**Level 7 Research Scientist (MSc Data Science Professional) Code and Data Policy for Coursework and Project Submissions (For the 2022 and future apprentices)**

1. The code (computer source code written in a programming language, e.g. Python) produced for an assessment (including coursework and the research project) must be available for inspection. This should be submitted as an appendix to the report (attached as a PDF file).

1. Granular data does not need to be submitted. Apprentices are encouraged to use redacted data/aggregated data (so that no personal data is being shared) if the raw data may violate GDPR/data protection laws or contain commercially sensitive confidential information. Apprentices may be asked to demonstrate parts of the analysis in a presentation face to face with the assessors (the presentation can also be held via MS Teams subject to an agreement between the assessors and apprentice) to show that it does work as they claim.
2. Methods description in a report should be sufficiently clear to allow a proper assessment. Normal guidelines are that methods should be described in sufficient detail for a reader to repeat the work performed. If the methods are unclear, or too vague, or given at a too high level, then the apprentice may lose marks. Commercial sensitivity cannot be taken into account at that stage in the process (e.g., as a reason for mitigation). This is to ensure a fair and transparent assessment process that treats all apprentices equally.
3. An apprentices’ employer will have a contract with the University detailing the requirements of the programme. An employer must support its apprentice to undertake a work based research project as part of the programme, and an apprentice must be supported by their employer to apply the learned knowledge at the workplace and collect sufficient evidence to pass the End Point assessment for the [Level 7 Research Scientist apprenticeship standard](https://www.instituteforapprenticeships.org/apprenticeship-standards/research-scientist/).
4. An apprentice’s Workplace Mentor or Line Manager must support the apprentice to come up with an appropriate suggestion for work-based assessment work. If a project or coursework submission is likely to be too sensitive for assessment, we encourage apprentices to select an alternative project.
5. All apprentice submissions are treated confidentially. University staff who work on submission assessments and administration are bound by the Confidentiality and Data Protection requirements included in the contract that an apprentice’s employer has with the University (and so no additional agreement is needed). Academic staff involved in assessment and supervision of projects will be respectful of commercial sensitivity and will not share or discuss content without permission from the apprentice.
6. Any regulatory body that may audit the University (such as Ofsted) is also subject to confidentiality obligations set out in their statutory obligations and codes of practice.

1. For the work based Research Project, an appropriate University Academic will act as a Project Supervisor. Project Supervisors will liaise with the apprentice regularly about the project and they will require sufficient information on the project to be able to share effective advice. This may include detailed discussion of methods, techniques and data during supervision meetings, and inspection of code for purposes of debugging etc. If apprentices choose not to reveal aspects of their project, then this is at their own risk and the supervisor will not be responsible for poor outcomes. As mentioned in the handbook, apprentices will need to submit a project agreement form, signed off by the apprentice, the Workplace Mentor or Line Manager and academic supervisor. This form must be completed before the start of the project.
2. We expect that work-based projects selected by students will be suitable for assessment in the normal way, subject to the guidelines above. We encourage students and their line managers to consider the need for submission of work and detailed assessment during the project selection process. If a project is likely to be too sensitive for proper assessment, we encourage students to select an alternative project.
3. While we want to be fair to every individual, our priority is to be fair to the whole cohort and ensure academic integrity is respected. This means assessing all students in the same way, irrespective of their company policies or other factors.