

URGENCH STATE UNIVERSITY NAMED AFTER ABU RAYKHON BERUNI

ACADEMIC HONESTY REQUIREMENTS

The Academic Honesty Requirements of Urgench State University named after Abu Raykhon Beruni are intended for students, teaching staff, heads of structural units that organize the educational process, researchers (doctoral students and independent researchers) and other interested persons.

These Academic Honesty Requirements were approved by the resolution of the Council of Urgench State University named after Abu Raykhon Beruni (Minutes No. 5 dated December 29, 2025).

INTRODUCTION

The Academic Honesty Requirements (hereinafter referred to as the Requirements) were developed in order to develop a respectful attitude towards the results of the work of all participants in the educational and scientific research process and others, to recognize the results of scientific activity as intellectual property and to form a worthy attitude towards it.

I. GENERAL RULES

1. The requirements are developed to ensure a fair, transparent, and correct attitude to academic integrity issues by students, teaching staff, heads of structural divisions of the Urgench State University named after Abu Rayhon Beruni (hereinafter referred to as the University).

2. The purpose of the requirements is to ensure the development, implementation, and control of academic integrity, to establish the principles of academic integrity, research activities during education and work of students (bachelor's and master's students), researchers (doctoral students and independent researchers), and teaching staff within the framework of academic education and scientific research.

3. The requirements define the concept and principles of academic integrity in the educational and scientific research process, the rights and obligations of students and researchers, and determine the types of violations of academic integrity and the procedure for taking appropriate measures if they are committed at the university.

4. Academic integrity is a set of values and principles that express the honesty of a student in performing reading and writing work (tests, essays, graduation qualification works and dissertations), answering questions in mid-term and final examinations, exams, conducting research, expressing his knowledge, and in relations with teaching staff and other employees and students. Academic integrity applies to all university employees, doctoral students and independent researchers in carrying out scientific

research activities, preparing and publishing scientific articles, monographs, PhD and DSc dissertations.

5. Basic principles of academic integrity:

Honesty - means independent acquisition of knowledge in the educational process, not allowing cheating, plagiarism and falsification in exams and assignments.

Trust - ensures the formation of an atmosphere of mutual trust between the student, teacher and educational institution, assessment and transparency of academic activities.

Fairness - implies creating equal conditions for all students, maintaining the clarity and objectivity of assessment criteria, and not allowing discrimination and favoritism.

Respect - is respecting the opinions, work and copyrights of members of the academic community, observing the culture of academic communication.

Responsibility - means the obligation of each participant (student, teacher, administration) to follow the rules of academic honesty, prevent violations and not be indifferent to them.

Courage - is to confront wrongdoing, not to hide academic violations, to protect honesty and show determination in making the right decisions.

II. RIGHTS AND OBLIGATIONS

6. The University has the right to demand compliance with the terms of these Requirements and to apply appropriate measures (sanctions) in case of their violation.

7. The University is obliged to ensure that students and staff are informed about their rights and obligations in the field of academic integrity, as well as to fully protect personal and confidential information from disclosure in accordance with the requirements of the law.

8. The University is obliged to assist teachers, students and researchers in the successful acquisition of the relevant scientific or academic degree and to provide students with clear instructions on the rules of academic integrity and scientific ethics, while observing the rules of copyright in all courses, essays, assignments and examination materials.

9. Deans of faculties and heads of departments are obliged to provide explanations to students and researchers about their rights and obligations within the framework of these Requirements, and to monitor their implementation in the established manner.

10. Deans of faculties are obliged to ensure that students and professors are informed about the requirements of academic integrity and monitor their implementation.

11. Students and researchers must perform their work

III. ACADEMIC DISHONESTY (VIOLATION OF THE RULES)

12. Plagiarism is the deliberate presentation of the results of someone else's creative activity as one's own, including without full reference to the source.

Plagiarism cases include partial or complete processing or changing the expression of someone else's published or unpublished work, failure to indicate the source (reference) or denial of it, and presentation of this material as one's own. The results of creative activity protected by copyright include works that meet the requirements of Article 5 of the Law of the Republic of Uzbekistan "On Copyright and Related Rights".

Plagiarism can take the following forms:

- quoting or otherwise expressing the work without indicating the author (source);
- expressing the idea in another way without indicating the source;
- using someone else's ideas or arguments without indicating the author;
- submitting a graduation thesis or master's thesis by mastering a written work (interim, final control) taken entirely from the Internet or previously submitted to other students.

13. **Plagiarism** is the use of any unauthorized written (printed, handwritten) sources, as well as the use of technical means of communication, other methods of unauthorized receipt of information about the essence of the task performed by a student during the audience control of his knowledge (in exams, tests or other mandatory certification events).

14. **Unauthorized re-submission or double-submission of work** - submission of the same text under the name of different written works by students when submitting independent works for the intermediate or final control of knowledge, etc. Minor changes and corrections, for example, retelling an essay or other written work in a different way.

