

Code of Academic Integrity of Students of ALT University named after M.Tynyshpaev

1 General provisions

1.1. Scope of application

1) This Code of Academic Integrity of the ALT University named after M.Tynyshpaev (hereinafter referred to as the Code) defines the basic concepts, format, organization procedure, and conditions for implementing the academic integrity policy of students.

2) This Code regulates the activities of organizing and ensuring academic integrity at ALT University named after M.Tynyshpaev (hereinafter referred to as the University), including the main mechanisms for implementing the policy of academic integrity and preventing violations of academic integrity standards.

3) The functions of implementing this Code are assigned to all students, teaching staff (hereinafter referred to as teaching staff) and University staff.

1.2 Normative references

This Code is based on the following regulatory documents:

- The Law of the Republic of Kazakhstan "On Education " dated June 27, 2007 No. 319-III;

- Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types" dated October 30, 2018, No. 595;

- The "Code of Student Conduct and Disciplinary Procedures of an Autonomous Educational Institution" (Astana, 2015) serves as the basis for this Code.

1.3 Goals and Objectives of the Code of Academic Integrity

1) The purpose of this Code is to ensure the quality of Kazakhstani higher education in accordance with global standards, and to increase its attractiveness and competitiveness. By honestly completing academic assignments, students support the unity of the educational institution's fundamental values, while also ensuring the necessary level of knowledge and cultural transmission through the development of new and innovative ideas.

2) The objectives of implementing this Code are as follows:

- prevention and elimination of cases of academic dishonesty among University students;

- fostering an intolerant attitude towards plagiarism among students and faculty members;

- conducting continuous targeted work to promote academic integrity among students and University employees.

2 The Code is introduced in order to support the University's strategy aimed at improving the quality of training specialists and enhancing the institution's image in the educational environment. It establishes the principles of academic integrity in the educational process, the rights and obligations of participants in this process, and

defines the types of violations of academic integrity and the procedures for taking action in case of such violations.

2. Basic terms

The following terms are used in this Code:

Academic integrity is a set of values and principles of behavior for students and teachers in the educational process that promote personal integrity and responsibility for learning.

AIS is an automated information system.

DAPQ is the Department of Academic Planning and Quality.

Academic dishonesty refers to any type of fraud or deception that is related to scientific and educational activities.

A student is a person who is studying an educational program. Students include: students, master's students, and doctoral students.

3. Principles of academic integrity:

The main principles of academic integrity for students in the educational process are:

- **integrity** is the honest, decent performance of students of evaluated and unevaluated works:

- the implementation 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 transfer of someone else's speech, thoughts and indication of sources of information in evaluated works;

- **openness** – transparency, mutual trust, open exchange of information and ideas between students and teachers;

- **respect for the rights and freedoms of students** – the right to freely express opinions and ideas of students;

- **equality** – the duty of each student to comply with the rules of academic integrity and equal responsibility for their violation;

- **truthfulness** – avoiding deception, lies and falsification of documents in any situations;

- **reliability** – providing information that corresponds to reality, drawing scientific statements based on facts, empirical data and objective judgments;

- **responsibility** – adherence to the policy of academic integrity and avoidance of situations that may violate academic integrity;

- **objectivity** - making a decision based on objective data without bias or prejudice;

- **fairness** - ensuring that the rights and obligations of members of the University's academic community are strictly adhered to, as well as fair consideration of academic integrity violations;

- **zero tolerance for academic integrity violations** - recording and reviewing each academic integrity violation and taking appropriate measures against those found guilty in accordance with the Code.

4. Good academic practice

The teaching staff and the University administration are responsible for providing the conditions and assistance to students in successfully obtaining the relevant academic degree. The teaching staff and the University administration are involved in cases of academic dishonesty that involve serious disciplinary measures.

If guilt is established, students can appeal against severe disciplinary measures through a hearing procedure.

5. Types of violations of academic integrity

Plagiarism is the intentional or careless appropriation of another person's work, which includes a task presented as the student's own work that was actually completed in whole or in part by another person. Plagiarism also includes presenting another person's work, ideas, statements, or opinions without proper attribution.

