



## **Konnifel Code of Conduct**

### **1. Purpose**

This Code of Conduct establishes the mandatory standards of professionalism, reliability, and academic integrity governing student engagement with Konnifel research internships. Konnifel enforces these standards to:

- Ensure disciplined and reliable participation across all stages
- Protect the time, effort, and expectations of professors and research teams
- Safeguard the integrity of research work, data, and academic processes

All students engaging with Konnifel are required to comply with this Code. Any violation will result in disciplinary action as defined below.

### **2. Scope of Applicability**

This Code applies to all stages of engagement, including:

- Application and profile submission
- Communication, shortlisting, and interviews
- Internship participation and research work
- Post-internship obligations, including data handling and confidentiality

Konnifel enforces these standards consistently across all stages.

### **3. Professional Conduct**

Candidates must maintain professional standards in all interactions across the Konnifel process.

Candidates must:

- Communicate clearly, respectfully, and with intent in all formal interactions
- Follow all instructions, timelines, and process requirements as communicated, including interview schedules, submission deadlines, and task-specific guidelines
- Prepare adequately for interviews, meetings, and assignment submissions, demonstrating familiarity with their application, assigned tasks, and expectations

Candidates must not:

- Use informal, vague, or careless communication in professional contexts
- Disregard instructions, miss timelines, or fail to adhere to specified submission or interview requirements
- Attend interviews, meetings, or submit assignments without adequate preparation
- Engage in conduct that disrupts academic or research workflows

### **4. Commitment, Responsiveness, and Reliability**

Candidates must demonstrate consistent reliability throughout engagement.



Candidates must:

- Attend all confirmed interviews, meetings, and sessions
- Respond to official communication within 24 hours during active engagement periods
- Complete assigned tasks within agreed timelines
- Communicate any constraints or delays in advance

The following constitute serious violations:

- Confirming and failing to attend a scheduled interaction
- Becoming unresponsive at any stage
- Missing deadlines or commitments without prior communication
- Requiring repeated follow-ups for basic progress

Exceptions are limited to verifiable medical or personal emergencies, communicated at the earliest possible time.

## **5. Academic Integrity**

Candidates must uphold academic integrity at all times.

Konnifel prohibits:

- Plagiarism in any form
- Unauthorized use of AI-generated or AI-assisted work
- Falsification of academic records, credentials, or experience
- Fabrication, manipulation, or selective reporting of research data

These standards apply across applications, interviews, assignments, and all research work.

## **6. Confidentiality, Data Protection, and Research Responsibility**

Candidates must handle all research material with strict confidentiality.

Confidential information includes:

- Unpublished research, drafts, manuscripts, and findings
- Datasets, survey responses, transcripts, and raw data
- Personal or sensitive information
- Internal communications, documents, and project materials
- Research methodologies and processes

Candidates must:

- Use all information solely for assigned research purposes
- Maintain confidentiality at all times
- Store and handle data securely
- Prevent unauthorized access, duplication, or transfer

Candidates must not:

- Disclose, publish, or share research material or data
- Use internship work outside assigned scope without approval
- Retain or distribute confidential data beyond permitted use
- Transfer data to unauthorized devices, platforms, or individuals



All research materials, data, and outputs remain the property of the supervising professor or institution. Candidates do not acquire ownership or usage rights unless explicitly granted. Candidates must return or permanently delete all confidential material upon completion or termination of the internship. Confidentiality obligations continue beyond the internship.

## **7. Interview Participation**

Candidates must:

- Confirm participation within the specified timeframe
- Attend interviews on time
- Demonstrate preparation and familiarity with their application
- Failure to meet these requirements constitutes a violation of process discipline.

## **8. Selection and Academic Authority**

The supervising professor or research authority makes all academic decisions, including:

- Shortlisting
- Interview outcomes
- Final selection
- Performance evaluation

Konnifel facilitates the process and does not override academic judgment. All academic decisions are final.

