



**INTERNATIONAL EDUCATIONAL
CORPORATION LLP**

**REGULATIONS
ON RESEARCH ETHICS**

Approved

Rector

**International Educational
Corporation LLP**



M.B. Imandossova

2024

REGULATIONS

on research ethics

International Educational Corporation LLP

Almaty



International Educational Corporation LLP
Research Ethics Policy

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1. General provisions

1.1. The Regulations on Research Ethics (hereinafter referred to as the Regulations) of the International Educational Corporation (hereinafter referred to as IEC) define the basic norms and standards of ethics in the research and educational activities of IEC researchers, scientists, and students.

1.2. The purpose of the Regulations is to establish ethical rules that must be observed in scientific research, project preparation, publications, and scientific activities carried out at the IEC.

1.3 The regulations are part of the normative documentation of the IEC, and its requirements are mandatory for faculty (hereinafter referred to as "faculty"), staff, and students.

1.4 The regulations cover research ethics issues relating to all types of scientific research, scientific activities, dissertations, and scientific publications completed during undergraduate, master's, and doctoral studies, as well as projects and developments supported and/or carried out by scientific staff, scientists, and students of the IEC.

2. Main objectives

2.1. Establishing ethical standards, rules of professional conduct, and relationships between those involved in IEC research work;

2.2. Ensuring a favorable moral and psychological climate in the process of planning, evaluating, selecting, conducting, and disseminating the results of scientific research, including the protection of the rights, safety, and well-being of research subjects;

2.3 Ensuring the improvement of the quality of scientific research;

2.4. Preventing corruption and violations of research ethics in science and creativity that discredit scientific and creative activities at the IEC;

2.5. Ensuring an increase in the level of responsibility of teaching staff, employees, and students of the IEC in complying with research ethics in science.

2.6. Defining principles for the ethical use of AI in scientific research, including compliance with academic integrity standards and prevention of data manipulation.

2.7 Introducing artificial intelligence methods into scientific research to improve its effectiveness, analyze big data, and predict results. At the same time, ethical aspects must be taken into account, including the possibility of algorithm bias and the impact on scientific reliability.

3. Terms and definitions

Scientific ethics – a set of moral principles that every scientist must adhere to in their field.



Scientist – an individual who conducts scientific research and obtains results from scientific and/or scientific and technical activities.

Researcher – a person conducting scientific research.

Research ethics – administrative rules and a set of moral principles that scientists must adhere to when conducting scientific research.

The **Committee on Ethics in Scientific Research** is a body that monitors compliance with ethical norms and standards in scientific research, protects the rights of research participants, and prevents unethical practices in the scientific activities of employees and students of educational institutions.

Intellectual property is the exclusive right of a citizen or legal entity to the results of intellectual creative activity obtained as a result of scientific research, experimental design, and technological work, and the means of individualization of participants in civil turnover, goods, works, or services.

Falsification – making intentional or unintentional changes to research data and records; making false statements about the use of research materials and/or tools that were not used in the research.

Plagiarism – passing off someone else's work as one's own or illegally publishing someone else's work under one's own name, literary theft

AI in scientific research – the use of machine learning, natural language processing, and other AI technologies for data analysis, modeling, and automation of scientific processes

4. General principles of scientific ethics

4.1. The principle of scientific honesty, truthfulness, and accountability implies the following:

1) researchers are responsible for conducting high-quality research characterized by scientific integrity, truthfulness, and accountability;

2) researchers must respect the contributions of other researchers by adhering to standards of authorship and collaboration;

3) when reviewing the work of others (articles, dissertations, projects, monographs, etc.), researchers are obliged to assess their qualifications and impartiality;

4) Researchers must comply with national and international regulations and these Regulations, which are established to protect ethical and safety interests.

4.2. Principle of uncertainty, risk, and precaution:

1) researchers must clarify the degree of uncertainty in their research and assess the risk associated with the research results;

2) Researchers should strive to exercise caution.

4.3. Protection of research subjects:



1) Researchers should comply with the requirement of voluntary informed consent.

2) Researchers should protect the confidentiality of their research subjects.