Plagiarism occurs if the student:

1) directly copies one or more sentences from another person's written work without proper citation. This rule also applies to copying material from the Internet or other electronic sources;

2) changes the words but copies the sentence structure without citing the original source, or paraphrases one or more paragraphs without citing the source, or uses graphs, drawings, diagrams, or other video/audio materials without citing the source and/or without the author's consent.

3) provides false or modified information in any academic assignment, which may include fabricating data for an experiment, modifying data, citing non-existent articles, fictional sources, etc.;

4) submits a work that was completed in whole or in part by another student and passes it off as their own work;

5) uses special writing services, the services of other students to write a paper, or uses a translation from a foreign language and passes it off as their own original work.

Autopagination is the use of one's own material that has been published before, without citing the source. It involves extensive quoting of one's own work. Repeated use of text can occur in manuscripts submitted for publication or in various types of published articles, such as research or review articles. If significant similarities are identified between two or more articles, it is important to investigate the reasons for these similarities and take appropriate measures. The first consideration is the extent of the repeated use of text. Repeating a few sentences is clearly different from copying entire paragraphs, and a large amount of repetition in the methods section is more justified than in the results section. If the self-plagiarism is minor, the author should be asked to rewrite the text and provide references to the original source if they are not available. A significant amount of self-plagiarism should be grounds for rejecting the publication.

Cheating damages the University's image, as well as the entire society, and destroys the moral and ethical values of an individual.

Cheating occurs when a student:

- obtains or provides unauthorized access to examination materials;

- uses cheat sheets, mobile phones, books, calculators, or other materials/devices during an examination without the instructor's permission;
- copies from another student's examination sheet with or without permission, or allows another student to copy from their examination sheet;
- interferes with or obstructs the work of other students during the completion of assignments;
- provides a false reason for requesting an extension of the exam or written assignment deadline;
- continues to complete the assignment after the exam time has expired;
- talks or makes noise during the exam;
- asks another student to complete the exam or test assignment for them;
- performs any other action that gives the student an unfair advantage in an exam or any graded assignment;
- facilitates and assists in the performance of any of the above-described acts or organizes these actions.

Document falsification is a form of academic dishonesty that deliberately misrepresents information about an academic.

Document falsification occurs when an academic:

- submits a forged application, financial aid application or any other official documents submitted to the University;
 - submits a forged or false medical certificate for missed classes, exams, late-submitted assignments or for other reasons;
 - uses a forged or illegally altered student ID card;
- he or she falsifies academic records or other academic documents.

Obtaining an unfair advantage. The violation occurs in the following cases:

- 1) theft, copying, distribution, or otherwise gaining access to examination materials before such materials are disclosed by the instructor;
- 2) theft, destruction, damage, or concealment of library materials in order to prevent their use by other students;
- 3) accepting assistance from others in completing an academic assignment without obtaining permission;
- 4) retention, possession, use, or distribution of previously received examination materials in cases where these materials clearly indicate that they must be returned to the instructor after the examination is completed;
- 5) intentional obstruction or interference with the academic work of other students;
- 6) other actions taken to create or obtain an unfair academic advantage over the academic work of other students;
- 7) damage, destruction, or harm to the academic work of other students in order to reduce the academic performance of other students.

Double submission is the submission of the same work for evaluation more than once without the teacher's consent.

Impersonation is the act of pretending to be someone else in order to gain academic benefits during exams, tests, diagnostic tests, laboratory work, or other assignments.

Unauthorized access occurs when a student fraudulently gains access to confidential information, such as exam materials, test questions, and other materials, including through hacking.

Unauthorized data sharing. Violation of the Code of Conduct is the publication, distribution, or release of confidential information to third parties without prior agreement. Confidential information includes academic information, data, and documents that have been collected and stored under conditions of non-public access.

Providing assistance in violation of the rules of academic integrity is itself considered a violation of the principles of academic integrity and is subject to this Code. For example, this violation occurs when a student provides another student with a task that has already been completed in another class and allows them to duplicate parts of the task and submit it as their own.

Preparing work in a group with other students or other persons without special permission – any work is done independently, unless the teacher has allowed the student to work in a pair, group, etc.

This list of academic dishonesty violations is not exhaustive and may be updated. Academic misconduct includes any behavior that provides an unfair advantage to a student or affects the results of another student.

