

Academic & programme-related policies

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Honesty and integrity are valued in all academic activities at the University of Auckland.

The following link provides information about the key principles and practises underlying academic honesty, and advice and resources.

www.auckland.ac.nz/uoa/home/about/teaching-learning/academic-integrity

From 2013 all students in the Medical Programme are required to have completed and passed the Academic Integrity training modules during their programme of study.

1. Conduct of coursework and cheating

University regulations, statutes and guidelines

All students should be aware of the following regulations which are found through the link:

www.auckland.ac.nz/uoa/home/about/teaching-learning/academic-integrity

Student academic conduct statute

This statute describes and classifies coursework, academic misconduct and academic misconduct in examinations; sets out the procedures for dealing with allegations of

academic misconduct in courses, research and examinations; states the penalties that may be imposed for academic misconduct, and the grounds and processes for review.

Use of third party assistance in undergraduate and postgraduate coursework: Guidelines for students

These Guidelines explain how to use help from others and the limits of this assistance.

University Calendar: Cheating is also included in the following official regulations and Statutes of the University.

- Enrolment and Programme Regulations, Clause 6 b (iii)
- Examination Regulations, Clauses 2, 7, 8, 9
- Statute for Student Discipline (2013)

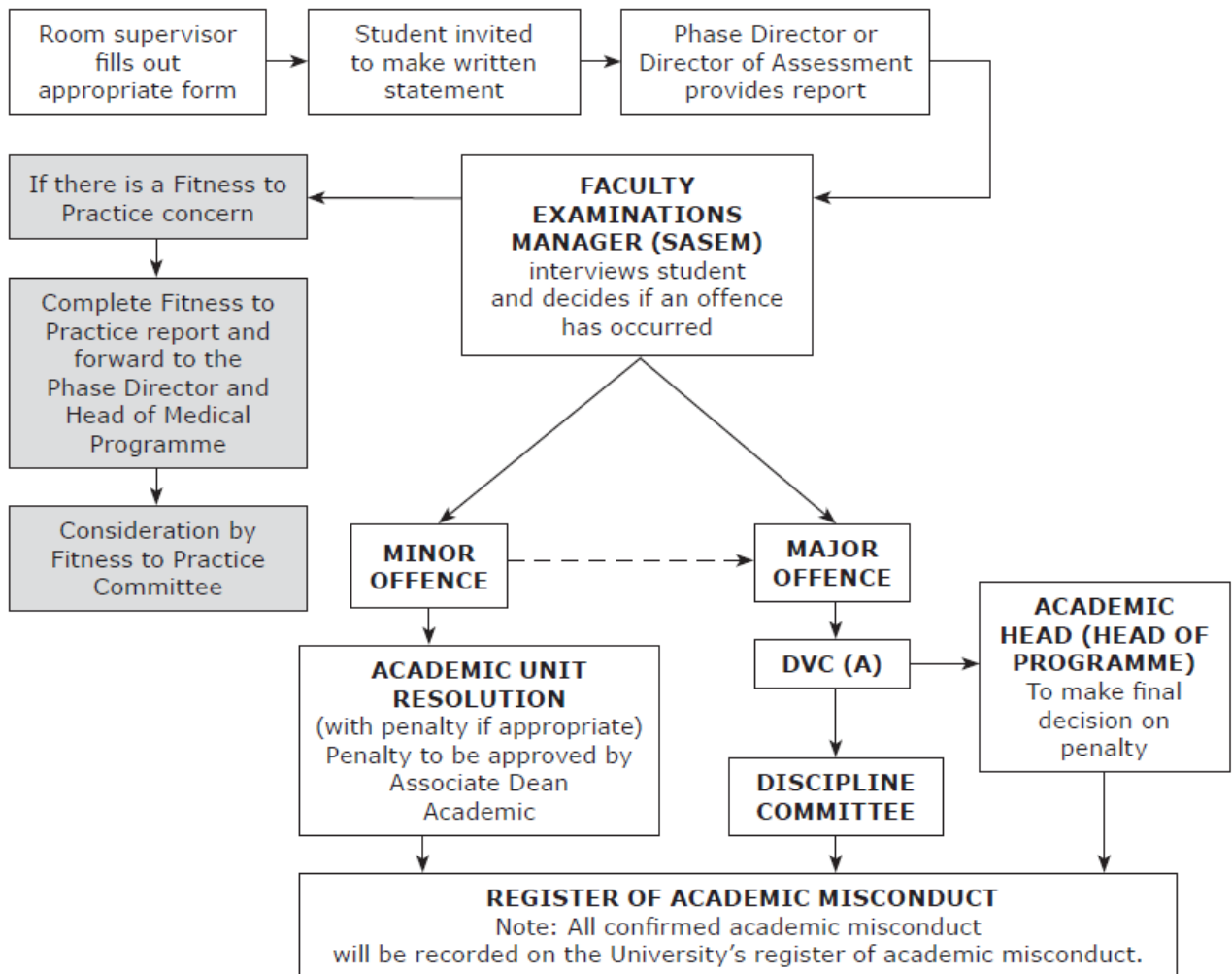
1.1. The Medical Programme and cheating

The Schools involved with the delivery of the programme require that medical students have intellectual, professional and personal integrity, respect for truth and for the ethics of research and scholarly activity. As future members of the medical profession, one way of undermining individual development is through cheating. It also reflects the poor professional attitudes of the student.

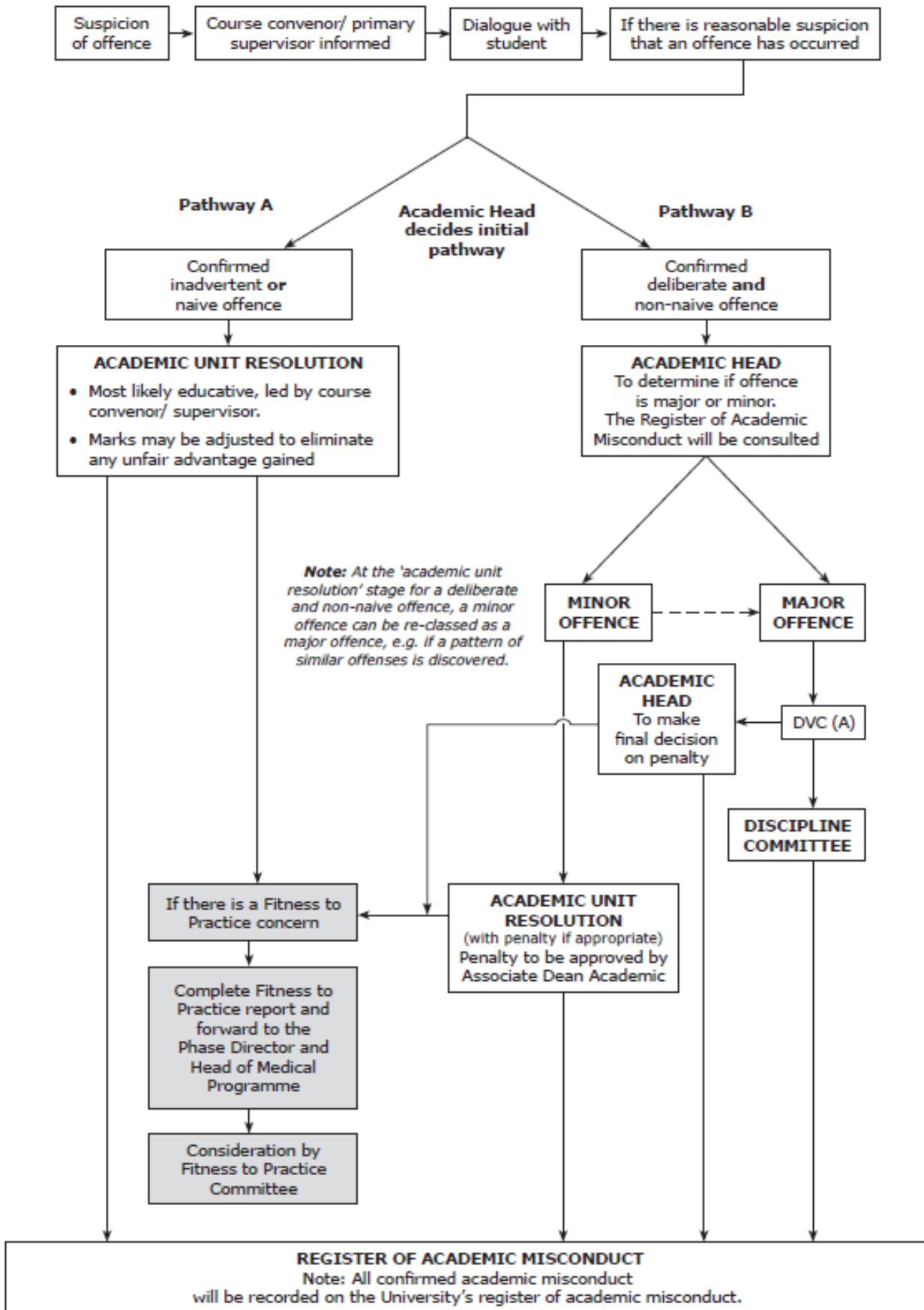
All incidents of cheating are considered under the Medical Programme Fitness to Practise Policy in addition to the Student Academic Conduct Statute. The relationship between these two policies is illustrated in the diagrams on the following pages.

