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| Policy Name: | Student Academic Work Integrity Policy |
| Effective Date: | 11/1/2016 |
| Review/Revision History: | 11/2016 |

1. **Purpose**

This *Student Academic Work Integrity Policy* has been developed to provide Duke Division of General Internal Medicine student employees with guidelines to determine what behaviors violate the academic integrity principles of our research group and procedures for dealing with behaviors alleged to be in violation of the academic integrity principles. These procedures would be used to ensure due process to all members involved in cases of alleged violation of academic work integrity, and protect the rights of faculty and students involved in such cases.

1. **VIOLATIONS OF ACADEMIC INTEGRITY**

The following are considered to be dishonest or criminal conduct behavior: (The following definitions are not meant to be comprehensive or exclusive.)

**A.    Falsification of Work Hours**

All student employees are expected to swipe in and out using the office time clock. Entering time into the API system with work hours that were not worked constitutes falsification of work hours. Students may not submit hours for pay prior to working the hours.

**B.** **Falsification of Data or Creation of False Data**

Dishonest acts in research include fabrication and/or falsification which may occur during the proposal of a research development project, the execution of research development, the report and the publication of research development results. Each could be defined as below.

1. Fabrication: Acts of falsely creating non-existing data or research

 results;

1. Falsification: Acts of distorting contents or results of research

 by artificially manipulating the materials, equipment and procedures

 of research or by deforming or deleting data freely.

**C. Theft of Property**

Theft of property, or willfully causing damage to, waste of, or loss of property. This includes taking copy paper from the office, taking home office supplies such as notebooks, staplers, hole punchers, etc.

**As a part-time Duke employee, you are expected to portray academic integrity and honesty. Duke University holds their staff, faculty, and students to the highest level of academic integrity. Should your behaviors or actions be found in violation of the above academic integrity, you will be terminated. Please note that your termination will be documented as not eligible for rehire. This means, that you will not be eligible for rehire in any type of Duke employment and or affiliated with Duke in any manner.**

Please sign stating that you have read, discussed, and understand the above Duke Division of General Internal Medicine Student Academic Work Integrity Policy. Should you have questions, please direct them to your supervisor or hiring manager.

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 Student Signature DATE

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Student Printed Name

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Supervisor/Hiring Manager Signature DATE

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Supervisor/Hiring Manager Printed Name