Bribery or attempted bribery of a teacher or responsible person by a student is the transfer of material benefits in exchange for actions taken in order to create or obtain an unfair academic advantage over the academic work of other students.

6. Responsibility for Violation of the Norms of Academic Integrity

6.1 Academic Violations and Disciplinary Actions of Category 1 (*minor*):

Disciplinary actions for violations of academic integrity in face-to-face and distance learning environments may arise due to inexperience or ignorance of academic principles, and are often not the result of dishonest intent on the part of the student who committed the violation:

- working in pairs with another student while completing small assignments, if working in pairs is not allowed;
- the absence of footnotes or proper references to sources in a small section of an assignment; the use of an idea or a general argument without reference to the cited text;
- erroneous omission of quotations without prior violations (the list of violations is not exhaustive).

Disciplinary penalties for academic violations of Category 1 may be: written reprimand; "0" zero points for the assignment; completion of an additional assignment. Disciplinary penalties of Category 1 may be recommended by the teacher/department. One or more points may be applied for a single violation.

6.2 Academic violations of Category 2 (*serious*):

- repeated violations of Category 1, regardless of whether disciplinary actions have been taken previously;
- direct quotation or paraphrasing to a moderate extent, without indicating the source;

- submission of work that is a copy or a significant part of another work, in order to meet the requirements of more than one class;
- use of data or explanatory materials for laboratory reports without properly indicating the sources or participants in the work;
- failure to comply with the procedure for indicating other persons who perform tasks or projects, for example, when providing assistance in research, statistical analysis, computer programming, data collection, and written work, if such assistance was an integral part of the task;
- copying from another student's exam sheet during the exam, talking or continuing to write after the exam time has expired (used only in face-to-face learning
 - using cheat sheets, mobile phones, computers, books, calculators, and other materials/devices during the exam without the teacher's/examiner's/proctor's permission (only applicable in face-to-face exams);
 - using cheat sheets, additional tabs, and using internet resources, additional mobile phones, books, and calculators during the exam (only applicable in electronic/distance exams);
 - facilitating cheating during the exam;
 - seeking assistance from third parties during the exam;
 - plagiarism in written works: essays, reports, and presentations;
 - plagiarism in the writing of bachelor's theses;
 - transfer of the personal login and password of the AIS to third parties, deletion or damage of published or backup materials, or other obstruction of other students' access to the material;
 - disruption of another student's work aimed at preventing the successful completion of the assignment.

6.3 Academic violations and disciplinary penalties of Category 3 (gross):

- 1) repeated violation of Category 2, regardless of whether disciplinary actions have been taken previously;
- 2) presenting another person's work as one's own in completing any academic assignment, exam, coursework, master's or doctoral thesis, research article, report, or any other written work;
- 3) falsifying or distorting data by providing fabricated or intentionally distorted materials;
- 4) falsification of the grade book or other documents with grades, theft/photographing of examination materials from a teacher or examiner, and purchase of stolen examination materials, including through the use of hacking;
- 5) substituting oneself with another person to take an examination or taking an examination for another person;
- 6) acquiring or distributing copies of examination materials from unauthorized sources before the examination period;
- 7) collusion between students before an exam in order to develop methods of unauthorized information exchange during the exam;
- 8) organizing or colluding to commit any of the actions listed in this section;

9) any other act of academic dishonesty that is considered to be of the highest severity by the committee.

Disciplinary actions for academic violations of Category 3:

Expulsion from the University within 5 (five) days of the decision.

6.4 Procedure for reviewing cases of academic dishonesty

6.4.1 Procedure for reviewing and applying disciplinary penalties of Category 1:

1) The teacher must meet with the student who committed the violation, with the mandatory participation of the department head or proctor and the group leader. If the violation is confirmed, an act of the identified violation is drawn up and signed by the teacher who identified the violation, the department head (proctor), the group leader, and the student who committed the violation. A written explanation from the student is attached to the act;

2) Refusal or evasion of providing a written explanation is not an obstacle to the application of disciplinary measures.

3) The teacher must send the act of the identified violation to the head of the department on the same day. The head of the department submits the issue to the department meeting, where the decision to apply disciplinary measures against the student is made or rejected, **no later than the next business day**. Next, all the original documents (*the department meeting protocol, the act of the identified violation, and the student's explanation*) are submitted to the DAPK **within 2 business days after the act of the identified violation** (*copies remain at the department*).

