

GRADUATE DIVISION POLICIES ON CONDUCT

Note: All graduate students, including visiting (international) students sponsored by Yeshiva University, must adhere to all policies and conduct as described below.

Policy on Research Misconduct

The Einstein College of Medicine expects that all members of the academic community will display the highest personal integrity and conduct themselves according to accepted ethical standards in every aspect of their professional lives. Dishonesty in the academic arena can neither be accepted nor ignored by students and faculty of the College and it is their joint responsibility to see that the highest standards of conduct are upheld.

The following definition of "research misconduct" from the College's [Research Misconduct Policy](#) will be used to evaluate whether a student's research activities constitute scientific misconduct.

"Research misconduct" includes fabrication, falsification or plagiarism in proposing, performing or reviewing research or reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Instances of suspected research misconduct involving laboratory research by students will be considered in accord with the College's policy on Research Misconduct of the Albert Einstein College of Medicine. Suspected research misconduct may also be referred by the Associate Dean to the Academic Affairs Committee who can request written and/or oral explanations on the matter and make recommendations to the Associate Dean regarding the research misconduct.

Responsible Conduct of Research

Every student enrolled in the Graduate Division is required to complete the NIH mandated training in the *responsible conduct of research (RCR)*. The Graduate Division provides such training via RCR courses offered each year. The course is mandatory for all students in the 1st year and again in the 5th year of the program. Each student must attend every class session and every small group session in order to be certified as having completed training in the RCR. If a student misses a class or small group session, the student is required to complete make-up assignments. If these assignments are not completed, the student will receive a grade of *Incomplete (I)* and will be required to register for the course and attend the missed class and/or small group session the following Block in which the course is next offered. If a student receives consecutive grades of *Incomplete* in RCR, the student will be placed on academic probation by the Academic Affairs Committee.

Policy on Professional Misconduct

The Graduate Division requires at all times the highest standards of professional conduct. Professional misconduct includes, but is not limited to, plagiarism or cheating in academic courses offered by the Graduate Division and by

the Medical School, fabrication or falsification of academic work or data, intentionally damaging or interfering in the academic activities of other members of the College of Medicine, or assisting others in any of these acts and the failure to meet generally accepted standards of personal integrity and professional conduct. Inappropriate or disruptive behavior toward colleagues, faculty, or other College staff may constitute professional misconduct.

Expected professional conduct also includes respectful behavior towards others, timely responses to emails and requests for information, and other communication.

Instances of professional misconduct by students (that do not fall within the guidelines of research misconduct) will be considered in accord with the Policy on Professional Conduct. The Associate Dean will have primary responsibility for determining the appropriate venue for investigation of alleged misconduct, and seeing that the allegations are thoroughly and fairly investigated.

A student who is unsure of whether their actions, or those of others, constitute professional misconduct should consult with their mentor, department chair, Associate Dean, Director of the Medical Scientist Training Program or the Director of the Graduate Division. Ignorance of the standards of professional conduct will not exonerate a student from responsibility for their actions.

Plagiarism

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. All documents prepared as part of a student's academic or research activities should be free of plagiarism. This includes but is not limited to written examinations in classes, Qualifying Exam proposals, thesis proposals, fellowship applications, manuscripts, and the PhD thesis. Plagiarism or cheating will may result in dismissal from the Graduate Division.

For in-class or take-home examinations in graduate courses, unless otherwise clearly stated in the instructions for the particular examination, it is fully expected that the student will work alone and without any assistance from other students or sources.

Plagiarism or cheating may result in dismissal from the Graduate Division.

Suspension Due to Research or Professional Misconduct

In the case of serious research misconduct, professional misconduct or serious concern for the health or safety of a student or any other person or College facility, the Associate Dean may (upon consultation with those Directors, mentors, and College officials deemed appropriate and informed) suspend a student immediately, pending further consideration by the appropriate and informed administrative staff, wherein a recommendation can be made for subsequent return to status, return to leave, or dismissal from the program.

Academic Affairs Committee Review on Research or Professional Misconduct

Either the student(s) or faculty involved in the incident or allegation may request a review by the Academic Affairs Committee in accordance with the procedure described below. Allegations that have no clear relation to academic performance or behavior may be handled directly through the Associate Dean, who will consult with appropriate and informed individuals and staff.

