down keynotes in their own words to understand the gist of a text and to avoid too close paraphrasing.

Time Management

Plagiarism is not always the result of a deliberate misconduct, but usually the consequence of inadequate planning. It is therefore recommended to draw up a good plan, to divide preparation of a paper into parts and to spend several hours a day on it. The tighter the time limits are, the stronger a possibility is that the paper will have been written improperly, with incorrect citing and referencing.

Critical Approach to Research and Evaluation

All members of the academic community are supposed to be familiar with the rules of conducting researches and to comply with the best principles applied by the global scientific community. While conducting researches members of the academic community need to stay focused, unbiased and independent. While writing a paper one should make sure if the viewpoint is balanced, arguments are sound and resources are reliable.

Academic Writing

A writing style may vary based on a form of a paper (essay, research, dissertation, diploma thesis, analysis, literature review, etc.) as well as on the aim of a paper (to analyse, to inform, to convince, to offer an opinion). But still there are general basic writing rules. Some of them are given below:

- Structure of a paper consists of an introduction, the main part and a conclusion.
- It is recommended to use academic voice with a crisp, brief and readable writing.
- An academic or a research paper is not a set of facts.
- A paper expressly conveys the author's standpoint and presents original ideas.
- Each paragraph is devoted to one idea, and its sentences are coherent.
- Each paragraph contains a topical sentence and a thesis statement.
- Each thesis is supported by a potent and clear-cut explanation: reasoning or evidence basis.
- One should avoid using unnecessary or irrelevant information and set apart contradictory ideas.
- It is required to use relevant professional resources. Such resources are integrated into the text of a paper and not separated from the author's ideas. Each resource should be adequately presented, analysed and substantiated.
- A paper should be written without grammar, stylistic, punctuation mistakes, and words should be used in accordance with their meanings.

Referencing and Citing

Citing

Citing is used not only for indicating the author of an idea, but also for supporting one's own arguments and hypotheses. Correct citing enables a reader to examine a stated argument in detail.

It is recommended to make sure whether citing is required and paraphrasing of an idea is correct and to indicate the author. A high quality paper contains references to reputable and reliable sources. It is necessary to avoid copying texts of unknown authors and of untrustworthy sites, for authenticity of such quotation is questionable. To use one's own paper it is required to ask an assessor for permission and to make a reference.

Referencing

It is possible to use different referencing styles such as OSCOLA, Harvard and APA depending on a course and a department of the University. There are various software programmes for footnoting and referencing (Reference Manager, ProCite).

It is recommended to footnote while making notes to avoid problems with preparing a final version of the text. While finalizing a paper one should check footnotes against bibliography list. Feedback Studio and Canvas may prove to be useful in referencing.

V PREVENTING ACADEMIC INTEGRITY BREACHES

Promoting and protecting academic integrity is the result of mutual efforts of all students and staff members of the University. Instructors are in charge of engraining principles and standards of academic integrity, mutual respect and justice.

Departments of the University develop procedures and mechanisms aimed to prevent and to detect such violations among staff members and students. Departments of the University are expected to deliver training courses and workshops on clarification of the Handbook within the Curriculum and additionally as well.

Upon completion of an academic year, the departments provide a detailed report on their work in this area as well as on functioning of the Investigative Body including statistics of the investigated cases and attaching minutes of meetings by July 1 at the latest.

VI ACADEMIC INTEGRITY BREACHES

1. PLAGIARISM

Unlawful use and / or appropriation of authorship or joint authorship to a paper including unlawful use and / or appropriation of ideas, hypotheses, conclusions, methods, research findings, graphs, codes, pictures; paraphrasing someone's thoughts, retelling someone's text by using synonymic substitution of words and expressions without changing the content of the borrowed text and referencing, and other actions aimed at their unlawful use and / or appropriation as well as using someone's text with a reference, but when length and nature of the text do not enable to check the paper for originality.

