

ACADEMIC INTEGRITY POLICY

Reference Number: RGR - 007

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All UCA Students and Faculty
Responsible Office:	Registrar's Office
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: The Academic Integrity Policy is established to ensure intellectual honesty, ethical conduct, and academic integrity in all academic activities, ensuring the credibility and reputation of the University of Central Asia (UCA). This policy outlines the responsibilities of students and faculty in maintaining academic integrity and defines the consequences of academic misconduct.

TABLE OF CONTENTS

1.	POLICY STATEMENT	2
2.	PURPOSE	2
3.	SCOPE	2
4.	DEFINITIONS	2
5.	POLICY	3
5.1.	Academic Misconduct	3
5.2.	Use of Generative Artificial Intelligence Tools.....	3
5.3.	Plagiarism Detection Software	4
5.4.	Disciplinary Procedures	4
6.	ROLES AND RESPONSIBILITIES	5
7.	EXAMINATION PROCEDURES	6
8.	APPEALS.....	6

9. CONTACT INFORMATION	6
10. REVIEW HISTORY	6
Annex A.....	7
UCA Committee on Academic Integrity, Terms of Reference	7
Annex B.....	8
EXAMINATION PROCEDURES.....	8
ANNEX C.....	10
Appeals Committee, Terms of Reference	10

1. POLICY STATEMENT

- 1.1. This policy sets the standards for maintaining academic integrity, within programmes of teaching and learning, at UCA and establishes the framework within which academic work must be completed with honesty, avoiding misconduct such as plagiarism, cheating, and other dishonest practices. The UCA Research Policy, addresses the issue of academic integrity with respect to research and research-related activities at UCA.

2. PURPOSE

- 2.1. The purpose of this policy is to promote a culture of academic honesty and ethical behaviour at UCA by:
 - 2.1.1. Outlining the principles of academic integrity.
 - 2.1.2. Defining unacceptable academic conduct.
 - 2.1.3. Establishing the procedures for handling breaches of academic integrity.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This policy applies to the activities of all students, faculty, and academic staff within UCA's programmes of teaching and learning. It governs all forms of academic work, including assignments, reports, examinations, research, and any other scholarly activities.

4. DEFINITIONS

- 4.1. Academic Integrity. Intellectual honesty in the process of acquiring and extending knowledge.
- 4.2. Academic Work. An oral or written assignment, laboratory work report, presentation, academic paper, essay, project work, group work, test, examination, research output, or thesis.
- 4.3. Academic Misconduct. Action that results in unearned academic credit or advantage. The action can be conducted knowingly or unknowingly.
- 4.4. Faculty. This term refers to any individual academic engaged in teaching and learning activity, including those affiliated with SAS, SPCE or GSD.

5. POLICY

5.1. Academic Misconduct

UCA requires all students and faculty to uphold the highest standards of academic integrity. The following actions are considered breaches of academic integrity:

- 5.1.1. Unauthorized collaboration on academic work with other individuals, including students, on completing assignments.
- 5.1.2. Submitting the same, or substantially the same, academic work for more than one course without prior written approval of the faculty.
- 5.1.3. Plagiarizing, i.e. using another person's ideas, words, or AI-generated content without proper acknowledgment or attribution. This includes presenting AI-assisted or AI-generated text, images, code, or other media as one's own original work without indicating the use of AI tools.
- 5.1.4. Using aids such as notes, books, pencil cases, cell phones, calculators and other such items or tools during examinations or in-class assessments, unless permitted.
- 5.1.5. Submitting false or altered documents.
- 5.1.6. Submitting false information or medical documentation to gain a postponement, advantage, or leave from the mandatory session(s) and/or deferral for academic work.
- 5.1.7. Providing a false signature on any document related to attendance or the submission of academic work, where the signature is used as proof of authenticity or participation in the academic assessment.
- 5.1.8. Misrepresenting academic credentials from other institutions or submitting false information to gain admission or credits.
- 5.1.9. Misrepresenting registration/participation in a conference, seminar, symposium, etc.
- 5.1.10. Procuring and/or distributing without authorization an examination, a test or course materials that are in the process of being prepared or have been stored.
- 5.1.11. Achieving an advantage by altering a grade or using altered course materials to have a course grade changed.
- 5.1.12. Stealing, destroying, or tampering with another student's work.
- 5.1.13. Forging, altering, or fabricating UCA documents, including but not limited to transcripts, letters of reference, or other official documents.
- 5.1.14. Impersonating another student either in person or electronically for academic assessment.
- 5.1.15. Assisting another student in the commission of academic misconduct.
- 5.1.16. Committing research misconduct, including but not limited to misinterpreting or falsifying research data and abusing confidentiality.