4.4. Protection of animals used in research:

1) Researchers must exercise due care and respect the welfare of animals when preparing and conducting experiments involving animals. Researchers must justify the necessity of the experiment to the responsible supervisory authorities.

2) Researchers should organize their research in such a way that the use of research results does not conflict with fundamental animal welfare requirements.

3) Some scientific and technical research involves the use of animals. It is generally accepted that animals are also moral objects deserving of respect. Animal welfare serves as a collective category for a number of ethical considerations regarding animals.

4) Research involves animals in at least two ways: either as laboratory animals in the research process or as the actual subject of research (especially in veterinary medicine, agriculture, and aquaculture). Ethical considerations should apply in both cases. However, it is generally accepted that laboratory animals may be subject to greater animal welfare concerns and risks than conventional livestock when research serves an important purpose and animal experiments are necessary to achieve that purpose.

4.5. The relationship between research and other knowledge carriers and forms of knowledge:

1) Researchers should recognize the economic and cultural value of other forms of knowledge.

2) Where appropriate, researchers should engage in dialogue with other knowledge holders.

3) Where appropriate, affected parties should be involved in research.

4.6. Commissioned research, transparency, and conflicts of interest:

1) The IEC and participating researchers should ensure the transparency and scientific quality of commissioned research.

2) The IEC and individual researchers should ensure transparency regarding potential conflicts of interest.

4.7. Reporting violations and ethical responsibility:

1) if, in the course of their work, researchers become aware of issues that they believe to be contrary to ethical principles or their social responsibility, they should have the opportunity and, depending on the circumstances, the obligation to report these violations;

2) The IEC should have independent mechanisms in place to support employees in situations where they report violations.

4.8. Dissemination of research results to the general public:

1) Researchers are responsible for disseminating research results.



2) researchers should not abuse their academic degree, position, or scientific achievements to lend weight to their position.

4.9. Principle of responsibility when using AI:

1) researchers should be aware of the limitations and risks associated with automated data processing;

2) avoid the misuse of AI algorithms and ensure that results are interpretable.

5. Responsibilities of faculty, staff, and students of the IEC for compliance with research ethics

5.1. Researchers should:

1) Respect the contributions of others and adhere to recognized norms of co-authorship and collaboration;

2) Comply with ethical standards for conducting experiments, surveys, and creative projects, obtaining permission when necessary to use other people's material, rent equipment, conduct interviews, photograph people, etc.;

3) Comply with safety and ethical standards in relation to the environment, including the protection of the rights, safety, and well-being of research subjects (living organisms and habitats);

4) Treat animals and people as research subjects with due care and respect;

5) Conduct research on animals only when there is no alternative, in the interests of scientific progress, provided that animal suffering is minimized;

6) Be familiar with copyright laws, regulations, and enforcement, respect the intellectual property of others, and comply with copyright laws;

7) Do not disclose confidential information;

8) The publication of images (photographs) of minors in scientific works, conference materials, and monographs, indicating their name, age, place of study, etc., is possible with the written consent of their parents or guardians;

9) Supervisors of dissertation research and scientific projects bear overall and comprehensive responsibility for compliance with research ethics in projects and research conducted under their supervision.

10) Research supervisors and students/master's students/doctoral students must treat each other with respect. Research supervisors must not abuse their position for personal gain.

5.2. Responsibilities of the author of a scientific work

1) Authors must provide reliable results of their research work.

2) Authors must guarantee that the research results presented in the manuscript are original work.

3) If fragments of other people's work are used or statements from other authors are borrowed, bibliographic references must be provided with the author or original source indicated.



4) When publishing the results of a collective (team) project, all participants involved in the work will be considered authors, and their individual contributions will be indicated if necessary.

5) When publishing scientific works, researchers are obliged to maintain their scientific reputation at the appropriate level, avoid publications in unscrupulous and/or non-scientific journals, publications with a dubious reputation, as well as those excluded from international databases (Scopus, Web of Science).

6) Researchers are required to indicate the source of funding in all their publications published within the framework of grant funding (grant funding from the Science Committee of the Ministry of Education and Science, internal grants, international projects).

5.3. Obligations to ensure confidentiality and data protection:

1) Researchers must ensure anonymity is protected if this has been agreed or if it is reasonable to do so. If participants have been promised anonymity, the researcher is obliged not to disclose their identity in the course of the research and dissemination of information.