Forms of Plagiarism

1.1 Word-for-word Plagiarism without Clear Acknowledgement

Quotations should be put in double inverted commas or indented and introduced with full acknowledgement of the used sources. A reader should be able to understand which part of the text belongs to the author and where someone else's thoughts and / or ideas are quoted.

1.2 Copying and Pasting Information from the Internet without Clear Acknowledgement

Information obtained from the Internet should be properly cited and included in the Reference list. Such information should be thought through and analyzed to successfully pass a plagiarism test and to further undergo review procedure.

1.3 Paraphrasing

Paraphrasing someone's work by changing some words, word order or structure of an argument is also plagiarism if you do not acknowledge authorship of this work.

You should make sure that a reader may not fall under the erroneous impression the paraphrased text or sequence of the idea belongs to you, therefore referencing in your text may not be enough. It is recommended to sum up a general argument of an author in one's own words by pointing out that it is someone else's thought. It will provide deep understanding of the argument.

2. SELF-PLAGIARISM

When an author uses their own academic paper again without indicating the fact of its earlier publication, i.e. passing the previously published academic paper or its part off as an independent or a new one.

3. FALSIFICATION OR FABRICATION OF DATA OR INFORMATION

Such breach may consist in reference to nonexistent sources, fabrication of bibliography and / or references, providing unreliable, false, distorted information in an abstract or other documents related to an academic paper, distorting the idea of someone's text and / or data, selective reporting and refusing perverse outcomes, manipulating a representation or illustration.

4. CHEATING (DECEPTION) IN EXAMINATIONS

It is prohibited to render assistance and to collaborate in examinations (finals, quizzes, etc.). Procedure of carrying out examinations, requirements to them as well as code of conduct during examinations are regulated by norms of a relevant School.

5. COPYING OR COLLABORATION (COLLUSION) ON AN ASSIGNMENT WITHOUT PERMISSION

Collusion is an unpermitted agreement of two and more persons for preparing an assignment when at least one of them is going to publish it as their own one. Collusion may occur between students as well as staff members of the University or other persons. Collaboration with other persons without permission from authorized officials discords with principles of academic integrity.

While preparing a group assignment it is required to apply to the School's regulations or an assessor. If assistance or clarification is needed or there are questions concerning conducting researches, it is recommended to consult a research supervisor for clarification.

6. OTHER BREACHES

- Demanding academic privilege based on false information, cheating or deceiving. It may consist in a request to extend a deadline, to give a higher grade or recommendation as well as in an attempt to reveal their identity in examinations;

- Deliberate damage to or change of other student's paper;

- Stealing, transferring, acquiring or damaging examination papers or other educational content which have a restricted access to;

- Using prohibited materials or electronic tools for publication including cases aimed to cover up plagiarism and / or to cheat the Turnitin system;

- Plagiarism which brings into question independence of writing the whole paper or its part;

- Acquiring a paper, rendering or accepting assistance in writing and correcting a paper (excluding proofreading);

- Withholding information on violating the Handbook.

VII TURNITIN

Paper projects of students and staff members are checked via Turnitin for text similarity.

Schools should inform students on using Turnitin and make the following notification for each course:

"Students agree that during the course all their assignments may be checked at Turnitin.com website for text similarity to detect plagiarism. All submitted papers will be added as original documents into Turnitin.com reference database solely for detecting plagiarism of such papers. Turnitin.com service use is regulated by the Use Policy published at Turnitin.com website."

This policy should be added into Course Syllabi.

The Turnitin system users shall admit and recognize that originality reports provided by the system are only tools for detecting text similarity between the compared papers, but not means for final plagiarism detection[1]. An Assessor (for Level 3), Investigative Body or *ad hoc* Panel's members (for Levels 2 and 1) shall decide in a proper procedure whether there is plagiarism in a submitted paper.

Results of checking a student's paper are taken into account when a verdict on admitting a Paper to defence and / or its assessment is rendered.

