

REGULATIONS

on the Academic Integrity Commission

at _____ **(name of the university)**

1. General Provisions

1. The Academic Integrity Committee (hereinafter referred to as the Committee) is a collegial advisory and disciplinary body of the University established to review cases of academic misconduct and develop decisions regarding their resolution.
2. These Regulations define the status, composition, powers, and procedures for the formation and operation of the Commission.
3. In carrying out its activities, the Commission is guided by the laws of the Kyrgyz Republic, the University Charter, the Regulations on Academic Integrity and Prevention of Plagiarism, and other local regulations.

2. Goals and Objectives of the Commission

1. The Commission's goal is to ensure an objective, fair, and transparent review of cases of alleged violations of academic integrity.
2. The Commission's main tasks are:
 1. reviewing reports of plagiarism, cheating, falsification, data fabrication, and other violations;
 2. analyzing materials and preparing reasoned decisions;
 3. developing recommendations for corrective actions;
 4. participating in the development of a culture of academic integrity (prevention recommendations, educational activities, etc.).

3. Composition and Formation of the Commission

1. The Commission is formed by order of the University Rector.
2. The Commission typically consists of:
 1. the Chair of the Commission (Vice Rector, Dean, or other authorized person);
 2. representatives of the faculty (at least 3 people from different departments/schools);
 3. a representative of the legal department (if possible);
 4. a representative from the Quality Assurance Department/Academic Affairs Department;
 5. if necessary, a representative of the student government (with an advisory vote).
3. The term of office for Commission members is established by order of the rector (usually 3 years) with the possibility of extension.
4. A Commission member's term may be terminated early at their request, due to a conflict of interest, or by decision of the rector.

4. Powers of the Commission

The Commission has the right to:

1. Accept for consideration reports of academic dishonesty from students, faculty, administration, and other individuals.
2. Request from university departments:

1. work (texts, projects, reports, final theses);
2. reports from the plagiarism detection system;
3. written statements from all parties involved (the author of the work, the academic advisor, the instructor, the applicant, etc.).
3. Invite individuals involved in the case under review to attend meetings.
4. Issue a conclusion regarding the presence or absence of a violation of academic integrity and propose corrective measures.
5. Make recommendations for improving local regulations and procedures related to academic integrity.

5. Organization of the Commission's Work

1. The Commission conducts its work through meetings held as complaints are received, but no less than once per semester if cases are pending.
2. Commission meetings are valid with the participation of at least two-thirds of its members.
3. Meetings are chaired by the Commission Chair, and in his or her absence, by the Vice Chair or a designated member of the Commission.
4. The minutes of the meetings are kept by the Commission's secretary, who is appointed from among its members or the staff of the relevant department.
5. Meeting minutes and Commission decisions are stored in accordance with established procedures (in the Quality Department, the UIO, or another responsible department).

6. Procedure for Reviewing Appeals

1. The basis for consideration of a case by the Commission is:
 1. a memorandum from a faculty member, department chair, or the Dean's Office;
 2. a statement from a student or other interested party;
 3. official information from the plagiarism detection system;
 4. an order from the rector or vice rector.
2. The received request is registered and forwarded to the Chair of the Commission.
3. The Chair:
 1. sets the date of the meeting;
 2. instructs the secretary to gather the necessary materials;
 3. notifies the participants (the author of the work, the applicant, and, if necessary, the academic advisor, etc.) of the time and place of the meeting.
4. In reviewing the case, the Commission:
 1. reviews the submitted materials;
 2. hears the parties (if they are present);
 3. analyzes plagiarism reports and other evidence;
 4. discuss the matter in a closed session and render a decision.
5. Decisions are made by a simple majority of the Commission members present. In the event of a tie, the chairperson has the deciding vote.
6. Following the meeting, minutes are drawn up, which include:
 1. a summary of the case;
 2. the materials reviewed;
 3. the course of the discussion;
 4. the decision adopted;
 5. the proposed measures.

7. Commission Decisions and Implementation of Measures

1. The Commission may make one of the following decisions:

1. acknowledge the violation of academic integrity and propose disciplinary measures;
 2. find that no violation occurred;
 3. to find that the evidence is insufficient and to recommend a further investigation.
2. The Commission's decision is advisory in nature for the rector (or an official authorized by him), who makes the final administrative decision and issues the corresponding order (if necessary).
3. Information regarding the decision is communicated to the complainant, the person against whom the case was considered, and the relevant departments.

8. Confidentiality and Conflict of Interest

1. Commission members are required to maintain confidentiality regarding the cases under review and the personal data of the parties involved.
2. A Commission member who has a personal interest or a close relationship with the parties to the case (family, professional, or other ties) is required to declare a conflict of interest and abstain from voting on the matter.
3. Breach of confidentiality and conflict of interest requirements is considered a violation of professional ethics and may result in disciplinary action.

