

# WOOSONG UNIVERSITY KAZAKHSTAN

## ACADEMIC INTEGRITY REGULATION

Enacted: April 8, 2026

Responsible Department: Academic Affairs Office

### Chapter 1. General Provisions

#### Article 1 (Purpose)

The purpose of this Regulation is to establish the standards of academic honesty, ethical conduct, and integrity expected of all students, faculty, and academic staff at Woosong University Kazakhstan (hereinafter referred to as “the University”), and to define violations and disciplinary actions related thereto.

#### Article 2 (Scope of Application)

1. This Regulation shall apply to all students enrolled in undergraduate, graduate, certificate, and exchange programs of the University.
2. This Regulation shall apply to all academic activities including coursework, examinations, assignments, projects, internships, research, theses, dissertations, and all forms of academic submissions.

#### Article 3 (Definition of Academic Integrity)

Academic Integrity refers to the commitment to honesty, trust, fairness, respect, responsibility, and courage in all academic activities.

### Chapter 2. Academic Integrity Violations

#### Article 4 (Plagiarism)

Plagiarism shall mean presenting another person’s work, ideas, or expressions as one’s own without proper acknowledgment.

- ① Copying text, data, images, charts, or ideas from books, journals, websites, or other sources without citation;
- ② Submitting another person’s assignment, report, paper, or project as one’s own;
- ③ Purchasing or obtaining academic work from third parties;
- ④ Paraphrasing another source without proper citation;
- ⑤ Using machine translation, paraphrasing tools, or artificial intelligence-generated content without disclosure or authorization where prohibited.

#### Article 5 (Cheating)

Cheating shall mean using unauthorized materials, information, assistance, or methods in

academic evaluations.

1. Using unauthorized notes, books, electronic devices, or communication tools during examinations;
2. Copying answers from another student during examinations;
3. Communicating with others during examinations without permission;
4. Accessing examination materials prior to official release;
5. Having another individual complete academic work or examinations on one's behalf.

### **Article 6 (Unauthorized Collaboration)**

Unauthorized Collaboration shall mean cooperating with others on academic work intended to be completed individually.

1. Completing individual assignments jointly without instructor approval;
2. Sharing answers or completed assignments for copying;
3. Dividing assignment tasks among students when individual submission is required.

### **Article 7 (Fabrication and Falsification)**

Fabrication and Falsification shall mean creating, altering, or misrepresenting academic or official information.

1. Inventing or falsifying research, laboratory, or survey data;
2. Altering academic records, grades, transcripts, or attendance records;
3. Submitting forged medical certificates or supporting documents;
4. Misrepresenting internship, practicum, or participation records.

### **Article 8 (Duplicate Submission / Self-Plagiarism)**

Duplicate Submission shall mean submitting substantially the same academic work for more than one course or requirement without prior approval.

### **Article 9 (Facilitation of Academic Dishonesty)**

Facilitation shall mean assisting another person in committing academic misconduct.

1. Providing academic work for copying;
2. Sharing examination questions or answers;
3. Uploading restricted academic materials to unauthorized platforms;
4. Assisting another person in impersonation or cheating.

## **Chapter 3. Reporting and Investigation**

### **Article 10 (Reporting of Violations)**

1. Any faculty member, staff member, or student may report suspected academic integrity

violations to the Academic Affairs Office.

2. Reports shall include sufficient evidence and documentation supporting the allegation.

### **Article 11 (Investigation Procedure)**

1. The Academic Integrity Committee shall investigate reported violations.

2. The accused student shall be given the opportunity to present explanation and evidence.

3. Investigations shall be conducted fairly, impartially, and confidentially.

## **Chapter 4. Disciplinary Measures**

### **Article 12 (Sanctions)**

Students found responsible for violating this Regulation may be subject to one or more of the following sanctions:

1. Written Warning;

2. Resubmission of Assignment;

3. Grade Reduction;

4. Zero Score on Assignment or Examination;

5. Failure of Course;

6. Academic Probation;

7. Suspension;

8. Expulsion.

### **Article 13 (Determination of Sanctions)**

Sanctions shall be determined based on:

1. Severity of the violation;

2. Intent of the student;

3. Prior misconduct history;

4. Academic impact of the misconduct.

## **Chapter 5. Appeals**

### **Article 14 (Appeal Process)**

1. A student may appeal disciplinary decisions within fourteen (14) calendar days of notification.

2. Appeals shall be submitted in writing to the Academic Appeals Committee.

3. The decision of the Appeals Committee shall be final.

Supplementary Provisions

### **Article 15 (Effective Date)**

This Regulation shall enter into force on the date approved by the University Board.

**Article 16 (Administration)**

Matters not specified herein shall follow the academic policies and decisions of Woosong University Kazakhstan.

**Appendix 1. Student Academic Integrity Declaration**

“I hereby affirm that this work is my own and has been completed in accordance with the Academic Integrity Regulation of Woosong University Kazakhstan.”