

Professional Integrity Policy

Policy Statement

This policy sets professional integrity standards for **Students** and outlines the procedure to be followed when a **Student** is alleged to have breached these standards. Ethical breaches by **Students** in the course of simulated assignments may also be addressed in accordance with the **PREP** Assessment Criteria.

1. Definitions

- 1.1. “**Student**” is any individual who purchases, uses or partakes of any products or services offered by CPLED, regardless of the format in which such products and services are delivered.
- 1.2. “**Proprietary Content**” is the content of all CPLED’s programs and materials provided by CPLED to any **Student**.
- 1.3. “**Confidential Information**” is any record submitted by a **Student** to their program, whether written or oral, during any **Phase** of the program.
- 1.4. “**PREP**” is CPLED’s Practice Readiness Education Program.
- 1.5. “**Phase**” is one of the four stages of **PREP**; **Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm**, and **Capstone**.
- 1.6. “**Foundation Modules**” is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.7. “**Foundation Workshops**” is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.8. “**Virtual Law Firm**” is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.9. “**Capstone**” is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.10. “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.11. “**Disciplinary**” is any punitive measure taken by CPLED in response to a **Student**’s conduct.
- 1.12. “**Suspension**” is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLED.
- 1.13. “**Expulsion**” is the **Disciplinary** removal of a **Student** from their program by CPLED for an extended period.

1.14. “Law Society” is the **Law Society** for the province in which the **Student** is enrolled in their program. For Nunavut and Northwest Territories **Students**, **Law Society** may be the **Law Society** for the province in which they are enrolled in their program and/or the **Law Society** for the territory in which they intend to fulfill their Bar Admission requirements.

1.15. “Federation” is the Federation of Law Societies of Canada.

2. Authority and Application of Policy

2.1. This policy applies to all CPLED **Students** except where otherwise specified, in which case the policy will be applicable only to **Students** of the indicated program.

2.2. Students agree to abide by this policy pursuant to the academic integrity statement which all **Students** signed upon entry to their program.

2.3. This policy applies to both the in-person and virtual environments.

3. Regulatory Considerations

3.1. In addition to this policy, **Students** are expected at all times to remain in compliance with the Legal Profession Act, Code of Conduct and Rules as observed by the **Student’s Law Society**.

4. Professionalism

4.1. Students must continuously conduct themselves in a respectful manner. This includes, but is not limited to:

- a. demonstrating civility with other **Students**, CPLED employees and other persons acting on behalf of CPLED (including contractors).
- b. refraining from disrupting or interfering with the educational objectives of CPLED.
- c. refraining from utilizing technology in an inappropriate or harassing manner.
- d. complying with the rules of any building or facility which hosts CPLED program activities.
- e. acting with honesty in all matters relating to CPLED.

5. Plagiarism, Academic Misconduct and Original Work

5.1. Students must not commit plagiarism, which is considered academic misconduct under this policy. This includes, but is not limited to:

- a. presenting the work of another person, including words, images or data, in whole or in part, as if it is the **Student’s** own original work. This includes, but is not limited to, submitting CPLED sample documents, submitting work that has been purchased or otherwise obtained from another person, or submitting work previously submitted by another **Student**.

- b. presenting the verbatim, quoted, or paraphrased work of another person without adequate attribution to an author or creator whose work is incorporated into the **Student's** work. This includes, but is not limited to, failing to clearly indicate the inclusion of another person's work through CPLED-accepted legal citation practices such as footnotes or in-text references, or failing to credit all verbatim passages through indentations of longer passages or the use of quotation marks.
- c. sharing their own CPLED work or the CPLED work of another **Student** with any other **Student**.

5.2. Copying, paraphrasing, or incorporating precedents for the purposes of a CPLED assignment is not considered plagiarism. For further clarity:

- a. A precedent includes a sample or template of a specialized legal document such as a contract or a court order, which has been prepared with applicable legal principles in mind and includes specific wording which has been either endorsed by the judiciary, prepared by legal practitioners, or flows directly from an interpretation of the law.
- b. A precedent does not include documents such as a legal memo, letter, legal brief, or CPLED sample, which includes the author's original thoughts, analysis, and wording structure, to discuss, analyse, or interpret a specific issue.
- c. **Students** may be asked to produce any precedent they copy, paraphrase, or incorporate.