4) After a Category 1 disciplinary action is imposed, the student has 48 hours to appeal to the Chair of the Appeals Commission to challenge the disciplinary action.

6.4.2. Procedure for the consideration and application of disciplinary penalties of Category 2:

The teacher/proctor draws up an act of the identified violation and submits it to the Director of the Institute, the Director of the OR, the Director of the DAPK and the Vice-Rector for AD for consideration of cases of violations of the norms of academic integrity, after which a final decision on the imposition of disciplinary penalties is made.

In case of disagreement with the decision made, the student has the right to submit an application to the appeal commission no later than 48 hours with a request to re-examine his case.

After 48 hours have passed since the meeting of the commission, the commission secretary submits the commission's decision to the higher authority for the preparation of a Category 2 disciplinary order.

Copies of the order must be given to the student and the teacher/proctor.

6.4.3. Procedure for reviewing and applying disciplinary penalties of Category 3

The initiator of the act of identified violation must prepare the relevant materials and submit them to the Chairman of the Academic Integrity Violations Commission Category 3. The Commission must require a written explanation from the student.

The Commission may, if necessary, instruct the Compliance Service to conduct further investigation on the case.

Students who have violated the academic integrity must be informed about the consideration of the violation.

The Academic Integrity Violations Commission Category 3 is established by the order of the Vice-Rector for Academic Affairs of the University for one academic year, taking into account the summer semester.

The Category 3 Violation Commission reviews the violation within 25 (twenty-five) days and, after considering the submitted materials, recommends disciplinary action against those who have violated academic integrity. The decision is documented in a protocol.

6.4.4. Appeal

1) The Academic Integrity Appeals Committee (University-wide) is established to review cases of academic integrity violations by order of the Vice-Rector for Academic Affairs of the University for one academic year, taking into account the summer semester.

2) The Committee consists of the Chairman of the Academic Integrity Appeals Committee, five representatives of the University's departments and students (including administrative staff, faculty members, and students), two of whom are permanent members of the Committee, one of whom is a temporary member, and a committee secretary. (A member of the Appeals Board shall not have the right to vote in the case of a violation that he or she has previously reported. Therefore, in such cases, as well as in the absence of one of the permanent members, a temporary member of the Board shall be appointed). The Secretary of the Board shall have the right to vote, as well as the other members of the Appeals Board.

3) The Appeals Board shall set the dates for the consideration of cases of academic dishonesty and shall hold a meeting within 10 days after

6.4.5. Submitting appeals

1) Students have the right to appeal within 48 hours of the commission's decision on violations of Categories 1 and 2, and within 10 (ten) calendar days of the commission's decision on violations of Category 3.

2) The appeal must be submitted within 10 (ten) calendar days of the commission's decision on disciplinary action.

NOTE: An appeal can only be submitted if the student claims that:

1) There was no violation of academic integrity, or the violation described by the professor did not actually meet the definition of an act of academic integrity.

2) The violation of academic integrity mentioned in the submitted materials was indeed occurring, but the category of the violation was incorrectly identified.

3) The alleged violation of academic integrity was occurring, and the category of the violation was correctly identified, but the punishment assigned by the professor was not appropriate.

No other appeals submitted under any other sections

6.4.6. Review of appeals

1) Before the appeals are heard, the Chair of the Board reminds students that an appeal simply transfers the decision to the Board of Appeal as to whether or not there

has been a breach of academic integrity, what category of breach it should be classified as and what punishment should be appropriate for the Board of Appeal. Therefore, there is no guarantee that the student may receive the same or a less severe punishment. If the Appeals Board finds that a breach of academic integrity has occurred, and the breach should be classified as a higher category than the one previously determined, or that the breach deserves a more severe punishment, it is possible that the student's punishment will be increased.

2) Any dishonest actions committed during the appeal process will be considered additional breaches of academic integrity and will generally be classified as Category 2 breaches.

3) In the case of Category 1 and 2 violations, the Chair of the Board gives the students the opportunity to withdraw their appeal. If the student refuses to withdraw their appeal (or in the case of a Category 3 violation), the Chair of the Board begins the appeal hearing, after which the student cannot withdraw their decision.