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[1] Detailed information on working with the report one may find at the following link:
http://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/19_The_Similarity_Report/Interpreting_the_Similarity_Report

VIII CANVAS

The University strives to provide access to learning resources with as low as practicable restrictions recognizing the need for respecting intellectual property rights.

The following recommendations are applicable only to materials which an instructor does not hold copyright for or does not have a written consent for use. All recommendations are supposed to be applied to legally obtained resources and intended to help instructors follow best practices in course design.

Recommendations

Instructors are expected to upload materials to the system abiding by academic integrity principles in furtherance of learning activity based on a curriculum. This may be clearly demonstrated when resources are added into the course modules consolidating reading, discussion questions, assignments and related materials.

Instructors should indicate an author(-s) when using someone's works as well as include in syllabi in Canvas the following note of warning:

> *Materials uploaded to the system are protected by the Law of the Republic of Kazakhstan "On Copyright and Related Rights". The materials may be used solely for the purposes of this module and may not be proliferated for other purposes.*

It is allowed to upload maximum 1 chapter of a book / journal for one module. Research articles may be uploaded without any limitations in case of abiding by other recommendations and academic integrity principles. However, there is no need to put restrictions on the total number of articles or chapters of books (from several sources) used in the course.

To avoid infringing a copyright it is recommended to make a link to online-resources available in digital resources collection of the Library or other open sources instead of uploading documents to Canvas.

Canvas sub-administrators are not entitled to proliferate materials uploaded to the system and the content of courses of instructors without permission of authorized officials of the University.

Procedure of using information uploaded to Canvas is regulated by relevant documents of the University.

IX REPOSITORY

Digital repository of M.Narikbayev KAZGUU University (hereinafter referred to as "Repository") is an institutional electronic filing of intellectual products of the academic (research) community of JSC "KAZGUU University".

Open access principle with complying with the main copyright provisions lies at the core of the Repository's functioning. An author on their own free will makes a decision on providing an access to their publication by preserving their copyright.

Third parties have an access to information placed in the Repository and may copy and cite materials if copyright is respected.

Materials Placed in the Repository

Monographs, textbooks, learning guides, guidance papers, research articles, proceedings of research conferences, scientific reports, dissertation theses, synopses of dissertation theses defended by members of the academic (research) community of the University.

Placing in the Repository

Placing materials in the Repository is possible provided that there is no prohibition against their publication in the Internet on the part of publishers.

Research papers coauthored with other persons who are not members of the academic community of the University are accepted assuming that one of the authors bears relation to the University, and a submitting person has the relevant rights for the material.

The authors submitting articles and other materials to the Repository for publishing on the site should adhere to additional requirements and procedures of M.Narikbayev Library (hereinafter referred to as "Library").

Procedure of Placing and Deleting Information in the Repository

The Library provides software execution, technical assistance and safety of the published material in the Repository and conducts gratuitous registration of authors for placing their papers in the Repository.

For placing information in the Repository, an author needs to give their consent to processing their personal data.

Publications submitted to the Repository should include the name of an article, full names of authors, places of employment of authors, keywords of an article, an abstract of an article, a reference list. This information is provided in Russian and English.

Relevancy and validity of the content of submitted materials in the Repository is a sole responsibility of an author.

The Library does not guarantee accuracy, reliability, completeness, quality and content of the Repository, does not evaluate materials published in the Repository. The Library is obliged to publish and to preserve materials submitted to the Repository. When placing publications in the Repository librarians check a Paper in the Turnitin programme for detecting plagiarism as well as for revealing previous publications of the paper (if any).

If in a copyright holder's view a publication is likely to become viable for commercial implementation, then only bibliographic information is publicly available as a promotional material. Full texts are concealed and sold per individual enquiry in accordance with their cost. Information on such materials is provided by copyright holders for the Library.