5.2. Use of Generative Artificial Intelligence Tools

- 5.2.1. Generative Artificial Intelligence refers to a class of artificial intelligence systems that can generate content, such as text, images, audio, and video, by learning patterns from existing data.
- 5.2.2. UCA recognizes that Generative AI, as an emerging disruptive technology, is already impacting and will continue to transform various aspects of life. Consequently, the University emphasizes that Generative AI literacy and the

ability to effectively utilize this technology are essential for the professional success of UCA students, UCA Faculty and the development of leading-edge learning and teaching programmes. The University academic community will be guided by ethical considerations, including fairness, accountability, and transparency, in all uses of AI tools.

- 5.2.3. Instructors are encouraged to evaluate the impact of Generative AI on their courses, ensuring alignment with learning outcomes and adjusting assessments as necessary. Instructors must clearly communicate their expectations about AI tool usage in the syllabus and discuss its potential epistemic effects.
- 5.2.4. Students must follow the syllabus guidelines on AI usage. Students who are uncertain about the appropriateness of using AI tools should consult their course instructor.
- 5.2.5. Unauthorized use of Generative AI in assignments, including failing to acknowledge AI-generated content, constitutes an academic integrity violation and will be treated as plagiarism.
- 5.2.6. Instructors should report suspected academic misconduct involving Generative AI to the Academic Integrity Committee, acknowledging the evolving nature of AI technology.

5.3. Plagiarism Detection Software

- 5.3.1. The University and its faculty expect that all students will be evaluated and graded on their own individual work.
- 5.3.2. The University, through the availability of plagiarism detection software desires to encourage responsible student behaviour, deter plagiarism, improve student learning, and ensure greater accountability amongst students.
- 5.3.3. Plagiarism detection software uses proprietary search technology to check assignments against Internet resources, proprietary databases and previously submitted student assignments.
- 5.3.4. Faculty who wish to use plagiarism detection software in their course(s) must comply with the requirements set out in this Policy.
- 5.3.5. “Use” is defined as members of faculty submitting students’ assignments to plagiarism-detection software themselves and/or faculty members requiring students to submit their papers to plagiarism-detection software before papers are graded.
- 5.3.6. Where the results of a plagiarism detection software originality report may be used to charge a student with academic misconduct, the student shall be notified of the result of the report, and the student shall be given an opportunity to respond before any disciplinary penalty is imposed. The date, time, and results of such a meeting shall be documented.
- 5.3.7. Though AI-detection tools are available, their accuracy is not guaranteed. These tools may produce false positives or miss AI-generated content entirely. Faculty are encouraged to take this into consideration while designing course assessment strategies.

5.4. Disciplinary Procedures

- 5.4.1. Any breach of this Policy shall be reported to the Academic Integrity Committee.

- 5.4.2. If the faculty of the course are given the authority to process a case of academic misconduct and give failing scores on tests or assignments where a student has determined that academic misconduct has taken place, the faculty of the course shall have a responsibility to document all the actions taken and submit the documentation to the University Registrar. It is the responsibility of the University Registrar to ensure that any such penalty has been fairly and appropriately applied.
- 5.4.3. When a student is found to have breached items 5.1.1 – 5.1.16 of the University's Academic Integrity Policy, the following penalties may be applied independently or in combination with any single violation.
 - 5.4.3.1. A reduction of the grades or rating on the piece(s) of academic work.
 - 5.4.3.2. A zero grade for academic work.
 - 5.4.3.3. A reduction of the overall course grade.
 - 5.4.3.4. A failing mark for the course.
 - 5.4.3.5. Disciplinary probation for one or two semesters.
 - 5.4.3.6. Cancellation of admission and /or enrolment at the University.
 - 5.4.3.7. Suspension from the University, with a transcript notation.
 - 5.4.3.8. Dismissal from the University, with a transcript notation.
 - 5.4.3.9. Any other penalties as may be deemed appropriate for the circumstances, with a transcript notation.
- 5.4.4. Decisions 5.3.3.1 – 5.3.3.4 shall be made by the Course Instructor.
- 5.4.5. Decisions outlined in sections 5.3.3.5 – 5.3.3.9 shall be made by the Rector, following the recommendations of the Deans of the School who take into account the recommendation of the Committee on Academic Integrity. The Rector reserves the right to form a panel to explore the case further.
- 5.4.6. While under investigation, a student shall be allowed to continue the course unless the Committee on Academic Integrity recommends otherwise.
- 5.4.7. A letter (or email) reporting the decision regarding academic misconduct shall be sent to the student by the Dean, drafted by the Chair of the Academic Integrity Committee.