4) The Appeal Board begins the hearing of the case. The Chair of the Commission asks the teacher or the initiator of the report to provide the reasons why they believe that a violation of academic integrity has occurred and why it should be classified as a category 1, 2, or 3 violation. The Commission may also request to review any evidence and ask additional questions to the teacher or initiator to clarify the circumstances.

5) The chairman of the committee will then ask the student about the reasons for submitting an application to the Appeals Committee. After that, the committee members may ask additional questions to either party or both parties.

6) After discussing the situation, the student and the teacher should leave the meeting room, and the committee members will discuss the situation and make a decision by voting.

7) In standard situations, the committee conducts three stages of voting as follows:

Stage 1 - is to decide whether there was a violation of the norms of academic integrity, declared by the teacher. (If the student does not deny the commission of an act of academic dishonesty, then the vote on this item is a formality and may not be held).

If the majority vote "no", the student and the teacher will be informed that no punishment is assigned, and the number of violations registered in the student's personal file will be reduced. Since this decision effectively reduces the punishment to zero, there is no need for a second round of voting, and the commission immediately proceeds to the third round of voting.

If the majority votes "yes," the commission immediately proceeds to the second round of voting.

2 Stage – is to decide whether to leave or change the original punishment (previously assigned). (If the student has not appealed the category of violation and the type of punishment, then this stage of voting may be skipped).

If the majority votes “to leave”, the student and the teacher will be informed of this decision and the record in the student’s personal file will remain the same.

If the majority votes “to change”, the commission will hold a discussion and vote on the appropriate punishment. (If necessary, the commission may increase the punishment at this stage).

In any case, the discussion and final vote on this item are held under the supervision of the chairman of the commission, and the results are reported to the student and the teacher. If necessary, the record in the student's personal file will be modified in accordance with the commission's decision.

Stage 3 is to decide whether there was a violation of academic integrity during the hearing itself.

If the majority votes "no," the case will be closed.

If the majority votes "yes," the professor and student will be notified of the committee's decision, and any dishonest actions or statements made during the appeal process will be recorded in the student's academic record as an additional violation of academic integrity, typically categorized as a Category 2 violation.

NOTE: Since violations of academic integrity during the appeal process are usually classified as category 2 violations, if a student commits additional violations of academic integrity during the appeal process, even if the original violation was classified as category 1, the student will be penalized by receiving a failing grade for the course.

If the appeal concerns a Category 2 violation, the Category 2 violation will be included in the total number of repeated violations that will be taken into account for further disciplinary measures.

As a member of the university community, every student must adhere to the following guidelines:

- 1) Be honest in all circumstances.
- 2) Act honestly towards others, maintain order, and avoid unfair advantages over other students through cheating or other means.
- 3) Prevent and avoid academic misconduct, and report any acts of misconduct you witness.
- 4) Understand the concept of plagiarism and take measures to avoid it. When using another person's words or ideas, even if you have paraphrased them, you must cite the source. If you are unsure whether you have used someone else's thoughts or ideas, you should consult the instructor who assigned the task.
- 5) Know the rule: "Ignorance is not an excuse." Those who violate academic integrity standards may face disciplinary consequences, including expulsion from the university.

7. Rights and obligations of students:

Students have the right to:

- to freely express their own opinions during the learning process;
- to defend themselves against unjustified accusations of violating this Code and provide evidence.
- Students are obliged to:
 - to familiarize themselves with the text of this Code and be aware of the consequences of violating it;

- to strictly adhere to the principles of academic integrity;
- to use the method of conveying someone else's speech and thoughts, indicating the author, title of the work, and page number.
- at the end of research work, essays, and written assignments, include a list of references used;
- use reliable and trustworthy sources of information;
- do not provide other students with your own completed assignments;
- respect and follow the fundamental principles regarding the use of intellectual property;
- follow ethical rules and principles in all types of work, both in oral and written forms, as well as in current and final assessments;
- not to use cheat sheets, mobile phones, electronic means of information and communication, etc. on exams.
- to be aware of the responsibility for violating the norms of academic integrity and to be ready for the fact that measures will be taken against the student within the framework of this Code;

