



Астана  
«Білім-Інновация»  
лицей-интернаты



## **ACADEMIC INTEGRITY POLICY** **of** **Astana “Bilim - Innovation” lyceum for gifted boys**

*Astana Bilim – Innovation boarding lyceum for boys is a candidate school\* for the DP. This school is pursuing authorization as an IB World School. IB World Schools share a common philosophy- a commitment to high-quality, challenging, international education- that we believe is important for our students.*

*\* Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.*

*For further information about the IB and its programmes visit <http://www.ibo.org>.*

## 1. General Provisions

1. The core value of Astana Bilim-Innovation Lyceum for Gifted Boys is the consistent application of the principles of academic integrity in all aspects of school life. The institution is committed to upholding high standards of teaching and learning while fostering a culture of personal integrity in both instruction and assessment. Faculty members recognize that breaches of academic honesty can significantly undermine both individual professional reputations and the broader credibility of the institution.
2. The Lyceum is dedicated to promoting individual ethical behavior and integrity as a means of reducing stress, unhealthy competition, peer pressure, academic dishonesty, and the pursuit of high grades through inappropriate means.
3. The implementation of a comprehensive academic integrity code is essential to achieving academic excellence. Upholding honesty enables students to establish trust-based relationships with peers and educators, thereby fostering a school culture grounded in ethical behavior and mutual respect. Such a code contributes to a more constructive and equitable learning environment for all members of the school community.
4. The rationale for introducing a code of academic integrity at the Bilim-Innovation Lyceum includes the following:
  - **Promoting authentic learning and personal development:** Academic honesty enables students to fully engage in their learning experiences without fear of being penalized for dishonesty, thus maximizing their academic and personal growth.
  - **Fostering trust and respect:** Integrity strengthens the relationships between students and educators, cultivating a climate of mutual respect, which is fundamental to a healthy and effective educational environment.
  - **Ensuring fairness and equity:** Clear expectations regarding academic conduct help to create a level playing field, where all students are held to

the same standards and have equal opportunities to succeed based on their own merit. Prevent academic misconduct and clarify consequences

5. This policy aligns with the **IB’s “Academic Integrity” (2019)** guidelines and the **IB Programme Standards and Practices**, particularly:

- **Standard B1.5:** “The school develops and implements policies and procedures that support the programme(s).”
- **Standard C2.1:** “Teaching and learning promote the understanding and practice of academic honesty.”

5. According to the **IB (2019)**, academic integrity is “a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals.” It encompasses:

- **Honesty** in producing original work.
- **Responsibility** in completing assignments.
- **Respect** for the work of others.
- **Trust** among members of the school community.
- **Fairness** in assessment and feedback.

6. This policy upholds the principles set forth in the **IB Learner Profile**, especially “Principled,” “Reflective,” and “Inquirers.” It supports the **IB’s mission** to “develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.”

Through this policy, the Astana Bilim-Innovation Lyceum reinforces its commitment to fostering ethical scholars who contribute meaningfully to the global community.

## 2. Terms and Definitions

**Academic Integrity** – A set of principles promoting student honesty, ethical decision-making, and personal responsibility in all academic work.

**International Baccalaureate (IB)** – A non-governmental international educational organization with consultative status with UNESCO and the Council of Europe.

**Intellectual Property** – Human-created work, including inventions, creative expressions, designs, trademarks, and copyrighted material.

**IB Learner Profile** – A set of ten attributes that define the development goals for all IB students.

**Graded Work** – Student tasks assessed for academic achievement, such as tests, written assignments, projects, and research, completed during formative or summative assessments.

**Non-Graded Work** – Creative or educational tasks not subject to formal evaluation (e.g., presentations, videos, artwork).

**APA Style** – A widely used academic citation format developed by the American Psychological Association.

**Artificial Intelligence (AI)** – The capacity of computer systems to perform tasks typically requiring human intelligence (Copeland, 2023).