9. Cooperation with Other Units

1. The Commission cooperates with departments, deans' offices, the Quality Department, the Legal Service, the University Information Office, and other University units regarding the exchange of necessary information.
2. If there are indications of administrative or criminal offenses, the materials may be forwarded to the competent authorities in accordance with established procedures.

10. Final Provisions

1. These Regulations are approved by order of the Rector and enter into force upon signing.
2. Amendments and additions to these Regulations shall be made in accordance with the procedure established for the University's local regulations.
3. Information on the Commission's activities (summary statistics, measures (prevention, explanations) may be published on the University's official website without disclosing personal data.

Appendix 1

Form of the Report (Memorandum) on an Alleged Violation of Academic Integrity

To: Chair of the Academic Integrity Committee

From: _____
(Full Name, Position, Department / Unit)

REPORT (MEMO)

regarding an alleged violation of academic integrity

1. Information about the student / individual whose work raises concerns

1. Full Name: _____
2. Educational program / major: _____
3. Course, class: _____

2. Information about the work

1. Type of work (thesis, term paper, internship report, test, exam, article, etc.): _____
- ~~2. Course / module: _____~~
3. Advisor/Instructor (if applicable): _____
4. Date of submission / assessment: _____

3. Nature of the alleged violation

(briefly, in essence; if necessary, with reference to the relevant provisions of the Regulations)

4. Circumstances of the discovery

1. Identified by: _____
2. When and under what circumstances: _____
3. Using which system/method (if applicable): _____

5. Preliminary check results

1. Originality percentage according to the plagiarism detection system: _____%
 2. Matches found in open sources/databases: _____
 - ~~3. Additional comments: _____~~
-

6. Attached materials

1. Copy of the work (electronic / paper) – yes / no
2. Plagiarism check report – yes / no
3. Screenshots, correspondence, other evidence – yes / no
4. Other: ____
____ 20. Signature _____/Full Name/

Appendix 2

Form for the minutes of the Academic Integrity Committee meeting

Regarding the Regulations on the Academic Integrity
Committee **MINUTES No.** __

of the meeting of the Academic Integrity Commission
held on "" _____20

Venue: _____

Present:

1. _____ (Chair)
2. _____ (Commission members)
3. _____

(if necessary – guests, indicating their status: applicant, student, advisor, etc.)

Agenda:

Review of the case of alleged academic dishonesty regarding the work: _____ (Student's full name, type of work, discipline)

1. Summary of the case

(briefly: from which document/note, the essence of the allegations, what materials were submitted)

2. Materials reviewed

The following were submitted to the Commission:

1. Report (memo) dated "" _____ **20**;
2. Work (type, scope): _____;
3. Plagiarism check report dated "" _____ **20**;
4. Student's written explanation from "" _____ **20** pages;
5. Other materials: _____.

3. Explanations from the parties

Comments from the student / author of the work:

Comments from the instructor / academic advisor (if applicable):

4. Determined by the Commission

(by item: what is deemed proven, which provisions of the Regulations have been violated / not violated)

1. _____
2. _____
3. _____

5. Decision of the Commission

Based on the results of the discussion, the Commission DECIDED:

1. To recognize / not to recognize (check as appropriate) the violation of academic integrity:
- ~~2. To recommend the following measures (if a violation is recognized):~~
 1. cancellation of the assignment / grade;
 2. retake of the assignment / exam under special conditions;
 3. disciplinary action (reprimand, warning, etc.);
 4. other: _____

3. Recommend to a department / the administration:

Vote:

1. "For" – _____
2. "Against" – _____
3. "Abstained" – _____

Chair of the Commission:

_____ /F

Full Name/ Commission Members:

1. _____/Full Name/
2. _____/Full Name/
3. _____/Full Name/

Appendix 3 (optional)

Summary of the Commission's Findings on the Case

May be used as a separate file to be attached to the student's or employee's personal file.

CONCLUSION

of the Academic Integrity Committee based on the review of Case No. _____

1. Personal Information:

Full Name: _____

Status (student / faculty / other): _____

Program / Position: _____

2. Information about the work / action:

Type of work / situation: _____

Date of incident: «» _____ 20

3. Summary of the case reviewed:

4. Commission's Conclusion:

1. Violation of academic integrity:

1. established
2. not established
3. insufficient evidence

2. Nature of the violation (if established):

1. plagiarism
2. self-plagiarism
3. Data falsification/fabrication
4. cheating
5. other: _____

5. Recommended measures:

6. Special comments / recommendations (prevention, revision of local regulations, etc.):

Date: «» _____ 20

Chair of the Commission: _____/Full Name/

Commission Members: _____/Full Name/

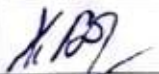
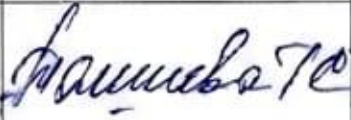







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: _____

Effective date: “ ” _____ 20 _____

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