6. ROLES AND RESPONSIBILITIES

- 6.1. All members of UCA Schools (students, faculty, and academics) are responsible for maintaining academic integrity in teaching, learning, and research activities.
- 6.2. The Deans of respective schools and University Registrar are responsible for developing and updating policies and procedures relating to academic integrity based on the recommendations made by the Academic Council.
- 6.3. Faculty are responsible for using educational strategies encouraging students to understand and practice academic integrity. These shall include:
 - 6.3.1. Clearly stating the expectations of academic integrity at the beginning of the course, including referencing sources of information.
 - 6.3.2. Periodically reminding the students about the importance of maintaining academic integrity.
 - 6.3.3. Developing new assignments, tests, and examinations.
- 6.4. The Committee on Academic Integrity is responsible for addressing and processing

cases of misconduct. The Committee recommends to the Academic Council revisions to this Policy. The Terms of Reference for the Committee on Academic Integrity are outlined in Annex A.

- 6.5. Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work, including but not limited to:
 - 6.5.1. Referencing sources of information and following proper methods for collaborating on academic work.
 - 6.5.2. Adhering to the principles of academic integrity when engaging in academic work.
 - 6.5.3. Familiarizing themselves with the definitions of breaches of academic integrity in this Policy.
 - 6.5.4. Understanding the consequences of not demonstrating academic integrity.

7. EXAMINATION PROCEDURES

The examination procedures are described in Annex B of this Policy.

8. APPEALS

- 8.1. Any appeal against the decision of the Academic Integrity Committee should be made within ten (10) working days of the date of the letter notifying the student of the decision. Failure to submit the appeal within this time limit will render the original decision final and conclusive.
- 8.2. Students should clearly state the reason for the appeal in writing. Typically, only appeals relating to process and procedure (rather than academic judgement) are likely to be successful.
- 8.3. An appeal may only be made by the student. Appeals received from parties other than the student shall not be considered.
- 8.4. Any appeal against decisions made by the faculty should be made to the Academic Integrity Committee whereas appeals against decisions by the Academic Integrity Committee must be considered by the Appeals Committee. Such appeals must be addressed to the University Registrar who shall forward the matter to the Dean.
- 8.5. Upon receipt of an appeal, the Dean of the School or their delegate will convene and refer the matter to an Appeals Committee for investigation and review. The Terms of Reference for the Appeals Committee are outlined in Appendix C.

9. CONTACT INFORMATION

Contact information of the responsible office (department/unit/school).

10. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				

2				

Annex A

UCA Committee on Academic Integrity, Terms of Reference

1. General Terms

- 1.1. Each School, will establish a standing Committee on Academic Integrity, comprising five members: a Chair, two faculty or research staff members (in the case of GSD), a representative from the University Registrar's Office, and a representative from the Student Life Team. The composition of the Committee on Academic Integrity shall be approved by the Rector.
- 1.2. Members of the Committee on Academic Integrity shall be appointed for a one-year term, which may be extended for a further period of one year. In case a faculty member of the Committee is affected by a particular case of academic misconduct, s/he shall be substituted by another faculty member for this particular case.
- 1.3. The Dean of the School will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure has expired and who are involved in ongoing cases.
- 1.4. There must be a quorum of at least three members of the Committee present for a hearing to proceed.
- 1.5. The Committee on Academic Integrity shall be entitled to use the services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting its hearings.

2. The Committee's Proceedings

- 2.1. Committee hearings shall be conducted in a fair and transparent manner.
- 2.2. The Committee shall invite the concerned student(s) to present their point(s) of view by giving them fair notice (typically at least five working days).
- 2.3. The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence about the misconduct.
- 2.4. Unless otherwise authorized by the Dean, the Committee shall complete its proceedings within 15 working days.
- 2.5. The outcome of the Committee's investigation shall be communicated in writing to the Dean. The University Registrar shall inform the student(s) of the outcome.
- 2.6. A copy of the decision of the Committee shall be deposited in the student records maintained by the University Registrar.

EXAMINATION PROCEDURES

1. Purpose and Scope

This document outlines the examination rules and procedures applicable to all students at the University of Central Asia (UCA). These rules ensure a fair, transparent, and standardized examination process, maintaining the integrity of UCA's academic programs.