**Diploma Programme (DP)** – A two-year IB programme for students aged 16–19, aimed at developing critical thinking and preparing students for higher education and global engagement.

**Middle Years Programme (MYP)** – An IB curriculum for students aged 11–16 that encourages interdisciplinary learning and real-world connections.

**Disciplinary Commission** – A standing body at the school responsible for promoting discipline and preventing student misconduct.

### **3. Rights and Responsibilities of the School Community**

#### **1. Students at Astana Bilim-Innovation Lyceum have the right to:**

- Be informed of the Academic Integrity Policy and related expectations;
- Freely express their own ideas and perspectives within the learning process in a respectful and constructive manner;
- Request clarification regarding academic integrity rules and their application;
- Provide or challenge evidence in a fair process concerning alleged breaches of academic integrity.

#### **2. All students are expected to:**

- Read and understand the Academic Integrity Policy, including the consequences of violations;
- Uphold academic integrity in both graded and non-graded assignments;
- Properly acknowledge all sources used by citing the author, title, and page number where applicable;
- Avoid all forms of plagiarism, including copying the work of others without proper citation;
- Report any known instances of academic misconduct to a teacher or staff member;
- Complete all academic tasks independently, without unauthorized assistance from tutors, parents, friends, or other individuals;
- Use only authorized, credible academic sources, including textbooks, scholarly articles, and materials from official or reputable websites;

- Be prepared to provide evidence of the independent completion of their work, upon request;
- Include a properly formatted bibliography or list of references at the end of all assessed work.

3. Parents and legal guardians of IB students are expected to:

- Familiarize themselves with the IB's policies, subject guidelines, and procedures related to coursework and assessments;
- Support their children's understanding of academic integrity by modeling ethical behavior and discussing the importance of honesty in learning;
- Understand and adhere to the school's internal academic integrity policy and procedures that ensure the authenticity of student work;
- Support their children in developing balanced study plans that promote time management and reduce academic stress;
- Understand what constitutes academic misconduct and school maladministration, along with the related consequences;
- Report suspected cases of academic dishonesty or school maladministration to the school administration or the IB;
- Submit only genuine documentation when applying for inclusive access arrangements or requesting consideration for adverse circumstances;
- Refrain from offering or facilitating any form of unauthorized assistance in the completion of their children's academic work.

*(Adapted from the IB Academic Integrity Policy, 2019)*

4. Faculty members and individuals with equivalent responsibilities are required to:

- Educate and engage parents and guardians in understanding the principles and importance of academic integrity;
- Introduce and reinforce the school's academic integrity policy to all students in age-appropriate ways;
- Monitor and enforce compliance with academic integrity expectations during instruction and assessments;
- Foster a supportive learning environment where students feel confident to complete work independently.
- Provide explicit instruction on how to correctly attribute authorship and design academic projects in both print and digital formats;
- Encourage and guide students in developing and articulating their own viewpoints during class activities and assessments;
- Conduct pre-assessment briefings with students to clarify expectations regarding academic integrity;
- Actively work to prevent academic misconduct by anticipating and addressing potential risks;
- Maintain detailed records of all incidents of academic misconduct or suspected violations;
- Report all confirmed or suspected breaches of the Academic Integrity Policy to the school administration and the student's parents or legal guardians, in writing.

5. The school administration is responsible for:

- Ensuring that teaching staff and equivalent personnel effectively communicate the Academic Integrity Policy to students and their

families;

- Coordinating responses and interventions when cases of academic misconduct are identified;
- Taking corrective and supportive actions when violations of academic integrity occur;
- Leading awareness-raising and educational efforts across the school community on the value of academic honesty and the long-term importance of ethical learning practices.

