

DUKE-NUS HONOUR CODE

The students of the Duke-NUS Medical School (Duke-NUS) understand that it is a privilege to learn the practice of their chosen professions in a clinical setting. At the same time, they recognize the obligation that they have to the health and welfare of their patients and to their patients' families. As they enter professions in which they will have an extraordinary responsibility for others' lives and health, students will strive to hold themselves to the highest standards of academic integrity and conduct. As part of their education and training, students must begin to practice the ethic of service that they will uphold for the rest of their professional lives. Since training in ethical and professional behaviour is integral to the education of the health professional, violations of this Honour Code will be considered as an academic issue and may jeopardize advancement and graduation in the same way as other academic matters.

The Honour Code is written to promote a sense of intellectual honesty, trust, responsibility, and professionalism among students, faculty and staff of Duke-NUS. It should be understood that these guidelines represent standards to strive for, and that not every infraction will necessitate investigation. It should also be recognized that this honour code cannot anticipate every potential offense and that unethical behaviour not specifically mentioned in this code can still be investigated. Specific incidents will be considered in the context in which they occur. In addition, the magnitude and chronicity of infractions will be taken into account.

To demonstrate intellectual integrity and honesty, the student will:

- submit for course credit only one's own work and not that of another, in whole or in part, and will give credit for passages taken either word-for-word or paraphrased from the work of another (i.e., plagiarizing other sources to write or present academic papers, research reports, or clinical reports is dishonest).
- not collaborate with others on work that is claimed to be one's own. Instructors will make clear when collaboration is permissible, and students should ask for clarification when in doubt.
- give full and obvious acknowledgement to collaborators when collaboration to produce a project or report is permitted.
- offer original work for course or research credit and not submit work done previously for credit in another course.
- not use, give, or receive unauthorized materials or assistance to gain unfair academic advantage over colleagues prior to, during or after an examination or other evaluative procedure.
- not take an examination nor complete an assignment for another person.
- respect the intellectual property and learning materials of others, understanding that to take, keep, tamper with or destroy such property would result in unfair academic advantage.
- take all examinations when scheduled unless appropriately excused. Students should never delay taking examinations for the sole purpose of gaining academic advantage over colleagues.
- Not alter or falsify academic, research or patient documents.
- Not gain unauthorized access to academic or administrative files, patient medical records, or research documents, via computer or otherwise.
- Use only access codes, passwords, login codes, keys and facility access cards issued to the student.
- Report promptly any suspected violations of the Honour Code to appropriate authorities.
- Refrain from other behaviours that clearly compromise intellectual integrity and honesty.

To show concern for the welfare of others and act responsibly, the student will:

- treat patients, research subjects, and their family members with respect and dignity both in their presence and in discussions with others.
- undertake clinical duties and persevere to the best of the student's ability, striving to recognize limits on the capacity to persevere due to limited knowledge or skills, exhaustion, or impairment.
- strive to recognize the limitations of the student's knowledge and skills, and seek supervision or advice before acting when appropriate.
- learn to recognize when his/her ability to function effectively is compromised, ask for relief or help, and notify the responsible person if something interferes with the ability to perform clinical or research tasks safely and effectively.
- not compromise patient care, interactions with members of the Duke-NUS community, nor his/her medical education through the use of alcohol or illegal substances.
- not engage in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

Students should voluntarily remove themselves from patient care duties and seek professional help or advice from their Assistant Dean of Student Life, Vice-Dean of Education and College Masters when they recognize any physical, mental or emotional problems that could impair effective patient care, their interactions with members of the Duke-NUS community, or their educational program. It is the obligation of the school and its officials to help the student seek appropriate help for impairment and the student would become subject to an Honour Code charge only if he/she did not follow recommendations and referrals for appropriate help.

To demonstrate respect for the rights of others, build trust in professional relationships, and demonstrate professional demeanour, students will:

- deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, disability or socioeconomic status.
- avoid offensive language, gestures, or remarks, including those based on others' race, religion, gender, sexual preference, disability, or socioeconomic status.
- Avoid disruptive behaviour in the classroom, clinic, hospital or laboratory that might interfere with the learning or clinical care of others.
- respect the right of the patient or research subject and his or her family to be informed about and participate in patient care.
- respect patients' and research subjects' modesty and privacy.
- be truthful in communications with others, admit errors and not knowingly mislead others or promote themselves at the patient's expense.
- maintain and safeguard the confidentiality of patient and research subject information, including paper records, computerized records, and verbal communication.
- not misrepresent themselves as a licensed or certified health care provider.
- strive to maintain their composure under pressures of fatigue, professional stress or personal problems.
- maintain a neat and clean appearance, and dress in attire that is acceptable as professional to the patient population served.