8. Responsibility for violating the principles of academic integrity

8.1. The university's teaching staff and researchers are required to:

- 1) reflect in the syllabuses of disciplines and inform students about the forms of current and term control, assessment criteria;
- 2) use valid assessment methods;
- 3) be responsible for filling out the electronic journal, daily enter the results of current control of progress and attendance;
- 4) provide students with access to training tests, a list of written and oral examination questions (without answers), in order to prepare for exams;
- 5) inform students that their works are checked for plagiarism using appropriate software;
- 6) educate and support students in choosing reliable sources of knowledge in the discipline;
- 7) to teach methods of formatting footnotes, references, the list of used literature, borrowed words and ideas;
- 8) to teach methods of formatting project-based activities on paper, electronic, and digital media, indicating the authorship of all participants involved in the work;
- 9) to conduct explanatory work with students, prior to their completion of assessment activities, on issues of compliance with academic integrity;
- 10) to prevent any possibility of violation of the requirements established by this Code;
- 11) to keep strict records of each case of violation of this Code;
- 12) to inform the University administration (the Rector, Vice-Rectors), the institute administration (the Director, Deputy Director), and other legal representatives about each case of violation of the Code;

13) to promote the implementation of the principles of academic integrity in professional practice;

14) to create conditions for intellectual and moral education based on ethics and the continuous development of students;

15) to study regulatory documents on copyright protection in force both in the territory of the Republic of Kazakhstan and in the global community;

16) to attend seminars and practical classes on issues related to supporting academic integrity.

9. Rules of Academic Citation at the University

An required component of any academic work is academic citation. Academic papers provide references to sources from which materials or individual results are borrowed, or to ideas and conclusions on the basis of which the problems, tasks, and issues addressed in the work are developed. Such references make it possible to find the relevant sources, verify the accuracy of citations, and obtain the necessary information about these sources (their content, language, and volume).

The use of bibliographic references in academic works is mandatory and is applied in the following cases:

- when quoting fragments of text, formulas, tables, illustrations;
- when borrowing provisions, formulas, tables, illustrations, etc., not in the form of a direct quotation;
- when paraphrasing or reproducing fragments of another author's text in a non-verbatim manner;
- when analyzing the content of other publications within the text;
- when it is necessary to refer the reader to other publications in which the discussed material is presented in more detail.

The absence of a reference constitutes a violation of copyright, and an incorrectly formatted reference is regarded as a serious error. All sources listed in the list of used literature must be referenced in the text of the article.

The appearance of citations and references in the text that are not included in the reference list, and, conversely, the inclusion in the reference list of sources that are not cited in the text, constitutes a gross error.

When assessing the bibliographic apparatus of a work, attention is paid to the quality of the cited sources. The main requirements for the sources cited in a work are their authority and relevance to the research topic. The most authoritative sources of information for academic works are the latest scholarly articles and monographs (including foreign ones). When referring to such sources, attention should be paid to the academic qualifications of the authors, as well as to the authority of the journal in which the article is published.

Please note!

- If the same material is republished multiple times, reference should be made to its latest edition. Earlier editions may be cited only if they contain material not included in later editions.

- Citation of textbooks and reference publications in academic works should be limited. References to popular publications, as well as materials whose authorship

cannot be established, should be avoided, even if the information presented corresponds to the topic of the academic work.

- The quality and authority of a bibliographic source can be determined by its title, information about the author and the publication, as well as by the writing style and formatting of the text.

- It is not recommended to refer to materials posted on the Internet if they are available in traditional printed publications.

- Indicating a bibliographic reference in an academic work implies that the author has personally reviewed the source and can, if necessary, support an academic discussion (during the defense of the academic work) regarding its content.

- When using theoretical provisions, ideas, evidence, or research results of other authors in an academic work, it is necessary to provide references to the authors and sources of the cited information.

- When borrowing graphic materials (tables, diagrams, drawings, photographs, etc.), as well as experimental data (including primary raw materials) from works of other authors, a reference to the source of information is mandatory!

- In academic writing, there are cases when it is necessary to draw the reader's attention to a large body of literature sources, references to which cannot be fully presented in the work due to their large number. Such cases are separately stipulated in the text of the work; references are given to the most recent or most well-known works on the topic, and the reader is recommended, if desired, to independently review the remaining sources.