1. Allegations of research or professional misconduct are to be submitted in writing to the Associate Dean and must be sufficiently specific to provide a factual basis for investigation. Anonymous allegations are not acceptable.
2. A preliminary evaluation of an allegation will be made by the Associate Dean in consultation with the Director and Associate Director of the Graduate Division, and/or the Director of the MSTP (if applicable), and the Academic Affairs Committee chair to determine whether the allegation falls within the purview of this policy and is sufficiently substantive to warrant investigation.
3. If it is determined that a review by the Academic Affairs Committee will proceed, the student will be promptly notified in writing by the chair of the AAC of the nature and details of the allegation. The student will be advised of the procedures set forth herein and of the right to the advice of an advocate from the College of Medicine.
4. The review of the allegations of research or professional misconduct will be promptly conducted. The Associate Dean may appoint an *ad hoc* subcommittee, which will report to the Academic Affairs Committee. Members of the Academic Affairs Committee for whom there exists, or is perceived to exist, a conflict of interest will be excused from the review. The *ad hoc* subcommittee shall not include any member of the faculty where any conflict of interest exists or is perceived to exist. In addition to, or alternatively, the Associate Dean may request a review of the case from the Medical School Committee on Promotions and Professional Standards, which may make recommendations. These recommendations are not binding and may or may not be followed by the Associate Dean and/or the Academic Affairs Committee in determining the final disposition of the allegation.
5. The Academic Affairs Committee (or the *ad hoc* subcommittee) will attempt to obtain written and oral evidence from all sources the Committee determines to be appropriate and that it requires to evaluate the alleged misconduct. The review is not bound by the formal rules of evidence. The accused student may examine all the evidence against him/her and respond to the evidence. The student may present the facts of his/her case, provide witnesses to testify on his or her behalf, may be advised by a person from the College of Medicine, but may not have an attorney present at the review.
6. After reviewing the evidence the Academic Affairs Committee will provide a recommendation to the Associate Dean, who will decide the matter and prepare a written decision. A copy of the decision will be given to the student.
7. An appeal of the decision of the Associate Dean may be made to the Dean of the Medical School in writing within fifteen (15) calendar days.

MD-PhD Students

All MD-PhD students are subject to the above described Graduate Division policies on misconduct. In the case of professional misconduct, the MD-PhD student may also be referred to the Medical School's Committee on Student Promotions and Professional Standards and the Associate Deans of Student Affairs for review.

Policy on Non-Discrimination and Anti-Harassment

Unlawful Discrimination or Harassment: The Einstein College of Medicine has adopted a policy of zero tolerance with respect to discriminatory practices and harassment of any kind as being antithetical both to the academic values

of the College and the need for a work environment that is free from even the appearance of unlawful discrimination or harassment, or coercion. Unlawful discrimination or harassment in any form is a violation of College policy.

Unlawful discrimination or harassment includes discrimination or harassment based on race, religion, color, creed, age, national origin or ancestry, citizenship status, sex, marital status, physical or mental disability, veteran or disabled veteran status, sexual orientation, gender identity, genetic predisposition/carrier status, or any other characteristic that is protected by any applicable law, ordinance, or regulation.

Sexual Harassment: Sexual harassment refers to any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, physical, demonstrative, or electronic conduct or communication of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience; or
- 2) Submission or rejection of such conduct is used as the basis for a decision regarding an employment, academic, or other University-related activity affecting such individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or participation in a University program, department or extra-curricular activity; or
- 4) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, studying, or school environment.

Please refer to the [**Title IX: Non-Discrimination and Anti-Harassment Policy and Complaint Procedures**](#) for detailed description of the College's Non-Discrimination and Anti-Harassment Policy, Workplace Romance and Fraternalization Policy, etc.

The University's Title IX Coordinator should be contacted if a member of the University community or an applicant believes an act of unlawful discrimination or harassment is occurring.

Questions regarding the application of Title IX can be referred to HHS OCR (US Department of Health and Human Services, Office for Civil Rights). <https://www.hhs.gov/ocr/index.html>