The use of a previously prepared text by the author himself as part of a larger work is not considered double submission or resubmission.

15. Falsification of grades, data, and assessed work:

- falsification of the results of the assessment of grades, answers to assignments;
- falsification (addition, insertion, correction) of data, that is, falsification of the results of measurements and observations in questionnaires, questionnaires, and other methods conducted during the study;
- inflating the grade of written control work;
- deliberately falsifying or distorting the assessed work of another student.

16. Obtaining answers:

- unauthorized access to confidential information, such as exam materials, test questions, and other materials;
- giving answers or transmitting answers to exam tasks during the performance of the assessed work;
- obtaining materials in part or in full before performing the assessed work or answers to exam tests with the help of another student, employee, teacher, or others;

- purchase or assist in the purchase or sale of ready-made assessed works or exam answers/tests;
- download by any means, including by e-mail, computer and other means;
- extract materials related to assessed work from paper and/or electronic media or copy them from the computer of a teacher, university employee;
- distribute or disclose confidential information to third parties without prior agreement.

17. **Forgery (collusion)** is the delivery to a student of mandatory written work completed in whole or in part by another person as his own personal work, or the presentation of his own work to another person for a fee or free of charge.

18. **Fraud** is the intentional misrepresentation of certain circumstances, events, facts.

19. **Misrepresentation** is the submission of false assignments, studies, certificates and other documents or the presentation of evidence for academic purposes.

Violations include, but are not limited to:

- altered materials and research results;
- fabricated facts or sources;
- forged certificates;
- forged documents;
- forged letters of recommendation and other letters;
- forged transcripts, diplomas, or other information;
- changing the date and time of an assignment;
- changes in grading information or exam materials;
- altering graded work for resubmission.

20. **Impersonation** – impersonating someone else in order to gain academic privileges during exams, tests, lab work, or other assignments.

21. **Concealment of information** – concealing information, transcripts, or other academic records in order to deceive or gain academic privilege.

22. **Obstruction and obstruction** – obstructing or blocking the educational or scientific activities of others in order to achieve unfair academic advantage. This includes falsifying data, files, manuscripts or other materials used for educational purposes, scientific works, damage to library equipment or property, electronic or other materials.

23. **Obstruction, disruption of classroom activities and consultations** – any behavior that is reasonably assessed by a teacher, dean, mentor (tutor), and is aimed at purposefully disrupting a lesson or consultation.

24. **Assisting someone in violating the rules of academic integrity** – sending another student an assignment assigned in another class, repeating parts of the assignment and allowing them to submit it as their own.

25. Academic misconduct in graduate courses before obtaining an academic degree also includes:

- unfair practice - neglecting the completion of a graduate internship, completing an internship in an organization that does not correspond to the topic of the graduate internship, or submitting false documents based on the results of the internship;
- plagiarism of the graduate internship and master's thesis. The originality (originality) of the graduate internship must be at least 55% for a bachelor's degree, and 60% for a dissertation for a master's degree;
- unethical behavior during the defense of a graduate internship or master's thesis.

26. The list of types of violations of academic integrity is not exhaustive and may be supplemented if necessary.

IV. ACADEMIC DISHONESTY IN RESEARCH

27. The main requirements within the framework of ethics in the implementation of scientific and research activities are as follows:

- **correct identification of authorship** - in compliance with the principles of copyright, an individual who has made a creative contribution to the creation of an intellectual property object is recognized. All individuals who have made a creative contribution to the creation of a research work must be indicated as co-authors of the research work. It is not allowed to indicate individuals who did not participate in the research among the co-authors;

- non-admission of plagiarism, correct and complete provision of references;
- non-admission of the appropriation of the results of protected creative activity, scientific discoveries, attention to novelty;
- ensuring the originality of the work;
- correctness in scientific polemics, not allowing insults or humiliation of reviewers, commentators and researchers;
- scientific conscientiousness in conducting experiments, formulating scientific theories;
- awareness of personal professional responsibility;
- awareness of moral responsibility for negative consequences.

28. The following are considered violations of the rules of ethics in scientific research:

- falsification, appropriation and plagiarism;
- failure to recognize authorship or creative contribution to the creation of scientific works;
- unauthorized use of new information, ideas or information from unpublished (confidential) manuscripts;
- use of archival materials in violation of the rules for the use of archival documents;
- failure to comply with the relevant legislation of the Republic of Uzbekistan.

29. The ethical principles of the scientific supervisor are as follows:

- **co-authorship** - the creative contribution of each co-author to the work should be sufficient to assume responsibility for the content of the publication. The scientific supervisor does not have the right to demand co-authorship without making any contribution to the scientific work of the student (student), which is considered the intellectual property;

- it is prohibited to distribute the materials of scientific works prepared for previous years in exchange for various forms of awards or for personal gain without receiving a reward (fee);

- **impartiality towards the student (student)** - the supervisor's opinions and recommendations should be objective and principled, aimed at improving the scientific level of the work;

- it is prohibited for the supervisor to make copies of unpublished work for his own needs.