1.1.1. Process for considering cases of alleged academic misconduct

Pathways for an offence by a medical student if suspected offence occurs in an assessment sat under examination conditions



Pathways for an offence by a medical student



1.1.2. Good practice

The following are good practises that you should be aware of to avoid cheating or being accused of cheating:

1. Be honest about all the sources you have used in an assignment, and the level of indebtedness to those sources, including those from websites.
2. Do not copy any part of another student's work, and do not let them copy yours. It is also not acceptable to copy and paste from your own or to submit the same piece of work twice.
3. If you have any doubts about what is an acceptable form or level of collaboration or discussion with other students, talk about it with the course coordinator - before you submit the work for grading.
4. If you have any doubts about how to reference ideas appropriately – ask someone such as your course coordinator, the Student Learning Centre (SLC), or Library staff.
5. Keep preparatory work. You may be requested – by means of interview, and/or through presenting materials used in preparation of a coursework assignment – to demonstrate that work submitted was your own. It is a good practise for all students to retain rough notes, computer files and other preparatory and supporting materials to substantiate ownership of work in case the origins of an assignment are queried.
6. If you are having difficulty with, for example, the course content, the language of the course, your abilities to manage your own time, and/or pressures from overall workload or stress, seek assistance.
7. Use the Academic Integrity training available online at www.auckland.ac.nz/uoa/home/about/teaching-learning/academic-integrity to ensure you understand the issues relating to cheating.

Where can you go for help?

There are many options available at the University, including:

- The module convenor/coordinator, lecturer, tutorial leader, lab demonstrator
- The Phase Director (or Year Coordinator)
- The Head of Department
- The Director of Medical Student Affairs
- Health and Counselling Services
- Faculty Student Centre
- MAPAS Coordinator
- Student Learning Centre
- AUSA or other students' services
- Chaplaincy services
- Electronic resources for assistance include:

MBChB portal: **where to get HELP!** Documents specific to Phase's and cohort sites

<https://mbchb.auckland.ac.nz>

University's website:

www.auckland.ac.nz/uoa/home/about/teaching-learning/academic-integrity

1.1.3. Handing in Assignments

Please note the requirement to verify that your assignment work and case reports are original and do not contain plagiarised content. Be very careful to be sure about the accuracy of your statement, as the Faculty and the medical profession take the misuse of a personal signature very seriously. This would be in addition to any other issues raised by the submission of plagiarised material for assessment.

