

## PROFESSIONAL INTEGRITY POLICY

*(Revised November 3, 2017)*

1. CPLED students must conduct themselves with the honesty and professional integrity expected of a lawyer. To ensure licensing requirements are met and to protect the integrity of the CPLED Program, students are bound by the additional provisions in this policy.
2. The onus is on the student to seek clarification from the CPLED Director concerning any activity that could violate this policy.

### **DEFINITIONS**

3. In this policy:
  - a. “Assignment” means the instructions, fact scenarios and supporting documentation relating to the educational component of the CPLED Program.
  - b. “Assignment Submission” means the materials created or submitted by a student completing an Assignment.
  - c. “Assignment Feedback” means comments provided by Facilitators on Assignment Submissions.
  - d. “Competency Evaluation” means the instructions, fact scenarios and supporting documentation relating to the licensing component of the CPLED Program.
  - e. “Competency Evaluation Submission” means all materials created, presented or submitted by a student completing a Competency Evaluation.
  - f. “Competency Evaluation Marking Sheet” means the marking sheet completed by the Facilitators in the marking of Competency Evaluation Submissions.
  - g. “CE Documents” means all past and present CPLED Competency Evaluations, Competency Evaluation Submissions and Competency Evaluation Marking Sheets.
  - h. “CPLED Director” means the Director of the CPLED Program in each province.
  - i. “CPLED Staff” means the staff of the CPLED Program in each province.
  - j. “Facilitators” means persons retained by the CPLED Program in each province to provide Assignment Feedback to students and assist them in developing their skills and knowledge.

## **GENERAL PERMISSIONS**

4. Subject to paragraph 5, as much as possible, students should engage in CPLED activities in the same way they engage in the practice of law. Students may discuss and analyze the general law, background materials, precedents and learning exercises.
5. CPLED's primary role is to evaluate students to ensure that they meet licensing requirements for admission to the profession. When students are engaged in CPLED evaluation activities they must ensure that the work they submit or present represents their own knowledge, skills and abilities. This Professional Integrity Policy restricts students' ability to share information when they are completing Assignments and Competency Evaluations.

## **ORIGINAL WORK**

6. All Assignment Submissions and Competency Evaluation Submissions must be the student's own original work. Students may use precedents, including their own CPLED work, to prepare Assignment Submissions and Competency Evaluation Submissions.
7. To prepare their Assignment Submissions and Competency Evaluation Submissions students may use and discuss precedents from:
  - a. their offices,
  - b. the CPLED resource materials,
  - c. the CPLED skills materials,
  - d. commercial providers, and
  - e. other sources, except Assignment Submissions or Competency Evaluation Submissions from current or previous CPLED students.
8. Copying, paraphrasing or incorporating precedents as permitted in paragraph 7 is not plagiarism, but students must provide the source of any precedent that they copy, paraphrase or incorporate. Students may be asked to produce any precedent they copy, paraphrase or incorporate.
9. Students who copy, paraphrase, or incorporate all or any part of primary or secondary research materials, including CPLED resource materials, into their Assignment Submissions or Competency Evaluation Submissions must provide proper attribution.

## **CONFIDENTIALITY**

10. Students may discuss and analyze Assignments, Assignment Submissions and Assignment Feedback with others.
11. Students must not disclose or discuss CE Documents with anyone except the CPLED Director or CPLED Staff. Students may discuss their CE Documents with counsel in the event of an appeal or disciplinary procedures.
12. Students must ensure that their CE Documents remain confidential by storing them securely through the use of password protection or in a place accessible only to the student.
13. To ensure confidentiality, CPLED recommends that students destroy all CE Documents after they complete the CPLED Program.

## **CONSEQUENCES OF BREACH**

14. A student who inadvertently breaches this policy must immediately advise the CPLED Director.
15. A student who breaches this policy may be subject to imposition of a grade of competency not yet demonstrated, suspension, or other consequences.