

TAP Professional Short Course Beneficiary Code of Conduct (Terms and Conditions)

As a member of the TAP virtual and physical community, all beneficiaries are expected to conduct themselves in a manner that positively contributes to an environment of respect, civility, diversity, opportunity, and inclusiveness. The TAP Beneficiary Code of Conduct sets out the standards of conduct expected of beneficiaries throughout the program and holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

This document serves as an overview of the TAP Beneficiary Code of Conduct and is not intended to replace the full Code and policies regarding beneficiary misconduct. It is the responsibility of all beneficiaries to read, understand, and abide by the Code.

Scope of the TAP Beneficiary Code of Conduct

The TAP Beneficiary Code of Conduct applies to any individual enrolled in any element of the TAP Professional Short course, including funded and non-funded individuals. The Code applies to conduct that occurs both virtually and physically during the entire duration of the TAP course and also extends to conduct that occurs elsewhere if it is related to the TAP program or activities, or if it occurs in the context of a relationship between a TAP beneficiary and a third party that involves the beneficiary's standing, status, or activities at TAP. However, it should be noted that the Code does not apply to conduct that is assigned to another disciplinary body outside TAP.

Conduct Expectations:

1. **Attendance and punctuality:** Beneficiaries are expected to attend all scheduled online sessions and arrive on time. If a beneficiary is unable to attend a session, they must inform the course facilitator in advance.
2. **Respect for others:** Beneficiaries are expected to treat all course facilitators and other beneficiaries with respect, regardless of race, gender, religion, or any other personal characteristic, during online communication.
3. **Professionalism:** Beneficiaries are expected to conduct themselves in a professional manner at all times, including during online sessions and communication with course facilitators and other beneficiaries.
4. **Confidentiality:** Beneficiaries are expected to maintain confidentiality with regard to any sensitive information discussed during the course, both online and offline.

5. Ethical conduct: Beneficiaries are expected to conduct themselves ethically and in accordance with the standards of their profession.
6. Cybersecurity: Beneficiaries are expected to use secure passwords, keep their devices updated, and follow best practices for online security.
7. Plagiarism: Beneficiaries are expected to complete all work assignments and assessments without plagiarism or academic dishonesty.
8. Feedback: Beneficiaries are expected to provide constructive feedback to course facilitators and other beneficiaries in a respectful and professional manner.
9. Compliance: Beneficiaries are expected to comply with all rules and regulations of the program, including any additional guidelines provided by the course facilitator.

Disqualification:

1. Failure to attend a minimum of 80% of the scheduled online sessions may result in disqualification from the program.
2. Any form of disrespectful or unprofessional conduct towards course facilitators, partners or other beneficiaries may result in disqualification.
3. Any violation of confidentiality or unethical conduct may result in disqualification.
4. Any act of plagiarism or academic dishonesty may result in disqualification.
5. Failure to comply with the program rules and regulations or additional guidelines provided by the course facilitator may result in disqualification.
6. Any violation of cybersecurity policies may result in disqualification.

Note: As a scholarship program, TAP Short Course Online beneficiaries should be aware that any of the above-mentioned violations may result in the forfeiture of the scholarship award. Additionally, beneficiaries should be aware that any violations of the Code of Conduct may also result in disciplinary action, up to and including dismissal from the program. TAP reserves the right to take appropriate action in response to any violations of the Code of Conduct to ensure the safety and well-being of all members of the TAP community.