- Assignments must use a designated cover sheet which clearly indicates the student name, ID, department, and assignment title.
- All assignments must be accompanied by a written declaration stating that:
 - This assignment is the student’s own work.
 - All sources have been appropriately acknowledged.
 - All data is authentic.
 - This work has not been used in any other assignment.
 - All features identifying a patient or their families have been removed.
- In the case of electronic submission, a coversheet must be downloaded and included with the assignment. The declaration statement on the coversheet will be deemed equivalent to a written declaration by the student.
- Any requirements for students to submit electronic copies of their assignments to Turn-it-in. com must be signalled in writing (hard copy or electronically) to students at the start of the course. Where students submit a hard copy this will not be returned until an electronic copy is submitted through turnitin®.
- The confidentiality of patients and their families is to be protected at all times. Any feature within an assignment which may identify a patient or their family, including NHI number, must be deleted or changed prior to submission. Any work submitted which fails to protect the identity of patients and their families will not be eligible for a passing grade.
- Students are expected to hand-in their assignments to the location or person specified.
- Students are expected to hand-in their assignments on or before the due date. Assignments received after the due date may be ineligible for the grade of Distinction, and may receive a grade of Fail.
- Students **must** keep secure copies of all assessment tasks submitted. Assignments which have been lost, (electronically or physically) misplaced or delayed in the post are the responsibility of the student. Students should regularly back up electronic documents, photocopy or scan hand written assignments and store them safely.

1.2. Student use of patient information

When preparing study notes and case note reports etc. students who have permission to access a patient file need to be particularly vigilant that they safeguard the patient information and do not contravene DHB patient privacy codes. In particular information which identifies the patient (including NHI numbers and/or date of birth) **cannot** be printed out or copied and stored to any personal device such as memory stick or laptop computer.

The Health Information Privacy Code and its implications are outlined in Section D of

the Medical Programme Policy Guide and students must know and attend to its requirements. DHB audit systems are monitoring those accessing patient notes and misuse is taken very seriously.

1.3. Watches in Assessments

The UoA examination policy does not allow watches to be worn during exams – this decision was made following the advent of smart watches. The medical programme applies this policy to all written tests, practical skills tests in phase 1 and any practical clinical assessments (excluding miniCEX).

The definition of a watch includes traditional watches, smart watches and fitness trackers.

In order to measure vital signs during clinical assessments, rooms used will be equipped with a clock with a second hand, or a watch will be provided as part of the clinical equipment.

2. Copyright policy for students

Students should be aware that the course materials, and content and delivery of lectures in each course, are protected by copyright. Course materials have been copied either under the Education provisions of the Copyright Act 1994 or one of the Copyright licences the University has entered into. Recording of lectures is at the discretion of the lecturer. Lecturers own copyright in the lectures, materials they have created which supplement the course, and their power point presentations.

You must not copy, alter, distribute (for example on a social media site such as Facebook) or sell to any other person any part of these course materials or lectures. Failure to comply with the terms of this warning may expose you to legal action for copyright infringement by the copyright owner, and disciplinary action by the University.

For further information see the Academic Integrity Course

www.auckland.ac.nz/uoa/home/about/teaching-learning/academic-integrity

Module 4: Using Copyrighted Material Correctly, and “Copyright for students” downloadable from that site.

3. Student allocation policy–Phases 2 & 3

3.1.Policies for student allocation, Years 4–6

1. Students are expected to travel to different regions to undertake clinical education and training during Years 4, 5 and 6.
2. Each student is expected to have diverse experiences by health care provider and by site, but the overall clinical experiences are equivalent across sites.
3. Except in exceptional circumstances, no student can complete all attachments in two consecutive years in any one District Health Board (DHB) area.
4. Except in exceptional circumstances, each student is required to complete at least one year at one of the four main Clinical Campuses (Auckland, South Auckland, Waitemata, Waikato).
5. Except in exceptional circumstances, each student is required to complete at least one year of study outside of an Urban Centre, (Auckland, South Auckland, Waitemata, Waikato).
6. While it is intended that students in each cohort spend all their time in that cohort

region, a student may be required to spend time in another region for a specific discipline due to reasons of capacity. This will be decided at the discretion of the Medical Programme Directorate, and students will be notified as early as possible.