A librarian will withdraw a publication from open access or substitutes a concealed full text for an open one in case an author makes such request.

Materials from the Repository may be copied only if an author, the name of a document, other elements of bibliographic description, hyperlinks and / or links to URL of original metadata are indicated. The content of a document may not be changed.

X DETECTING ALLEGED ACADEMIC INTEGRITY BREACHES

Everyone is obliged to report about alleged academic integrity breaches, risks of academic integrity breaches or other events or deeds violating or conducive to violating principles and fundamentals of academic integrity.

Detecting Alleged Breaches by an Assessor

An Assessor having received a report of the Turnitin system on plagiarism detection or on a high rate of borrowed text fragments or otherwise having noticed academic dishonesty should independently assess the paper for violations of the Handbook. In case the Assessor does not confirm the violation, the Paper will be subject to further assessment without any reservations.

If the Assessor believes that the Paper is plagiarized, they should conduct analysis in accordance with Part XVI and assess the Paper independently or make a decision to submit materials to the Investigative Body.

If the Assessor believes that the Paper contains other forms of academic integrity breaches besides plagiarism and self-plagiarism, they need to draft a report on alleged breaches. This report should be submitted to Hearings of the Investigative Body within the time limit prescribed by regulations of the relevant department.

Material collected during investigation of a given or alleged breach may in anonymized form be used for improving the work of departments on preventing and detecting academic integrity breaches.

Detecting Alleged Breaches by Other Persons

Everyone is entitled to send in an application to the Investigative Body if they think that a certain deed performed in their regard or related to them violates one or several rules stipulated in the Handbook.

It is required to put into writing all circumstances of the case in the application which is then submitted to the University SSC. Such application should be submitted within a month[2] after provisions of the Handbook are alleged to have been violated or within the same time limit after the applicant became familiar with it. In the application, it is necessary to indicate a person or department of the University that is alleged to have violated a rule of the Handbook. The applicant is responsible for proves.

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[2] Such deadline is due to the requirements of legislation on disciplinary actions against staff members.

XI INVESTIGATIVE BODY

An Investigative Body of the University department is intended to protect academic integrity. An Investigative Body holds hearings on suspicion of academic integrity breach and takes decisions on their results.

Members of an Investigative Body, their power and authority and other regulations of its activity are governed by acts of Schools or departments of the University where there is such a body.

Members and other persons forming part of an Investigative Body should have a reputation for sterling honesty among the whole academic community of the University and be free from bias during the performance of their duties. A person having already violated the Handbook's provisions may not become the chairman, a regular member or the secretary of an Investigative Body. If a person who has detected an alleged violation of the Handbook's provisions is a member of an Investigative Body and eligible to vote, then they may not vote when this suspicion is considered.

All decisions of an Investigative Body are taken at meetings via open ballot. A decision is made by a simple majority vote. Voting may take place only when at least 2/3 members of a Body who are eligible to vote are present. It is prohibited to interfere with functioning of an Investigative Body.

Competence of an Investigative Body

Competence in Regard to Staff Members

An Investigative Body, except for *ad hoc* Panel, is entitled to hold hearings only in regard to a staff member who is a permanent resident of the University department the Investigative Body is related to.

In case several staff members being residents of different departments of the University turn out to be under suspicion for committing one or several breaches related to each other, and if one of them facilitates committing a certain academic integrity breach, such case will fall within sole jurisdiction of *ad hoc* Panel.

If a staff member of the University being a permanent resident of one department falls under suspicion due to their activities for another department, hearings on their issue are held by an Investigative Body related to the department of their permanent residence.

Competence in Regard to Students

An Investigative Body, except for *ad hoc* Panel, is entitled to hold hearings only in regard to a student only if they fall under suspicion due to doing a course / covering a syllabus / taking an examination of the University department the Investigative Body is related to.