2) Researchers must treat data confidentially if this has been agreed or if it is reasonable to do so.

3) If researchers plan to use data collected by others on a confidential basis, they must ensure that permission has been obtained to deviate from this condition.

5.4. Researchers using AI in their work are required to:

1) Honestly indicate the use of AI algorithms in publications;

2) Verify the accuracy of the data used in AI models;

3) Comply with the principles of transparency and reproducibility when working with AI.

6. Violation of research ethics standards

6.1. Violations of research ethics include:

1) Falsification, plagiarism, falsification of data or results of scientific research and/or other documents;

2) Use of unpublished, unprotected dissertations or research as a source without the owner's permission;

3) Failure to comply with the code of ethics in research involving human subjects, failure to demonstrate respect for human rights in publications;

4) Violation of the provisions of relevant legislation on biomedical research on humans and other clinical research;

5) Failure to obtain written permission from the authorized person(s) to conduct research and experiments;

6) Participation in unreasonable, unjustified, and deliberate ethical violations;

7) False statements about scientific research and publications for the purpose of career advancement;



8) Failure to comply with rights regulated by relevant legal provisions in the field of science, art, and research;

9) Appropriation, denial, or concealment of the intellectual and/or material contributions of other participants in the scientific and creative process;

10) Appropriation of the results of someone else's intellectual, scientific, or creative work (plagiarism);

11) Incorrect criticism of colleagues due to personal antipathy, competition, or other motives not related to the quality of the research work or creative project being evaluated;

12) Duplication: publication (or submission for publication) of the same article, scientific work, monograph, project, etc.

6.2. Cases that are not considered ethical violations:

1) Use of anonymous information, basic information about disciplines, such as mathematical theories and mathematical proofs, provided that the unique style and statements of another person are not copied exactly;

2) The use of text, visual effects, videos, and other material permitted for non-commercial use under a Creative Commons license in research is not considered a violation of ethics.

6.3. Ethical violations in the use of AI include:

1) Using AI to generate or manipulate data without proper disclosure of methods;

2) Using AI to create falsified scientific publications or to substitute authorship;

3) Insufficient verification of the correctness and ethics of AI algorithms, leading to distortions of scientific data.

7. Monitoring compliance with scientific ethics

7.1. In order to create and develop a favorable research environment, the IEC has a committee on research ethics (Order No. 69a of April 4, 2023). The committee on research ethics makes decisions based on the fundamental requirements of scientific ethics and bears full responsibility for the decisions made.

7.2. The Scientific Research Ethics Committee is a collegial body of the IEC that makes decisions on issues related to compliance with ethical requirements and principles of scientific, research, and project work at the IEC.

7.3. The IEC Scientific Research Ethics Committee, in accordance with its competence, reviews reports of violations of scientific ethics by faculty, staff, and students:

1) taking timely measures to remedy the situation and eliminate shortcomings;

2) taking effective disciplinary measures in accordance with the procedure established by law;



3) consulting with the relevant structural units of the IEC and providing them with the necessary information. These actions shall be recorded in a protocol in accordance with the internal rules of the IEC.

7.4. Faculty, staff, and students of the IEC are required to strictly adhere to the principles of research ethics and report any violations to the Research Ethics Committee.

7.5. The IEC Research Ethics Committee monitors the use of AI in scientific work, including assessing the correctness of methods, compliance with ethical standards, and protection of intellectual property.

8. Research ethics review procedure

8.1. Researchers are required to undergo a review by the Scientific Research Ethics Committee for any research involving humans and/or animals (or data relating to directly identifiable individuals). In general, the level of research risk is considered:

1) High, IF the research focuses on groups in need of special support, or where it may be non-standard, or if there is a likelihood that the research may be controversial in one or more respects;

2) Moderate, IF the research is conducted in accordance with standard procedures and established research methodologies and is considered non-controversial;

3) Low, IF the research is routine in nature and considered non-controversial.

8.2. The Risk Assessment form will help you assess the research considering each risk level in turn. Approval to proceed with research at each level is given by the research supervisor or, if the risk is high, by the IEC Research Ethics Committee. If the risk is assessed as "low," review by the Research Ethics Committee is not required.