For proper formatting of references to works of other authors in an academic paper, the following rules and recommendations should be observed:

- 1) When referring to other authors, it is necessary to indicate not only the surname but also the initials of the author. This recommendation is often ignored in educational and academic literature; therefore, references without initials can be encountered. If, in a student paper, an author is cited from a secondary source in which the initials are not indicated, information about the author can be found in the reference list of the secondary source or in other sources (for example, on the Internet).

- 2) In academic texts, it is customary to place the initials of cited authors before the surname, not after it.

- 3) When providing references to other authors, attention should be paid to the gender of the cited author and the correct grammatical inflection of the surname (even in educational publications, errors related to incorrect use of surnames are often encountered).

- 4) When quoting, ensure that the cited author has not been confused with a well-known namesake and that a researcher who has changed their surname or adopted a pseudonym has not been cited twice.

- 5) Most often, errors occur when mentioning women scholars whose surnames and initials do not allow one to determine their gender.

- 6) In academic works, the most common type of citation is indirect citation, or paraphrasing.

Paraphrasing is the retelling of a quotation (usually a small fragment) in one's own words with a mandatory reference to the source of citation. When presenting

information in one's own words, distortion of the original meaning of the text is not permitted.

Text without a reference to the source or verbatim copying without quotation marks constitutes plagiarism.

The use of paraphrasing in academic work is indispensable in the following cases:

- original quotations are excessively long for direct citation;
- it is necessary to present generalized information while simultaneously referring to several sources;
- it is necessary to briefly present the content of a theoretical concept or the procedure and results of research referenced in the work.

Paraphrasing is also recommended when citing works in a foreign language if the student is not confident in the quality of a verbatim translation.

To support one's own arguments with reference to an authoritative source or for critical analysis of a particular publication, quotations should be used. Academic etiquette requires accurate reproduction of the quoted text, since even the slightest reduction of the cited passage may distort the meaning intended by the author.

General requirements for citation

1) The text of the quotation is enclosed in quotation marks and is given in the grammatical form in which it appears in the source, preserving the features of the author's original writing.

2) Citation must be complete, without arbitrary сокращения of the quoted text and without distortion of the author's ideas.

3) Each quotation must be accompanied by a reference to the source, the bibliographic description of which is provided in accordance with the requirements for formatting the list of used sources.

Please note!

- It is not recommended to begin paragraphs with a quotation or to place one quotation immediately after another.

- Quotations whose authorship cannot be verified or that contain generally accepted or trivial statements should be avoided.

Thus, when preparing academic works, it is recommended to refer to primary sources of information (monographs, scholarly articles, dissertations, etc.). The use of secondary sources is justified only at the stage of familiarization with the research problem and determination of the basic conceptual and categorical framework of the work.

When citing information from secondary sources, authors most often make two gross errors:

- they cite information as if they had found it themselves in the primary source (while the existence of the secondary source is concealed, and bibliographic data of the primary source are copied into the student work);

- they cite information as if it belonged to the author of the secondary source (in this case, on the contrary, the existence of the primary source is concealed, and bibliographic data of the secondary source are indicated in the work).

Both of these errors are equally unacceptable in academic work. Such citation leads to distortion of scientific facts and appropriation of the results of others' labor. In order

to avoid repeating these errors in one's work, carefully familiarize yourself with the rules for citing secondary sources.

All quotations used in an academic work must be independently verified against the primary sources. When referring to information that is fundamentally important for the work, it is also advisable to verify this information using the primary source, even if it is not a verbatim quotation. Such verification will help avoid duplication of possible errors made by other authors when citing the primary source and will allow the student to ensure the correctness of understanding the original author's position and the accuracy of interpretation of the quoted words.

Independent familiarization with cited texts is also a fundamental requirement of academic ethics: only those texts with which the author is personally familiar may be cited as first-order quotations. Otherwise, such citation is considered plagiarism (by not referring to the secondary source of the quotation, the author thereby appropriates the result of another person's research and analytical work).

Cases in which it is impossible to indicate the primary source:

- the primary source has been irretrievably lost;
- the primary source is unavailable or difficult to access for объективным reasons (for example, it is located in closed libraries or archives);
- the quoted text became known through a record of the author's words in the memoirs of another person;
- the primary source is written in a rare language unavailable for translation by the author of the work;
- the quotation was found as a result of archival or literary research conducted by the author of the secondary source (for example, a successful excerpt from a classical literary work was selected).