In case several students of different departments of the University turn out to be under suspicion for committing one or several breaches related to each other, and if one of them facilitates committing a certain academic integrity breach, such case will fall within sole jurisdiction of *ad hoc* Panel.

XII RIGHTS OF PERSONS INVOLVED IN HEARINGS OF INVESTIGATIVE BODY

Rights of an Applicant

- to participate in hearings in person, by proxy or via communication means;

- to question a defendant and representatives of the department;

- to offer any materials enabling to provide insight into the current situation;

- to receive materials provided by a defendant or the department in advance;

- to demand that the University provide materials enabling to shed light on the incident. Such demand should be put into writing and submitted to the University SSC. The department is obliged to provide such materials to an applicant in person or to the Investigative Body directly within seven working days. The department is entitled to refuse to provide the demanded materials only if they constitute an official, commercial or another secret recognized by current legislation. In case of refusal or failure to provide such materials, the information contained therein is supposed to be levelled against this party's interests and considered to be admitted by them;

- to detail their position.

Rights of a Person Who Is Alleged to Have Breached Academic Integrity

- to participate in hearings in person, by proxy or via communication means;

- to question representatives of the department or other persons who may bear evidence to the incident;

- to offer the Investigative Body any materials enabling to provide insight into the current situation;

- to become familiar with materials provided in regard to their case in advance;

- to detail their position;

- to demand that the University provide materials enabling in their viewpoint to shed light on the incident. Such demand should be put into writing and submitted to the University SSC by a student and to the University documentation office. The department is obliged to provide such materials to an applicant in person or to the Investigative Body directly within seven working days. The department is entitled to refuse to provide the demanded materials only if they constitute an official, commercial or another secret recognized by current legislation. In case of refusal or failure to provide such materials, the information contained therein is supposed to be levelled against this party's interests and considered to be admitted by them.

XIII HEARINGS ON THE ISSUE OF A COMMUNITY MEMBER WHO IS ALLEGED TO HAVE BREACHED ACADEMIC INTEGRITY

Hearings are held by an Investigative Body to clear up the following facts:

- whether the case falls under jurisdiction of this Investigative Body;
- whether the person whose case is considered at the hearing is on probation;
- whether academic integrity has been breached;
- whether the defendant is guilty of this academic integrity breach;
- to which extent and which level is this breach related to in accordance with Chapter XVI of the Handbook.

Rules of proceedings are established by acts of the relevant University department.

A person who is alleged to have breached academic integrity is informed within a reasonable time frame on the nature of the suspicion, their rights as well as venture and time of hearings.

Based on the findings of hearings an Investigative Body is to take, to override or to leave standing the decision regarding academic integrity breach. Unless otherwise stipulated in acts of the relevant University department, the Investigative Body will mete out punishment for academic integrity breach at their own discretion.

XIV APPEAL AGAINST A DECISION OF INVESTIGATIVE BODY

It is possible to appeal against a decision of an Investigative Body taken on a breach of the 1st level. An appeal is filed by students via the SSC and by staff members via the University documentation office within five working days after the results of hearings are announced.

An appeal is considered by an *ad hoc* Panel. Members of the *ad hoc* Panel are appointed and the rules of its functioning are established by the Provost who is also the Chairman of the *ad hoc* Panel.

Based on their investigation, the *ad hoc* Panel takes a new decision or confirms the decision of the Investigative Body.

XV APPLYING MEASURES AND CONSEQUENCES OF ACADEMIC INTEGRITY BREACH

Applying measures and consequences of academic integrity breaches is possible provided that one of the following conditions is met:

- in case there is a decision of an Investigative Body, and appealing is not provided for by the Handbook or the deadline for appealing is missed;
- after a case is recognized an academic integrity breach by an *ad hoc* Panel.

All results of academic dishonesty should be reported in transcripts, certificates, personal records and other documents fixing performance of students.