30. Ethical principles in the work of a reviewer:

- impartiality when conducting a scientific examination of copyright materials, in particular, it is prohibited to transfer the work to unauthorized third parties for consideration, familiarization or discussion as a confidential document;

- attention to the fact that the work being evaluated has significant or partial similarities with any other scientific work, as well as the absence of references to arguments, conclusions or evidence set out in previously published works of this or other authors;

- the reviewer's comments and suggestions must be justified, impartial and principled, aimed at improving the scientific, methodological and methodological level of the work;

- drawing conclusions based on specific facts, the conclusion being justified and substantiated;

- obtaining copies of unpublished work for personal needs;

- it is prohibited to use materials related to the content of a scientific work for personal gain before its publication.

A reviewer who considers himself insufficiently qualified to evaluate the submitted scientific work or who cannot be impartial, for example, in the event of a conflict of interest with the author or the university, must notify him of this with a request to be excluded from the process of considering this work.

31. In order to prevent violations of ethical rules, conflicts of interest - conflicts of interest - of all parties involved in scientific research or the process of determining its results should be excluded. A conflict of interest arises when there are financial, scientific or personal relationships that may influence the actions of the author, reviewer or university. Relationships that fall within the concept of dual obligations, competing interests or competing loyalties are excluded.

32. The originality (originality) of research works (scientific articles, monographs, PhD and DSc dissertations) should be at least 85%, and citations to one's own works should not exceed "15%" of the total volume of citations.

V. RESPONSIBILITY OF UNIVERSITY TEACHING STAFF

33. University professors and teachers are responsible for maintaining academic integrity during classes.

34. University professors and teachers must conduct explanatory work with students of all levels and forms of education on the rules of these Requirements by any available means: oral explanations, notes on the syllabus, handouts for independent work, etc.

35. University teaching staff may be subject to disciplinary liability for violation of academic integrity in the following cases:

- **concealment** - that is, keeping secret information about the dishonest performance of work or non-compliance with other provisions of these Requirements;
- **collusion** - performing any assessed work instead of a student (may be for a certain fee or free of charge);
- **illegal possession and/or distribution of academic information** – delivery of examination materials and/or answers to them, as well as informing students/examiners of the questions to be asked, assistance in selling and/or purchasing ready-made reports, essays, assignments and academic works;
 - theft of any answers to the assessed work in any way, including downloading them via e-mail or from a computer for presentation to the student;
 - **forgery** – falsification of grades or answers to the assignment, data, signature in an academic work, intentional damage to or falsification of an academic work;
 - **abuse of authority** – unlawful benefit from students, abuse of authority within the framework of official duties for personal gain by giving and/or receiving various forms of awards or without awards;
 - **change (grade increase)** – change the grade due to the bias of the student and/or in exchange for receiving funds for the services rendered.

VI. LEVELS OF ACADEMIC DISHONORABILITY (INCLUDING RULES)

36. Academic misconduct cases are classified according to the following levels depending on their seriousness:

- **first-degree academic misconduct** – a result that has a minor impact on the academic achievement of students;
- **second-degree academic misconduct** – is a deliberate and planned misconduct that is significant enough to affect the final grade;
- **third-degree academic misconduct** – affects the final grade and involves serious administrative liability of the higher education institution in connection with

interference in the educational process, which may include expulsion from the university/expulsion from study;

- **fourth degree academic misconduct** – as a result of which the subject encroaches on the rights of persons involved in the educational process, which, according to the legislation of the Republic of Uzbekistan, entails administrative or criminal liability.

VII. LIABILITY (SANCTIONS)

37. The following sanctions are applied to students or masters depending on the degree of academic misconduct:

- first degree academic misconduct – **-10%** of the final grade;
- second degree academic misconduct – **-30%** of the final grade;
- third degree academic misconduct – recommendation for expulsion from studies, considered by the Academic and Methodological Council;
- fourth degree academic misconduct – expulsion from studies.

38. The Dean's Office must maintain information on cases of violation of these Requirements and submit it to the Academic and Methodological Department and the Academic and Methodological Council to resolve relevant issues.

39. Sanctions applied to university teaching staff, researchers and employees:

- first-degree academic misconduct - **reprimand**;
- second-degree academic misconduct - **-30%** of the monthly salary;
- third-degree academic misconduct - recommendation for dismissal or exclusion from doctoral studies (independent research), considered by the Scientific and Methodological Council;
- fourth-degree academic misconduct - exclusion from work, doctoral studies (independent research), dismissal.

40. The decision to impose a sanction may be appealed within three working days and reviewed by the University Council within one month.

VIII. FINAL RULES

41. These Requirements may be amended and supplemented by a decision of the University Council.

42. These Requirements are developed based on international standards and the following foreign requirements:

- Harvard University's Academic Integrity and Academic Dishonesty Requirements, USA;
- Carleton University's Academic Integrity Policy, Canada;
- Oxford University's Plagiarism Rules, UK.