

# Code of Conduct for Trainees

## Code of Conduct (Trainees) - Trainee Academic Honesty Policy

- There is an expectation for trainees to be authors of their own work and to acknowledge when they use other authors' words or ideas when preparing their assignments and/or assessments.
- Any examples of inappropriate use of sources or use of others' work in place of your own, will be penalised.
- Failure to understand and follow protocol on academic conduct may ultimately result in a trainee being subjected to disciplinary actions or terminated from their course.
- Academic misconduct can be broken down into the six categories below:
  1. Plagiarism
    - a. Plagiarism involves the incorporation by a trainee in an assessment, material which is not their own in the sense that all or a substantial part of the work has been copied without any attempt at attribution or has been incorporated as if it is the trainee's own work when it is wholly or substantially the work of another person.
  2. Collusion
    - a. Trainee A copies Trainee B's work with B's knowledge.
  3. Commission
    - a. Paying someone else to prepare coursework for you.
  4. Cheating
    - a. Cheating in an examination is a serious offence and may lead to expulsion. If a trainee is caught during the examination with evidence, he/she needs to stop the examination.
    - b. Any form of communication with other trainees or external sources. Bringing unauthorised materials / technology into the examination. Communicating with or copying from any other trainee during an examination except insofar as the examination regulations may specifically permit this, e.g. group assessments.
    - c. Communicating during an examination with any person other than a properly authorised invigilator or another authorised member of staff.
    - d. Introducing any written or printed materials into the examination room unless expressly permitted by the examination or programme regulations.
    - e. Introducing any electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations.
    - f. Gaining access to any unauthorised material relating to an assessment.

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### 5. Falsification of Data

- a. Deliberate alteration, fabrication, or manipulation of research or experimental data to support a particular hypothesis, conclusion, or desired outcome
- b. This may include altering measurements, omitting data points, inflating results, or creating entirely fictional data

### 6. Falsification of Citation

- a. Improperly or falsely citing sources or misrepresenting the significance of sources in academic writing
- b. This may include citing non-existent sources, exaggerating the importance of a reference, or citing sources that don't support the claims being made

- It is not always possible to find the source of the work, but a judgement may be made as to whether the work is original or not by using other evidence. The following are acceptable forms of evidence of plagiarism:

1. Text from a known source
  2. Unusual writing structure
  3. Changes in font
  4. Work not in keeping with the trainee's usual standard
  5. Excellently written essay with poorly written introduction and conclusion
  6. Doesn't answer the question
  7. No personal views
  8. Trainee unable to discuss the work in a way that shows satisfactory understanding when asked by a trainer in a meeting
- This Policy should be set and communicated to ensure academic integrity, including reporting and managing of academic dishonesty.