#### 4. Types of Violations

These Rules recognize the following as violations of academic integrity:

- **plagiarism** – the partial or complete use of another individual’s ideas, words, or work without proper acknowledgment of authorship or citation of the original source;
- **collusion** – knowingly or unknowingly assisting another student in breaching academic integrity, including providing one’s work for copying or submission by another student;
- **cheating** – copying from another student during an assessment; resubmitting previously assessed work; submitting another person’s work as one’s own; collaborating on tasks intended for individual completion; knowingly helping others to cheat; providing false excuses for missed or late submissions; submitting the same work for different tasks or programme components (duplication); deliberately misleading the teacher about the originality of submitted work;
- **falsification** – manipulating or inventing grades, assessment results, or data collected through research (e.g., surveys, measurements); damaging or altering another student’s assessed work; submitting false documentation;

- **acquisition of assessed work by dishonest means** – sharing or receiving answers during assessments; accessing assessment materials in advance through unauthorized means; purchasing, selling, or distributing assessed work; submitting purchased or obtained material as one’s own;
- **misuse of artificial intelligence (AI)** – using AI tools to generate texts, images, or other academic content without clear citation and explanation; failing to identify the software used and the time of generation; submitting AI-generated material as original work. Students must understand that excessive reliance on AI may negatively impact the quality and originality of their work. AI should serve only as a support for research, not as a substitute for independent thinking;
- **unauthorized use of information or devices** – using prohibited electronic, digital, or printed materials during assessments; retrieving or distributing answers via email or other digital platforms; copying or removing confidential assessment content from school databases or staff records; providing or accessing answers before the final group of students has completed an assessment, including within 24 hours of its completion;
- **academically inappropriate behavior** – including offensive, unethical, or inappropriate content in assessed work; violating research ethics; engaging in any conduct that gives an unfair advantage to oneself or affects the academic standing of others.

16. This list is not exhaustive. Any action that results in an unjust academic advantage or negatively impacts another student’s performance may be deemed a violation of academic integrity and addressed accordingly.

## **5. Penalty matrices**

This section contains the IB penalty matrices detailing infringements by a student and the level of penalty that may be applied by the IB.

1. Written and oral coursework and examinations (Formative and Summative Assessment, IA, EA mocks, and EE preparation ):

<b>Infringements</b>	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Plagiarism: Copying from external sources or peers	Not applicable	Between 40 and 50 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source.	More than 51 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source—see note 3.	Not applicable
Facilitating plagiarism Student facilitating the sharing or copying of their work, or the work of third parties, to peers and/or forums/essay mills	Students took minimal steps that were clearly insufficient to prevent their work being copied.	Students took no steps to prevent their work from being copied and shared on a forum from where it was likely to be copied.	Students permitted the copying of their work, or tried to sell or exchange their work on a forum where it was likely to be copied and submitted by others. Note that “selling” does not need to involve monetary reward.	Students actively tried to sell or exchange the work of third parties to be submitted by others.
Collusion All students must submit individual and unique work for IB	The work of students shows close similarity	Between 40 and 50 consecutive copied words (exact or substituted) without full in-	More than 51 consecutive copied words (exact or substituted) without full in-	Not applicable

assessment, even when data collection etc. is permitted by the subject guide to be done as part of a team. Collusion covers those cases where students have used a common write-up for a group rather than written their own		text citation of the source.	text citation of the source—see note 3.	
Submitting work commissioned, edited by, or obtained from a third party—see note 4	Not applicable	Students submit work heavily edited by a third party to circumnavigate the rules on teacher support. A penalty will be applied for any student in the same or different school providing the service or facilitating work.	Students submit work that was entirely produced or edited by a third party. A penalty will be applied for any student in the same or different school providing the service or facilitating work.	Applicable for a student in the same or different IB World School providing the service
Inclusion of inappropriate, offensive, or obscene material	Minor offence—see note 5	Moderate offence—see note 6	Major offence—see note 7	Major offence
Duplication of work	Not applicable	Presentation of the same work for different assessment components or subjects. Partial reuse of materials; penalties will be applied to both subjects with	Presentation of the same work for different assessment components or subjects. Complete reuse of materials; penalties will be applied to both subjects with	Not applicable

		reused materials.	reused materials.	
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2. Conduct during an examination (Formative and Summative Assessment, IA, EA, EE ):