If, in such a case, a student independently finds the quotation using the specified bibliographic data and cites it without reference to the secondary source, an erroneous impression may be created of independently conducted archival or literary research. The quotation is provided as an illustration of the argumentation system of the author who cited it (in this case, interest lies not so much in the quotation itself as in its use within the analyzed text).

Please note!

- When citing a text from a secondary source, you must cite not only the source of the original text but also the source from which the quotation is taken.

- Therefore, it is recommended to mention the source of the original text and the source from which it was taken in the introductory words to the cited quotation. In the list of references, a reference should be given to the secondary source in which the quotation was found.

- The presence of references to the works of foreign authors in a scientific paper demonstrates the level of theoretical development of the problem and attests to the authors' research activity. In most cases, the use of foreign sources is a mandatory requirement for modern scientific work.

Mentioning Foreign Surnames and Initials

The surnames of foreign authors are given in the language in which the scientific paper is written. The original spelling of the surname and initials is given in parentheses. If the work cites a well-known foreign author in Russian science, additional spelling of the original name is not required.

To correctly use the surnames and initials of foreign authors, it is important to verify the tradition of translating them into Russian by referring to Russian-language publications on related topics. If the authors' surnames have not previously been mentioned in Russian-language sources, the author's transliteration of the surname and initials should be provided, preferably in accordance with the rules for transliterating foreign surnames.

Please note!

In the list of references, the titles of foreign publications, the surnames, initials of the authors, and other bibliographic information are provided in the original language.

Citing Foreign Terms

Foreign terms cited in a scientific paper are translated into the language of the work. When translating foreign terms, you should first check the tradition of translating them in Russian-language publications. If a translation is not found or appears inaccurate to the author, they may offer their own translation (be sure to mention the tradition of translating this term in Russian-language studies and substantiate their translation).

If specialized terms are not generally known or are being translated by the author for the first time, it is recommended to provide their original spelling in parentheses next to the translation.

Citing Excerpts from Foreign Sources

When citing excerpts from foreign sources, citations should be provided in the language of the main text of the work, as translated by the author. If the author is unsure of the accuracy of the translation, paraphrasing is recommended.

When translating and citing foreign scientific works, the use of standard electronic translation tools is strongly discouraged. If any disputes arise when translating names and terms, seek assistance from your supervisor or foreign language teacher.

Self-Citation

If the work relies on the author's earlier research, the results of which have been published, references to these works must be provided. Citing your own works and listing them in your reference list is a common practice. This helps avoid plagiarism and duplication of previously published information, and also directs interested readers to the author's other works.

Self-citation, like citations of other authors, must be justified and consistent with the topic and objectives of the research paper.

Citing Legislative and Departmental Acts

Legislative and departmental acts are cited from official publications; citing secondary sources is not recommended.

When citing legislative and departmental acts, ensure that the citation is based on the latest updates at the time of writing. Sometimes, expert advice is required to correctly cite such publications.

Citing Works of Fiction

Citing classic works of fiction is carried out from the most authoritative editions of Collected Works and Complete Works, in which the scholarly publication of the works was made. If necessary due to the subject matter of the written work (for example, if the author has changed the text of the work from edition to edition, and not all text versions are included in the Collected Works), the first (lifetime) publications of such works may be used.

Text Changes, Comments, and Abbreviations in Quotes

Despite the strict rule of maintaining verbatim accuracy when quoting fragments of another's text, in some cases, changing the text of a quotation is permitted.

Cases in Which Changing the Text of a Quote is Permitted

- When modernizing the spelling and punctuation of texts published before the early 20th century.

- When expanding abbreviated words in a text into full words. In this case, the part of the word supplemented by the author of the work is enclosed in square brackets. Expanding is only advisable if the reader's understanding of the quotation may be impaired.

- When changing the case of words in a quotation if the quotation is subordinate to the syntactic structure of the phrase in which they are included.

- When identifying typos and errors found in the text of the cited document. In this case, typos and errors made by the author of the quotation are not corrected, but a question mark in parentheses is placed after the error.

9. Final Provisions

Amendments and additions to this Code are made by decision of the Academic Council of the University and may be revised at least once every three years or in the event of changes in legislation and internal procedures.