Research conducted by master's and bachelor's students must have low or medium research risk.

8.3. Research that will use data only from publicly available archival documents (including newspapers) does not require approval by the Scientific Ethics Committee (unless there are other reasons why this could lead to ethical issues).

8.4. To submit an application to the Research Ethics Committee, researchers must write a statement addressed to the Chair of the IEC Research Ethics Committee (Appendix 1).

8.5. Research conducted by master's and bachelor's students is approved by the research supervisor and program leader of the relevant educational program. The following are subject to assessment for compliance with research ethics: topic, methodology, methods, research object, questionnaire for respondents, etc.

8.6. Documents for the Scientific Research Ethics Committee are submitted in electronic or paper form.



8.7. An ethics commission is formed from the members of the Scientific Research Ethics Committee.

8.8 The date of submission of the package of documents by the researcher to the Scientific Research Ethics Committee shall be at least 14 calendar days before the start of the research.

8.9 The Scientific Research Ethics Committee shall consider researchers' applications as they are received. The maximum period from the date of receipt of the application by the Committee to the date of its consideration shall not exceed 30 working days (excluding holidays and vacations).

8.10. The researcher shall be provided with ethical approval in the form of an extract from the minutes of the meeting of the Scientific Ethics Committee.

8.11. In the event of a negative decision by the Scientific Research Ethics Committee, the researcher has the opportunity to review the subject matter, methodology, methods, hypotheses, research object, and questionnaire, after which they may submit a new application to the Scientific Research Ethics Committee.

8.12. If the Scientific Research Ethics Committee decides that the research needs to be slightly revised or modified, the researcher shall make the changes and resubmit them to the Committee. The Committee may consider this application on an expedited basis.

8.13. The researcher must monitor the conduct of research that has received ethical approval (for students, in consultation with supervisors).

8.14. The investigator, in conjunction with the project team, where appropriate, shall ensure that the results of the study are properly analyzed on an ongoing basis, taking into account any possible changes that may occur during the course of the research project. The investigator is responsible for this.

8.15. If any additional risks and ethical implications are identified, the researcher must notify the Scientific Research Ethics Committee.

8.16. The researcher is responsible for ensuring the reliable storage and preservation of data.

8.17. Based on the dissertation research conducted, the Committee on Research Ethics prepares a Conclusion of the Committee on Research Ethics on the PhD dissertation (Appendix 2) for defense before the IEC Dissertation Council.

8.18. The Department of Science and the Department of Postgraduate Education are responsible for ensuring that researchers undergo ethics training, where necessary, and obtain approval before collecting any data.

9. Researchers' responsibility for research ethics violations

9.1. If data falsification or publication fraud is discovered and confirmed, the researcher will receive a reprimand.

9. In the event of a repeat violation, a severe reprimand shall be issued.



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9.3. For gross violations of research ethics, the Research Ethics Committee has the right to submit a recommendation to the Rector to terminate the employment contract with the teacher or employee, or to expel the student from the University.



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Appendix 1
to the Regulations on Research Ethics
LLC "International Educational
Corporation", approved
by Order of the Rector
dated " _ " _____ 2025 No. ____

**To the Chair of the IEC Committee on
Research Ethics**
from _____,

department, faculty
Mobile phone: _____

STATEMENT

I request that the **Ethics Committee for Scientific Research** consider

- ☐ informed consent of respondents
- ☐ questionnaires
- ☐ dissertation materials
- ☐ research plan
- ☐ research report
- ☐ article

and issue the corresponding conclusion.

Research topic: _____

Full name

Signature

Date



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Appendix 2
to the Regulations on Research Ethics
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LLP, approved
by Order of the Rector
dated " _ " _____ 2025 No. _

Conclusion of the Ethics Committee
(Committee on Ethics in Scientific Research)
of the International Educational Corporation
(name of the university)

1.	Full name of doctoral student	
2.	Specialization (educational program) of doctoral studies	
3.	Period of study in the doctoral program	
4.	Thesis topic, date of approval	
5.	Information about academic advisors - full name (if available), position and place of work, academic degrees, citizenship	
6.	Research subjects	
7.	Violations in the process of planning, evaluation, selection, and conducting scientific research	Violations (not) identified
8.	Violations in the process of dissemination of scientific research results	Violations (not) identified
9.	How were the rights, safety, and well-being of research subjects protected (in the case of living nature and habitats)?	