Measures Applied in Case of Academic Integrity Breach

Measures applied in case of academic integrity breach are aimed to correct and to form a proper attitude to academic integrity and principles indicated in the Handbook. Measures and consequences are to be applied only to the extent enabling to form such attitude.

Measures for Staff Members:

- dismissal;
- withdrawal of privileges provided by the University;
- severe reprimand;
- reprimand;
- reproof.

Measures for Students:

- expel;
- withdrawal of privileges provided by the University;
- reproof.

All papers which contain or have been prepared with violations of academic integrity:

- for students – are automatically undone without assessment;
- for staff members – sum of remuneration or reward for this Paper is reevaluated.

Probation

Probation is a corrective action against a student or a staff member in case of their academic integrity breach. Probation is an additional measure as supplementary to the main one and is put on in all cases of breaches of the 2nd and 3rd level.

Probation of students or staff members is administered by the University department they belong to. Probation continues for a student or a staff member until expiration of probation term, and if they change over to another department of the University, it will still be applicable, but administered by the department they have changed over to. Probation term is suspended for a period of departure, leave or another kind of the person's absence while they do not conduct their activities in the University and renewed after their arrival.

If within the probation term a person commits the same or another academic integrity breach, then their breach is automatically classified as the first level breach.

XVI LEVELS OF ACADEMIC DISHONESTY

Each academic integrity breach is independently classified by an Investigative Body or an *ad hoc* Panel according to subdivision into three levels indicated below.

The level of a certain breach is defined on the basis of the following table.

Criterion	Comments	Scale of Points
Criterion No. 1. Academic disciplinary record	Academic disciplinary record is one of the key factors in admeasuring relevant penalty. It should be taken into account that a further violation of the Handbook's provisions is considered to be a repeated one, and points are given even in case of different forms / types of breaches (for instance, plagiarism, then collusion). This owes to awareness-raising work conducted after the first breach; therefore, a further violation could not happen through lack of knowledge.	After the first violation – 100 points. After the second violation – 150 points. After the third and further violations – 200 points.
Criterion No. 2. Academic level	Academic level is a criterion of degree of training of academic community. Master students having obtained their bachelor's degree in another educational establishment or the second or third year students having changed their institution are different from those having studied at the University at a regular basis. This means that such students need additional clarification of the Handbook's provisions. However, undergrads, master and doctoral students as well as staff members of the University are imposed higher requirements, for they are supposed to give a lead to the rest of the academic	For the first year students – 70 points. For the second and third year students as well as for master students if they have obtained their bachelor's degree in another university – 115 points For undergrads, master students if they have obtained their bachelor's degree in this University, doctoral students and staff members – 140 points.

		community.	

Criterion No. 3. Type of an assignment	A type of an assignment will shed light on the period of time when the breach took place.	Unassessed assignment – 15 points.
		Assessed standard assignment – 30 points.
		Large project, important assignment (dissertation or diploma thesis, research paper for staff members, etc.) – 60 points.
Criterion No. 4. Percentage / Gravity	Percentage of plagiarism or gravity of a breach is to have an influence on the final decision. It should be taken into account that percentage of plagiarism is not to be calculated automatically through the Turnitin report. For this purpose, an assessor should conduct a thorough analysis of the text.	**As far as plagiarism / self-plagiarism is concerned:**
		Under 5 % and fewer than 2 sentences – 80 points.
		Under 5 % and fewer than 2 sentences but plagiarism is related to such crucial aspects as key ideas of a task – 105 points.
		Between 5 and 20 % or more than 2 sentences and not exceeding 2 paragraphs – 105 points.
		Between 20 and 50 % or more than 2 paragraphs and not exceeding 5 paragraphs – 130 points.
		Between 20 and 50 % or more than 2 paragraphs and not exceeding 5 paragraphs but plagiarism is related to such crucial aspects as key ideas of a task – 160 points.
		Over 50 % of an assignment or more than 5 paragraphs – 160 points.
		Under any other circumstances
		An Investigative Body should estimate gravity of the committed breach and related damage. It includes cheating, collusion, falsification and other forms of deception.
		Minor breach – 80 points.
		Medium breach – 130 points.
		Grave breach – 225 points.
Criterion No. 5. Intention	Although it is difficult enough to establish an intention to knowingly violate the Handbook's provision, there are several compelling reasons which should be taken into account.	Cheating in examinations – 40 points.
		Collusion and other forms of deception – 100 points.
		Actions aimed to cheat the Turnitin system such as substituting letters, changing some words or sentences, damaging a file – 100 points.
		Falsification or fabrication of data or information of Clause 3 Part VI – 100 points.
		Submitting a paper written by a third party (irrespective of whether this paper has been bought) – 225 points.