<b>Infringements</b>	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Submitting work commissioned, edited by, or obtained from a third party—see note 4	Not applicable	Students submit work heavily edited by a third party to circumnavigate the rules on teacher support. A penalty will be applied for any student in the same or different school providing the service or facilitating work.	Students submit work that was entirely produced or edited by a third party. A penalty will be applied for any student in the same or different school providing the service or facilitating work.	Applicable for a student in the same or different IB World School providing the service.
Inclusion of inappropriate, offensive, or obscene material	Minor offence—see note 5	Moderate offence—see note 6	Major offence—see note 7	Major offence
Duplication of work	Not applicable	Presentation of the same work for different assessment components or subjects. Partial reuse of materials; penalties will be applied to both subjects with reused materials.	Presentation of the same work for different assessment components or subjects. Complete reuse of materials; penalties will be applied to both subjects with reused materials.	Not applicable
Falsification of data	Methodology section misrepresents or	Data is selected or discarded to enhance the	Data is fabricated or data gathered by	Not applicable

	overstates the rigour with which the data was gathered.	conclusions of the work, creating a deliberately biased set of findings.	other people is presented as gathered by the student.	
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### 3. Explanatory notes:

1) Level 3a penalty—this depends on the seriousness of the incident; the penalty can be extended to several or all subjects of the session.

2) Level 3b penalty will be applied to IB students involved in a form of misconduct that benefits another student rather than themselves.

3) As approved by the Final Award Committee in November 2013 (IB), the level 2 penalty is not applicable for extended essays (EEs). Due to the nature of the EE (only one assessment component), the level 2 and level 3a penalties have the same outcome on the candidate's final result, the non-award of the diploma. Therefore, plagiarism cases in EEs will only be considered when more than 100 consecutive words lack the proper reference.

4) Submitting work commissioned, edited by, or obtained from a third party. This list includes, but is not restricted to:

- friends, family members, or other students in the same or different school, college or university
- private tutors
- essay writing or copy-editing services
  - pre-written essay banks
- file sharing sites.

5) Minor offences may include, but are not restricted to:

- conducting research without the permission of the participants
- including offensive or obscene comments or graphic materials in any assessment component

- inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived as offensive by others.

6) Moderate offences may include, but are not restricted to:

- conducting field experiments or investigations that inflict pain or risk the well-being or survival of live organisms
- conducting research or fieldwork that damages the environment
- including offensive or obscene comments or graphic materials in any assessment component.

7) Major offences may include, but are not restricted to:

- producing any work that de0inigrates personal, political, and/or spiritual values, and/or contains offensive remarks about race, gender, or religious beliefs
- falsification or fabrication of data in producing any work
- inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived as offensive by others.

8) Unauthorized materials or items may include, but are not restricted to:

- mobile phones
- notes
- study guides
- candidate's own rough or scratch paper
- non-permitted dictionaries
- other prohibited electronic devices such as smart-watches or smart-glasses.

9) Misconduct during examinations may include but is not restricted to:

- failing to abide by invigilator instructions
- disruptive behaviour
- attempting to remove examination materials from the examination room
- leaving the examination room without permission.

10) Social media or messaging/communication platforms and tools

11) Mitigating circumstance

- In this specific context, if the candidate in possession of live examination content reports it to their school administrators at the earliest possible opportunity, the IB will consider not applying a penalty for academic misconduct.

12) Assisting other student(s) in committing an act of misconduct may include, but is not restricted to:

- facilitating information to other candidates during the completion time of the examination
- distributing live examination content before, during or after the scheduled time of that examination through any means.

