

 Approved by
Rector of the EI
"Caspian Public
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"01" 02 2019ye.

CODE OF ETHICS
of students and Master's program students
of Caspian University

Almaty, 2019

STUDENTS AND MASTER STUDENTS OF THE CASPIAN UNIVERSITY:

- guided by universally recognized moral values and ethical standards,
- highly appreciating the heritage of Kazakhstan,
- understanding the special role of the University as a social institution,
- being aware of their personal responsibility for the formation and strengthening of the positive image of the University,
- Considering it his duty to comply with the high principles and mission of the University;
- striving to raise the level of culture of communication in the university space and to form truly democratic relations between students, master's students, staff and teachers, university administration,

ADOPT THIS CODE OF ETHICS AND A VOLUNTARY COMMITMENT TO FOLLOW IT

I. General ethical values

- respect for human rights and dignity;
- decency;
- honesty;
- responsibility.

II. Principles, rules and norms of conduct

- The status of a student and master's student at Caspian University (hereinafter referred to as the University) excludes behavior that degrades the honor and dignity of others, various forms of aggression, incorrect treatment, offensive language and the use of profanity.
- The student/ master's student is well aware of the provisions of this Code, the symbols of the University and the Higher School, honors and enhances their traditions.
- A student/ master's student always maintains subordination in relations with teachers and the leadership of the Higher School and the University. When representatives of the administration of the University, lecturers and teachers enter the auditorium, he greets them by standing up.
- A student/ master's student, recognizing the rights to their own ethno-cultural values, respects people of other nationalities and does not allow manifestations of any form of intolerance, and also crosses any manifestations of discrimination based on gender, religion or other grounds.
- A student/ master's student is distinguished in any environment by a culture of appearance. The preferred style of clothing for a student/ master's student in the classroom is formal business. A student/ master's student does not wear sportswear, beachwear and shoes, evening dresses for classes.
- In the event of a conflict situation with a representative of the teaching staff or the administration of the Higher School/University, the student/ master's student restrains his emotions and applies for consideration of the situation and resolution of the conflict to the relevant administrative bodies.
- The student/ master's student strengthens and develops the corporate culture of the university community.

- When participating in non-university events (seminars, conferences, festivals, etc.), a student/ master's student positions himself as a representative of the University, maintains the prestige and authority of the Higher School and the University.
 - The student/ master's student follows the class schedule, is punctual and comes to class on time. A late student may not be allowed to attend classes by the teacher.
 - A student/ master's student attends all classes provided by the schedule in accordance with the curriculum of the specialty being mastered, performs all types of independent educational tasks in a timely manner.
 - The student/ master's student warns the teacher/dean about the reasons for being late or missing classes (by presenting a certificate, an explanatory note, other supporting documents).
 - During classes, a student/ master's student does not allow actions that in any way impede the conduct of classes and interfere with the learning of others: free movement in the classroom, drinking drinks, talking, using mobile communications (the phone signal must be turned off).
 - The student/ master's student has the right to leave the lesson if the teacher did not appear for this lesson within 20 minutes from the beginning, without warning in advance about this circumstance. The headman or a representative of the group must notify the dean of the Higher School about the departure of students / master's students.
- ✓ A student/ master's student always follows the principles of academic integrity, i.e. considers:
 - ✓ use of cheat sheets, cheating,
 - ✓ submission of completed tasks, abstracts, reports copied on the Internet as the results of their own work,
 - ✓ the use of thoughts, ideas, quotes, etc., belonging to other people, without reference to the source, as well as the issuance of someone else's work as one's own,
 - ✓ teacher's signature forgery and other forms of exchange and falsification of documents that are directly or indirectly related to training
 - ✓ as acts of academic dishonesty, incompatible with the title of student of the Caspian University.
- The senior student takes care of the transfer of experience to the younger generation, helps new students to adapt in the student environment.
 - The student/ master's student comes to the dean's office/office of the registrar in a timely manner upon the call of his staff, submits the necessary documents at their request.
 - The student / master's student takes an active part in the events held by the Higher School, departments and the University.
 - The student/ master's student is guided by the principles of a healthy lifestyle, which include quitting smoking, drinking alcohol and drugs, reasonable organization of study and leisure time, physical education and sports.
 - On the territory of the University, in its educational buildings, the student / undergraduate observes the rules of fire safety and is subject to the requirement of a ban on smoking everywhere, except for specially designated places.

- If someone violates the ban on drinking alcohol and taking other intoxicants, inform the teachers or the administration of the University about it.
- A student/ master's student considers a negligent attitude to the material fund of the University, deliberate damage or destruction of the University's property, removal of teaching aids and literature from educational buildings without appropriate permission as illegal actions that do not correspond to the status of a student of the University.
- The student/ master's student treats the library and information resources of the University with care and respect, preserves the equipment, keeps the classrooms clean and tidy.
- A student/ master's student does not take food in classrooms, reading rooms and other places not intended for this.

III. Measures of disciplinary responsibility of a student / undergraduate for violation of the code

- The student/ master's student is obliged to know and comply with this Code. Ignorance or disagreement with ethical standards is not an excuse for unethical behavior.
- For non-compliance, systematic or gross violation of the provisions of this Code, the student / master's student is responsible to the management of the University, which has the right to apply various forms of disciplinary and moral penalties to violators.
- Depending on the severity of violations, the following types of disciplinary action may be applied to the student:
 - ✓ warning, fine;
 - ✓ reprimand;
 - ✓ severe reprimand with entry in a personal file;
 - ✓ deduction.

IV. Conclusion

This Code may be amended and supplemented. These changes and additions are made by any student / master's student of the University in case of their expediency, validity and significance.

Non-compliance with any provision of this code by a single student/ master's student reduces the authority of the University as a whole and therefore is subject to public censure by all other members of the student community.