2. General Examination Regulations

2.1. Eligibility for Examinations

To be eligible to sit for examinations, students must meet the following criteria:

2.1.1. Complete all required coursework and assessments.

2.1.2. Meet the minimum attendance requirements.

2.1.3. Resolve any financial obligations to the University.

2.2. Examination Timetable

The Registrar's Office will release the official examination schedule in advance. It is the responsibility of students to check this schedule and ensure they are aware of their exam dates, times, and locations.

2.3. Allowed Materials

Only approved materials are allowed in the examination class. Unauthorized items (e.g., mobile phones, smartwatches, notebooks) must be left in designated areas.

3. Examination Procedures

3.1. Arrival and Seating

Students should arrive at least 15 minutes before the scheduled start of the exam. Late arrivals (within 15 minutes of the start) may be admitted, but no extra time will be provided. After 15 minutes, entry will be denied.

3.2. Exam Conduct

Students must remain silent and maintain academic integrity throughout the examination. Any form of academic misconduct, including cheating, will result in penalties as per the Academic Integrity Policy.

3.3. Submission of Papers

Students must stop writing immediately when the instructor announces the end of the exam. Exam papers must be submitted before leaving.

4. Proctoring

4.1. Role of Proctors

Proctors are responsible for ensuring the smooth and fair conduct of exams. They monitor the exam environment, distribute and collect exam papers, and report any violations of the examination rules.

4.2. Reporting Misconduct

Any observed or suspected misconduct will be reported immediately to the Registrar's Office for further investigation in accordance with the Academic Integrity Policy.

5. Special Accommodations

5.1. Students who require special accommodations (e.g., extra time, specific seating) must

notify the Registrar's Office at least two weeks before the exam date. Appropriate documentation (e.g., medical certificates) must be provided.

6. Post-Examination Procedures

- 6.1. Release of Results. Examination results will be published within the timeline specified by the Registrar's Office. Results will be made available via the UCA student portal.
- 6.2. Review and Appeals. Students have the right to request a review of their exam results or appeal decisions related to academic misconduct. Appeals must be submitted in writing within 30 working days of the release of results or decisions.
- 6.3. It is forbidden to retake an exam to improve the grade.
- 6.4. In case a student fails an exam s/he must retake the course.

7. Disciplinary Measures

- 7.1. Any breach of the examination rules will be subject to the following penalties, which may be applied independently or in combination:
 - 7.1.1. Warning – a formal written or verbal notice issued to the student for minor breaches of examination rules (e.g., talking during the exam, unauthorized materials that were not used).
 - 7.1.2. Failure in the exam - an F (Fail) grade of will be awarded for the exam in question if the breach involves more serious violations (e.g., use of unauthorized materials, copying from another student).

ANNEX C

Appeals Committee, Terms of Reference

1. General terms.
 - 1.1. The Appeals Committee, consisting of three members, is an ad hoc body composed of two senior staff members from a different School and a Chair, who is a senior staff member designated by the Rector. At least one member must be a representative of the Academic Council.
 - 1.2. The Appeals Committee shall be entitled to use the services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
 - 1.3. The University Registrar (or nominee) shall serve as the secretary to the Appeals Committee.
2. The Committee's proceedings:
 - 2.1. The Appeals Committee hearings shall be conducted in a fair and transparent manner.
 - 2.2. The Appeals Committee shall review all the related documentation and in case of new evidence, they may invite the concerned student(s) to present their point(s) of view.
 - 2.3. The Appeals Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence.
 - 2.4. The Appeals Committee shall seek to complete its proceedings within 10 working days. In the event that it is unable to, it should alert the relevant stakeholders, explaining the reason for the delay and indicating a revised timescale for completion.
 - 2.5. The outcome of the Appeals Committee's investigation shall be communicated to the Dean of the School in writing.
 - 2.6. The Dean of the School should act upon the recommendation(s) of the Appeals Committee or in accordance with their judgment. In the event that he/she chooses not to, the Dean of the School should explain their decision, in writing to the Rector.
 - 2.7. In exercising their right of decision-making, the Dean shall not be required to provide a hearing to the student.
 - 2.8. The decision of the Dean, other than when resulting in expulsion/dismissal or prolonged suspension of the student, shall be final and binding on all parties. In the case of dismissal/expulsion or prolonged suspension, the decision should be further approved by the Rector.
 - 2.9. A copy of the decision shall be sent to the University Registrar who will convey the results of the appeal to the student(s) and the Committee on Academic Integrity.