### **11. Responsible Use of Artificial Intelligence**

1. Ensure proper citation: When integrating content or insights from AI into academic work, cite the source as you would any other external reference. Follow the citation guidelines specified by IB Academic Integrity policy to attribute information accurately and ethically.
2. Adhere to academic integrity policies: Integrate AI use within the framework of academic integrity policies, guidelines, and ethical standards established by educational institutions. Respect copyright laws, uphold ethical research practices, and demonstrate integrity in all academic endeavours.
3. Validate understanding and analysis: Verify that the work produced through AI reflects your own comprehension, interpretation, and analytical skills. It is essential to critically evaluate and integrate the information generated by AI in a way that demonstrates individual understanding and insight.

### **6. Procedures and Consequences for Violations of Academic Integrity**

The Lyceum implements a progressive disciplinary approach to academic misconduct, with the objective of reinforcing ethical behavior, ensuring fairness, and promoting student accountability. Each confirmed violation is reviewed by

relevant stakeholders, and appropriate measures are applied based on the severity and frequency of the offense.

All violations are formally documented and may influence the student's academic standing, eligibility for awards, and future opportunities.

### *First Violation*

In the case of a first violation of academic integrity, the following actions are taken:

- The student is formally notified of the violation.
- Parents or legal guardians are informed.
- The homeroom teacher, Programme Coordinator, and Vice Principal for Academic Affairs are notified.
- The relevant physical evidence, along with copies of the student's work, shall be collected and submitted to the Vice Principal for Academic Affairs for further review and documentation.
- A written record is created and filed in the student's academic record at the Lyceum.

Depending on the context and severity of the offense, after the review, one or more of the following measures may apply:

- A. Invalidation of the submitted work or exam result (no option for retake).
- B. A deduction of 10% from the total score for the assessed task.
- C. Opportunity to retake the task or examination, subject to a 20% penalty on the final score.
- D. Mandatory participation in an academic integrity counseling or reflective session.
- E. Issuance of a formal warning.

### *Second Violation*

In the event of a second violation, the following procedures are observed:

- The student is notified of the repeated breach.
- Parents or legal guardians are informed.
- The homeroom teacher and Vice Principal for Academic Affairs, and Programme Coordinator are notified

- The relevant physical evidence, along with copies of the student's work, shall be collected and submitted to the Vice Principal for Academic Affairs for further review and documentation.
- The Disciplinary Commission is informed.
- A second record is added to the student's disciplinary file.

After Disciplinary Commission review, consequences may include, but are not limited to:

- A. Assignment of a grade of zero for the task, with no opportunity for resubmission or retake.
- B. Disqualification from consideration for academic or merit-based awards.
- C. A deduction of 50% from the total score for the assessed task.
- D. Removal from school dormitory accommodation (if applicable).
- E. Restriction on participation in in-school activities or events.
- F. Dismissal from student leadership roles or revocation of any honorary or representative positions
- G. Review of the student's membership or candidacy status in the Lyceum "Bilim-Innovation" programme for gifted boys.

### *Third Violation*

In the case of a third confirmed violation, the following procedures and consequences apply:

- The student is formally notified of the third breach.
- Parents or legal guardians are informed.
- The homeroom teacher, Programme Coordinator, and Vice Principal for Academic Affairs are notified.
- The relevant physical evidence, along with copies of the student's work, shall be collected and submitted to the Vice Principal for Academic Affairs for further review and documentation.
- The Disciplinary Commission is informed.
- The violation is recorded in the student's official academic and disciplinary profile.

After the review by Disciplinary Commission, additional disciplinary measures may include,:

- A. Assignment of an “Unsatisfactory” grade for the quarter in the relevant subject. If the nature of the violation is consistent with the two previous cases, the incident may affect the student’s academic continuation and promotion.
- B. A significant grade penalty of up to 60% in Summative Assessment 1 or 2, reducing the possibility of receiving “Good” or “Excellent” final grades.
- C. Ineligibility for the national academic distinction "Altyn Belgi" or the award of a Certificate with Honors.
- D. Immediate removal from dormitory housing.
- E. Official mention of academic integrity violations in letters of recommendation, particularly for Grade 11 students; for students in Grades 7–10, such records will be retained and later reflected in recommendations where applicable.
- F. Consideration of transfer to another class or academic group.
- G. Initiation of expulsion procedures in cases of repeated, serious, or escalating misconduct.