7. Year 4 students will be allocated to one of six cohorts:

- Auckland
- South Auckland
- Waitemata
- Waikato
- Rotorua
- Tauranga

8. Year 5 students will be allocated to one of seven Cohorts:

- Auckland
- South Auckland
- Waitemata
- Waikato/Lakes
- Bay of Plenty Regional-Rural programme
- Northland Regional-Rural programme (Pūkawakawa)
- Taranaki Regional-Rural programme

9. Year 6 students will be allocated to one of eight cohorts:

- Auckland
- South Auckland
- Waitemata
- Waikato
- Northland
- Rotorua
- Taranaki
- Tauranga

10. Once allocations have been confirmed it is not possible to change hospitals or cohorts except under extenuating circumstances as determined by the Phase Director.

11. Consideration for exemption from the allocation policy is given only for exceptional personal reasons including: being the primary caregiver for a minor, elderly, or disabled dependent, health concerns as documented by a registered health care provider, or sport commitments in keeping with the University policy on elite athletes. Students in this category should discuss their situation with their Phase Director and provide rationale and documentation in their allocation application.

3.2. Cohort principles for Years 4, 5 and 6

The following cohort principles apply:

1. Students will be allocated to one of the Year cohorts.
2. The Board of Studies and the School of Medicine determine the cohort size for each campus/site.
3. For all year groups, student preferences are taken into consideration in the allocation process but are not the deciding factor. In the event that some sites are

under-subscribed, balloting may take occur. (See below).

4. For Year 6, the minimum quota of students will be allocated to Northland, Rotorua, Taranaki, Tauranga and Waikato.

3.3. Ballot policy

If the spaces at any hospital or cohort in Years 4, 5 or 6 are not filled by students volunteering/applying, a ballot policy will be enforced.

Groups of three or more students wishing to be kept together need to be aware that if someone from that group is balloted in or out, then the rest of the group will also be moved.

3.4. Administration of policy

Students allocated to each individual clinical campus/clinical site are coordinated by, and have pastoral support from, the appropriate clinical campus or clinical site.

The Medical Programme Directorate (MPD) allocates students to each hospital; sub allocations within a hospital (e.g. to which specific team) is under taken by the Clinical Campus/Site or Department concerned.

4. Students travelling overseas

4.1. Travel Policy for Students Undertaking University Activities Abroad

The University requires that students traveling overseas abide by standards set for assuring safe student travel. All students must familiarise themselves with the [Students Travelling Abroad Policy](#). You need to be aware of your obligations under Section 6 that details your travel planning and responsibilities.

The policy applies to **Students** of the University travelling outside New Zealand for **University activities** whether funded by grants, research contracts, the University, or funded by students themselves and is for activities such as electives, internships, visiting scholars or travel to conferences or events related to their study.

4.2. Via TRM

Via TRM is an online Traveler Relationship Management system which supports the international travel of students. The University of Auckland is offering free comprehensive international travel insurance to all outbound student travel registered and approved in the Via TRM system.

4.3. Travel Insurance

The University of Auckland provides travel insurance to students travelling internationally and returning to New Zealand in two situations:

- 1) Students travelling on funded activity

Available for students travelling for official university business, where your travel is funded by the University or another official source.

Please read the [Funded Travel Insurance Terms and Conditions](#) for more information and to see if you are eligible.

- 2) Students travelling on official university activity registered and approved on [Via TRM](#).

Available for travel registered and approved on the Via TRM system.

Travel insurance for other student travel

For all other travel, students are required to obtain appropriate travel and medical insurance. Insurance is available with a number of commercial providers, including the University insurance broker, Marsh Ltd. When using the University's Official Travel Management Company, this can be arranged at the time of booking your flights.

Recreational travel insurance policies may not cover students while in clinical settings, for example, for needle stick injuries. You should ensure that your insurance covers the cost of repatriation in the event of a medical or other emergency.

4.4. Online travel register

If your travel has not been registered on Via TRM your travel details must be loaded onto the [FMHS Online Travel Register](#) for students travelling overseas on University related activities. Students travelling overseas are required to register their overseas travel prior to departure to comply with the University Travel Policy. The Online Travel Register is located on the FMHS Current Student webpage along with other relevant information for student travellers.