Example. A first year student has bought an essay for a final assignment. Scale of points: 100 (record) + 70 (academic degree) + 30 (type of an assignment) + 0 (Percentage) + 225 (intention) = 425 points – Level 3.

Level 1 (over 560 points)

Is defined as a grave academic integrity breach as well as any breach committed within the period of academic probation.

Level 1 often includes: plagiarism, self-plagiarism, falsification or fabrication of data or information in case they are committed in a diploma, master or doctoral thesis; cheating (deception) in examinations as well as other breaches committed in a blunt manner and / or inflicting harm to the academic community and / or hurting image of the academic community.

Applied measures: marking a paper down, failing grade for a paper (F), refusing to accept a part or the whole paper and thereafter correction (for staff members), expel / dismissal, severe reprimand.

Level 2 (525-559 points)

Is defined as a number of serious academic integrity breaches to the extent sufficient to identify their premeditation.

Level 2 often includes: such violations as plagiarism, self-plagiarism, falsification or fabrication of data or information, cheating (deception) in examinations.

Applied measures: marking a paper down, failing grade for a paper (F), reprimand, academic probation for a period up to two years, refusing to accept a part of a paper and thereafter correction (for staff members), withdrawal of privileges provided by the University.

Level 3 (under 525 points)

Is defined as a number of insignificant breaches committed by a community member for the first time and / or having no severe consequences including those committed by accident or resulting from negligence and / or technical error.

If an assessor detects plagiarism in a Paper not exceeding 5 % **and** 2 sentences, they assess the paper and marks it down by 5 to 10 % depending on the influence of the plagiarized text on the key idea of the task.

If an assessor detects plagiarism in a Paper not exceeding 20 % **or** over 2 sentences and not exceeding 2 paragraphs, the paper may be marked down by 10 to 20 % depending on the influence of the plagiarized text on the key idea of the task.

If an assessor detects plagiarism in a Paper exceeding 20 % limit and over 2 paragraphs, the assessor is entitled to give a failing grade (F) for the paper and to submit it to an Investigative Body.

In other cases, an Assessor should submit materials to an Investigative Body.

Legitimate consequences: marking a paper down, failing grade for a paper (F), reproof, academic probation for the period up to one year.

XVII IMPLEMENTATION OF THE HANDBOOK

The Handbook is implemented by the University departments which develop the main requirements to an academic paper in their area and are absolutely responsible for timely and full informing of students and staff members related to the department on the content of the Handbook, principles and methods of its functioning and all its subsequent provisions.

The University departments are obliged to provide equal opportunities for everyone to exercise their rights in accordance with the Handbook.

Principles of a Department's Work in Respect of Academic Integrity:

1. Academic integrity is an absolute value for everyone.
2. Everyone contributes to ensuring standards of academic integrity and its genuine understanding among students.
3. Everyone creates conditions for reducing an opportunity to violate academic integrity.
4. Everyone adequately responds to any academic integrity breach.
5. A department is in close trust-based coordination with students and its staff members.
6. It is necessary to welcome and to implement ideas enabling to facilitate educational process within the University.
7. An instructor is an adviser of a student on course to implement academic integrity.