5.3. Students must refrain from infringing the intellectual property rights of all third parties, including but not limited to copyright, trademark, industrial design, patent and trade secret rights, whether registered or not.

5.4. CPLED reserves the right to use software to assist in the detection of plagiarism and academic misconduct in **Student** submissions.

6. Proprietary Content and Confidential Information

6.1. Proprietary Content and Confidential Information are for the use of CPLED **Students** only. Physical or electronic sharing of **Proprietary Content** or **Confidential Information** is prohibited. This includes but is not limited to:

- a. lending, giving, selling or otherwise distributing **Proprietary Content** or **Confidential Information** to any person;
- b. borrowing, accepting, purchasing or otherwise receiving **Proprietary Content** or **Confidential Information** from any person;

- c. failing to properly store and secure CPLED materials or work. Materials or work must not be stored on a shared server; and
- d. sharing CPLED materials or content in any way, including but not limited to electronically, online or via social media.

6.2. If **Students** identify a need to seek an exemption from this section of the policy, an advance written request to CPLED is required.

7. Potential Policy Breaches

7.1. If CPLED becomes aware that this policy may have been breached, an initial assessment will be conducted by CPLED to determine how to proceed.

7.2. CPLED's initial assessment will result in one of two courses of action:

- a. Informal review process.
- b. Formal review process.

8. Informal Review Process

8.1. At its sole discretion, CPLED may make an initial assessment that a potential breach can be appropriately considered under the informal review process. This determination is not binding, and the matter may escalate to the formal review process as more information becomes available.

8.2. CPLED may not require participation from **Students** during the informal review process. In such cases, **Students** may receive notice of the process undertaken and the resulting decision at the same time.

8.3. **Students** will be informed of any decision and outcome reached under the informal review process except for circumstances in which CPLED determines that no further action is required.

9. Formal Review Process

9.1. The following matters will engage CPLED's formal review process:

- a. Potential breaches deemed by CPLED to warrant escalation from the informal review process.
- b. Potential breaches deemed by CPLED to be unsuitable for the informal review process.

9.2. **Students** will be informed in writing if they are the subject of a formal review under this policy.

9.3. **Students** are expected to participate in the formal review process as requested by CPLED. Declining to participate will not prevent the process from continuing and may result in CPLED issuing a decision without a **Student's** involvement.

9.4. Students will be informed of any decision and outcome reached under the formal review process, including circumstances in which CPLED determines that no further action is required.

10. Standard of Proof

10.1. A determination of whether a breach of the Professional Integrity Policy has occurred will be based on a balance of probabilities.

11. Outcomes

11.1. As a result of the informal or formal review process, CPLED may determine that any of the following outcomes are appropriate in addressing a potential breach. Outcomes are not mutually exclusive:

- a. No further action.
- b. Referral to external resources.
- c. A verbal or written warning.
- d. A grade of NA (no competency demonstrated) on an assessment.
- e. A requirement to redo an assessment.

11.2. The following outcomes are reserved only for when the formal review process results in a breach finding. Outcomes are not mutually exclusive:

- a. Disqualification of a **Student's Capstone**.
- b. A requirement to repeat all or part of a **Student's** CPLED program.
- c. **Suspension** from CPLED.
- d. **Expulsion** from CPLED.

11.3. In addition to the outcomes listed above, at its sole discretion, CPLED may direct such other outcomes as it may deem appropriate in the circumstances.

Notification of Principal, Law Society or Federation

11.4. CPLED discloses information regarding professional integrity breaches in accordance with the [Information Disclosure Policy](#).

12. Right of Appeal

12.1. This section is only applicable to **PREP Students**.

12.2. Students have a right to appeal certain consequences of this policy in accordance with the [PREP Reconsideration and Appeal Policy](#).