

Code of Honor for Professors, Lecturers, and Employees of «ALT University named after M. Tynyshpaev» JSC

1. General Provisions

1.1. Code of Honor for Faculty and Staff (hereinafter referred to as the Code) of JSC “ALT University named after M. Tynyshpaev” (hereinafter referred to as the University) is a document that defines the set of norms of professional ethics, academic integrity, as well as rules and principles of conduct for faculty and staff of the University.

1.2. The main goal of implementing all the provisions of this Code is to strengthen the corporate culture of the university community and enhance the authority of the University's faculty and staff.

1.3. The Code contains rules and standards of conduct that apply to all members of the University community, regardless of their position, status, or location, both inside and outside the University.

1.4. Each faculty member and employee of the University, by strictly adhering to the provisions of this Code, contributes to strengthening its image and business reputation.

1.5. Within three days of starting work at the University, faculty members (hereinafter referred to as “faculty”) and employees must be familiarized with the text of this Code in writing by their immediate supervisor in the structural unit.

1.6. 1. This Code has been developed in accordance with the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan dated November 23, 2015, “On Public Service of the Republic of Kazakhstan,” dated November 18, 2015, “On Combating Corruption,” and the University's Anti-Corruption Policy, which is based on the requirements of the international standard ISO 37001.

2. Basic principles and corporate values

2.1 In their activities, teachers and employees of the University must be guided by the following moral and ethical principles:

- be guided by this Code;
- make decisions exclusively in the interests of students, the community, and society as a whole;
- refrain from actions that could discredit themselves, their colleagues, and the university community;
- perform their teaching and professional duties conscientiously and to a high standard;
- counteract manifestations of corruption at the University and prevent corruption offenses;
- if they have information about a corruption offence, immediately inform their superior, the University management, and the compliance officer of the Compliance Service in writing;

- take measures to prevent and resolve conflicts of interest;
- strive to find and use the most effective, efficient, and transparent ways to perform their duties;
 - not require subordinates to perform tasks that go beyond their official powers;
 - not accept any benefits or advantages for themselves or their family members by using their official powers;
 - avoid abuse of official position, self-interest or other personal interests;
 - not allow actions that could be construed as bribery or corruption;
 - not allow favouritism or connivance in the service;
 - not allow protectionism or nepotism in recruitment and promotion at work/in the service;
 - not to give undue preference to individuals, legal entities or colleagues when preparing and making decisions;
 - to observe labour discipline and promptly carry out orders and instructions from superiors;
 - not to disclose official information, including via messengers and social networks;
 - respect the traditions, customs and languages of all peoples living in Kazakhstan;
 - not use the services of subordinates, students, etc. for personal gain in connection with the performance of official duties;
 - observe business etiquette and rules of official conduct with colleagues and students;
 - comply with standards of conduct outside working hours, not to allow cases of antisocial behaviour;
 - not to demonstrate their religious beliefs in the workplace, or to compel subordinates to participate in the activities of illegal public formations and religious associations, other non-profit organisations;
 - maintain a formal, restrained and neat appearance;
 - take measures to refute any unfounded public accusations of corruption;
 - comply with standards of conduct related to public speaking;
 - continuously improve their professional knowledge;
 - prevent negative manifestations, corruption and bribery, guided by considerations of personal gain;
 - promote academic integrity and responsibility, preserve and develop the best university traditions, national and universal values;
 - set a personal example to help create a stable and positive moral and psychological environment in the team;
 - prevent and suppress violations of this Code by other employees;
 - treat the University's property with care and use it effectively;

3. Relationships between teachers and employees of the University and students

3.1 In their relationships with students, teachers and employees of the University must:

- respect the rights, honour and dignity of individuals regardless of age, gender, nationality, religion, citizenship, origin, social status or any other circumstances;
- provide moral, psychological and advisory assistance to every student who needs it;
- always remember their duty as teachers and moral educators;
- promote the strengthening of students' trust in the state education system;
- prevent financial and other extortion of students, and make efforts to suppress such actions on the part of their colleagues;
- not give cause for justified criticism from students and society through their actions, be tolerant of them, and use constructive criticism to eliminate shortcomings and improve their professional activities;
- not to allow rude and inhumane treatment of students, humiliation of their human dignity, as well as any manifestations of superiority or expression of preference or dislike towards any of the students on the part of the University teacher;
- In the event of a conflict of interest between a student, lecturer and university, or between a student and their family, etc., the university lecturer must give preference to the interests of the student, unless this causes direct harm to the student themselves or those around them.

3.2 Responsibility of staff, lecturers and researchers for implementing ethical principles of academic integrity:

Teaching staff, researchers and university employees are responsible for identifying and preventing academic dishonesty. Participants in the educational process must remember that they bear moral responsibility for violating the principles of academic integrity.