Chair of the Ethics Committee _____

Secretary of the Ethics Committee _____




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SUBMITTED BY:

Director of the Department of
Science and Innovation

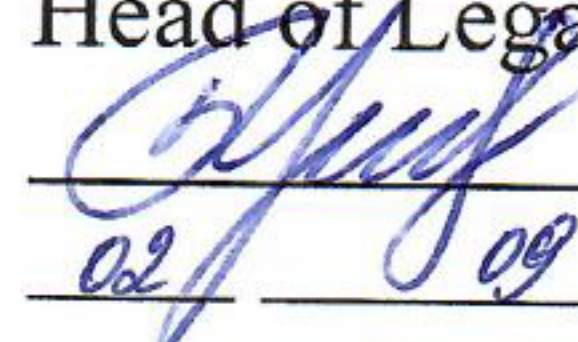
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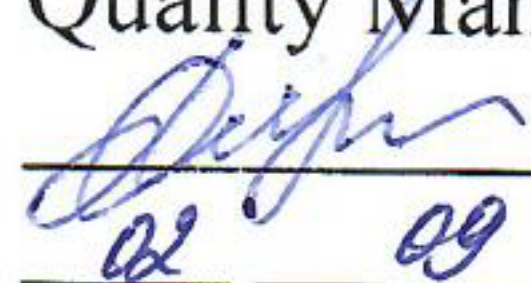
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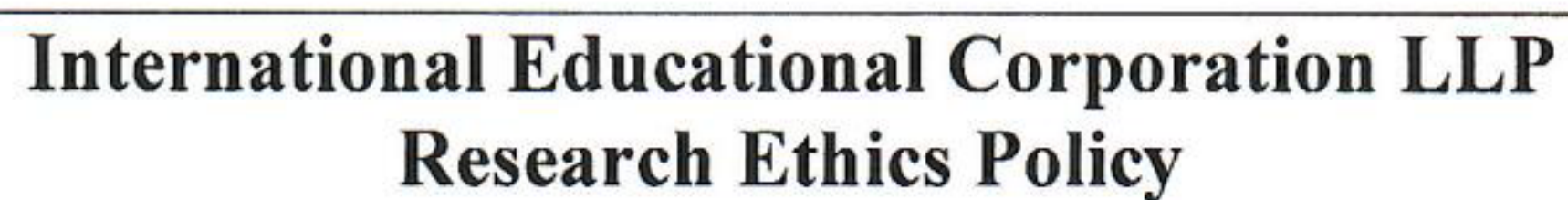
 B.A. Sabdenaliyev
02 09 2024

Head of Legal Service

 I.S. Baimukashev
02 09 2024

Quality Manager

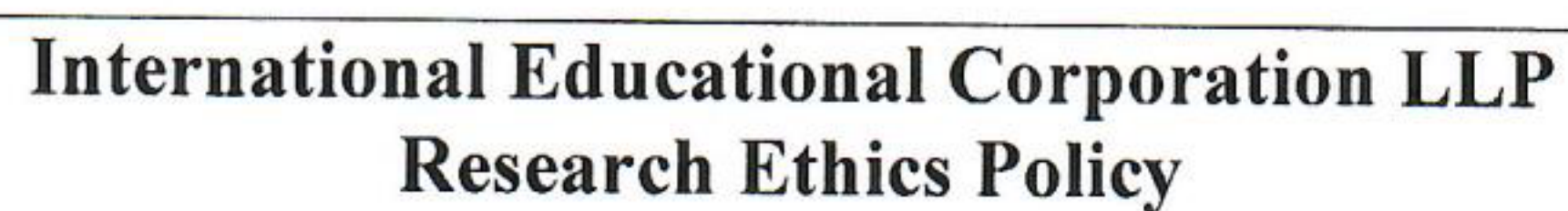
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12. CHANGE REGISTRATION SHEET

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13. INFORMATION SHEET

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