## **7. Procedures and Consequences in the Context of External Assessments (Diploma Programme)**

In the context of external assessments in the International Baccalaureate (IB) Diploma Programme, the following procedures and consequences apply in cases of academic misconduct:

1. **Plagiarism** – If a candidate submits work for external assessment and declares it as authentic—by signing the required authenticity form—but the work is found to contain plagiarized content, the International Baccalaureate does not permit correction or resubmission. In such cases, the candidate will receive no grade for that component, and no marks will be awarded in accordance with the IB’s academic integrity policy and assessment procedures.
2. **Suspected academic misconduct** – If academic misconduct is suspected by the school, an IB examiner, or any division of the IB Organization, a formal request is issued to the school to conduct an internal investigation. The school must submit a detailed report and any relevant documentation

to the IB. The student involved is required to submit a written explanatory statement. Based on the evidence, the Final Award Committee of the IB (or a designated subcommittee) may decide to withhold the grade for the subject and may also prohibit the candidate from registering for future examination sessions.

3. **Diploma eligibility** – If a grade is not awarded in a subject required for the fulfillment of the Diploma Programme requirements, the candidate will not be eligible to receive the IB Diploma.
4. **Post-result investigations** – The IB reserves the right to initiate academic integrity investigations after the publication of results, should credible evidence of misconduct be presented. If the Final Award Committee or its subcommittee confirms a violation, the candidate's grade in the relevant subject may be revoked. The withdrawal of a subject grade may result in the subsequent invalidation of the candidate's IB Diploma.

## **Policy Review**

The school maintains a structured process to ensure that the Diploma Programme (DP) and school policies remain effective and up-to-date. To gather diverse perspectives, the school conducts surveys among teachers, parents, and students at the end of the academic year to identify areas for improvement and address any missing elements within the current policies.

The review process is organized as follows:

- **Participants:** The review committee includes the DP Coordinator, school leadership, teacher representatives, and parent representatives to ensure a collaborative approach.
- **Timeline:** Policies are formally reviewed on an annual basis or whenever there are significant updates to IB standards or national regulations.

1. Academic Integrity Policy (2023). International Baccalaureate.

**Effective Citing and Referencing** (International Baccalaureate, 2023)

	Author(s)/creator(s) of original work	Chapter/article/page title	Title	Periodical name	Institution/publisher and city	URL/DOI	Publication date	Volume/issue number	Page number(s)	Database name	E-reader/device	Edition	Editor(s)	Date accessed
Book	Yes	Yes	Yes		Yes		Yes					If applicable		
Chapter from book	Yes	Yes	Yes		Yes		Yes					If applicable	If applicable	
Online book	Yes		Yes		Yes	Yes	Yes					If applicable		
E-book	Yes		Yes		Yes		Yes				Yes	If applicable		
Newspaper/magazine article	If available	Yes		Yes			Yes		Yes					
Journal paper	Yes	Yes		Yes			Yes	Yes	Yes					
Electronic newspaper/magazine article	If available	Yes		Yes			Yes		If available	If applicable	If applicable			
Electronic journal paper	Yes	Yes		Yes		Yes	Yes	Yes	If available	If applicable	If applicable			
Internet/webpage	If available	Yes	Yes		If applicable	Yes	If available							Usually
Website	If available		Yes		If applicable	Yes	If available							Yes
Image/graph/graphic	If available		Yes		If applicable	If applicable	If available							If applicable
Video	If available		Yes		If applicable	If applicable	If available							If applicable
Blog	Yes	Yes	Yes			Yes	If available							Yes