3.3 Teaching staff, researchers and university employees are obliged to:

- inform students about the assessment policy of the department/discipline;
- explain the University's anti-corruption policy;
- include information about the forms of ongoing and periodic assessment and assessment criteria in the course syllabus and bring this information to the attention of students;
- use valid assessment methods;
- provide students with access to practice tests and a list of written and oral exam questions to help them prepare for exams;
- inform students that their work is checked for plagiarism using appropriate software;
- train and support students in selecting reliable and trustworthy sources;
- teach methods of formatting footnotes, references, and lists of used literature; during classes and meetings, pay attention to methods of formatting other people's words and thoughts;
- teach methods of formatting project activities on paper, electronic, and digital media, indicating the authorship of all participants in the work performed;

- conduct explanatory work with students before they take tests on issues of academic integrity;
- promote the implementation of the principles of academic integrity in their work;
- create conditions for intellectual and moral education based on ethics and the continuous development of students;
- study regulatory documents on copyright protection, both in the Republic of Kazakhstan and in the international community;
- attend seminars and practical classes on issues related to the promotion of academic integrity.

4. Relationships between colleagues

4.1 Relationships between teaching staff and employees of the University should be based on mutual respect and trust, and should be characterised by consideration for the interests of students.

4.2 In their relationships with colleagues, teachers and employees of the University should be honest, fair, friendly, decent, correct, polite, and should respect their knowledge and experience, and be ready to share their experience and knowledge with them selflessly.

4.3 The moral right to lead other employees requires a high level of professional competence and high moral standards. Criticism of colleagues must be reasoned and non-offensive. Criticism should be directed at professional actions, not the personality of colleagues. Attempts to strengthen one's own authority by discrediting colleagues are unacceptable. Teachers and employees of the University do not have the right to make negative statements about their colleagues and their work in the presence of students and their relatives.

5. Unacceptable actions by teachers and employees of the University

5.1 Teachers or employees of the University who abuse their status, knowledge, and position are not permitted to:

- use their knowledge and opportunities for inhumane purposes;
- apply administrative and legal measures or refuse to apply them without sufficient grounds;
- use non-standard methods of influence on a colleague or student for the purpose of punishment, as well as in the interests of third parties;
- impose their philosophical, religious and political views on a colleague or student;
- cause psychological, moral or material damage to a colleague or student, either intentionally or through negligence, and be indifferent to the actions of third parties causing such damage.
- delete or damage developed, published or backup materials of the department, prevent other persons from accessing the material;
- falsify or distort data by providing fabricated or deliberately distorted materials;

- falsify grade sheets or other documents, sell/provide examination materials without the permission of the head of the department/deputy head of the department.

5.2 Personal prejudices of a teacher or University employee and other unprofessional motives should not influence teaching and education.

5.3 Gifts from colleagues, students and to colleagues and students are not permitted. Gifts should not be given or accepted in exchange for services. Receiving gifts in the form of cash or valuable gifts is prohibited.

5.4 University teachers and employees do not have the right to take advantage of their position or the emotional state of a colleague or student to enter into property transactions with them, use their labour for personal gain, or engage in extortion or bribery.

5.5 In the course of their activities, teachers and employees of the University are not entitled to provide any inaccurate, incomplete or distorted information to other colleagues or students.

5.6 University lecturers and employees must refuse to cooperate with any individual or legal entity if it requires them to act in a manner that contravenes the legislation of the Republic of Kazakhstan, ethical principles or professional duty.

5.7 University lecturers and employees must not allow violations of scientific ethics:

- Plagiarism is the appropriation of someone else's ideas, works, research results or texts without obtaining permission from their authors, most often the publication of someone else's work under one's own name, as well as the borrowing of fragments of someone else's works without indicating the source of the borrowing.

- Self-plagiarism - the author republishing significant portions of their own work that are identical (or very similar) in form and content without indicating that they have already been published.

- Fabrication of data - falsification of data or research results with their subsequent publication.

- Falsification of data - manipulation of materials, equipment or processes used in research, as well as alteration or concealment of data or research results, leading to their distortion.

If a colleague or student discovers evidence of plagiarism, fabrication or falsification of data, the University employee is obliged to immediately inform their supervisor.

6. Scope of the Code, liability for violations, procedure for revision

6.1. This Code applies within the University and is binding on all University teaching staff and employees.

6.2. The degree of responsibility for violating professional ethics is determined by the Ethics Council. If a violation of moral and ethical norms also affects legal norms, University faculty and staff are liable in accordance with the legislation of the Republic of Kazakhstan.

6.3. Teaching staff and other employees of the University shall be liable for improper performance of their duties in accordance with the current legislation of the Republic of Kazakhstan.

6.4. The Ethics Council shall review and interpret individual provisions of this Code, taking into account proposals received from teaching staff, employees and students of the University.

6.5. The University expects that employees and students of the University who have reason to believe that this Code has been violated will immediately report to their immediate supervisors or the Compliance Officer of the Compliance Service about persons who have violated or have the potential to violate this Code.

6.6. In cases of doubt or uncertainty regarding the provisions of this Code, you should seek advice from your supervisor, curator or the Compliance Officer of the Compliance Service for accurate guidance.

6.7. The University guarantees that no subject of these relationships will be held liable or suffer any other adverse consequences at the initiative of the University in connection with compliance with the requirements of this Code or reporting violations of this Code to the University.