## **9. Offer Acceptance and Commitment**

Acceptance of an internship offer constitutes a binding commitment.

Candidates must:

- Join on the agreed start date
- Fulfill all responsibilities associated with the internship

The following actions constitute violations:

- Accepting multiple offers simultaneously
- Withdrawing after confirmation without valid reason
- Failing to join after acceptance

## **10. Internship Conduct, Performance, and Continuity**

Candidates must operate as responsible contributors within a research environment.

Candidates must:

- Maintain consistent engagement and communication
- Meet deadlines without repeated follow-up
- Demonstrate preparation, ownership, and independent effort
- Comply with academic and project-specific instructions

The following actions constitute violations:

- Becoming unresponsive during the internship
- Repeated delays or missed deadlines



- Submission of incomplete, low-effort, or careless work
- Failure to follow instructions
- Discontinuation without formal communication

Konnifel treats mid-internship withdrawal as equivalent to non-joining.

## 11. Communication and Professional Boundaries

Candidates must maintain appropriate professional boundaries in all communication.

Candidates must:

- Communicate with clarity, relevance, and purpose
- Respect academic and professional boundaries

Candidates must not:

- Engage in excessive or repetitive communication without reasonable cause
- Send messages lacking context or clarity
- Misuse access to professors, mentors, or networks for unrelated purposes

## 12. Platform Integrity and Verification

Konnifel reserves the right to:

- Verify all submitted information
- Review communication, submissions, and conduct
- Take action in cases of misrepresentation, inconsistency, or misuse

## 13. Completion and Certification

Candidates must meet the following conditions to complete an internship:

- Satisfactory performance
- Adherence to this Code
- Fulfillment of assigned responsibilities

The supervising professor or program determines certification or recognition.

## 14. Disciplinary Measures

<b>Violation</b>	<b>Action</b>
Failure to attend a confirmed interview or meeting without prior notice	Rescheduling only at the professor's discretion; otherwise, removal from the opportunity
Becoming unresponsive during any active stage	Removal from the opportunity; restriction in repeated cases



Missing deadlines or commitments without prior communication	Removal from the opportunity; reflected in performance evaluation and future recommendations
Requiring repeated follow-ups for basic progress or communication	Removal from the opportunity; reduction in recommendation level
Submission of plagiarized, unauthorized AI-generated, or falsified work	Immediate termination; blacklisting from the platform
Unauthorized sharing, use, or retention of confidential research data	Immediate removal; blacklisting from the platform and action as per Data NDA
Failure to join after accepting an offer	Restriction from opportunities (minimum 3–6 months); reflected in RRAT sincerity score
Repeated rejection of issued/accepted offers (more than two instances)	Restriction from opportunities; blacklisting from the platform in repeated patterns
Becoming unresponsive or disengaged during the internship	Removal from internship; no certification issued
Submission of low-effort, incomplete, or careless work	Certification withheld; reflected in recommendation level
Discontinuation of internship without formal communication	Treated as non-joining; restriction from future opportunities and impact on RRAT score
Misrepresentation of information at any stage	Immediate removal; restriction or blacklisting based on severity
Misconduct or inappropriate behavior with a professor or research team	Immediate removal; blacklisting from the platform
Consistently poor performance across multiple internships (two or more)	Restriction from opportunities; blacklisting from the platform in repeated cases



## **15. Enforcement**

Konnifel may, at its sole discretion:

- Remove candidates at any stage without prior notice
- Revoke ongoing opportunities
- Restrict or permanently block access to the platform

## **16. Policy Updates**

This Code was last updated in March 2026. Konnifel may update this Code as required. Continued engagement constitutes acceptance of the latest version.

## **17. Acknowledgment**

By engaging with Konnifel research internships, candidates confirm that they:

- Have read and understood this Code
  - Agree to comply with all standards
  - Accept the consequences of violations
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