

# Standards for Professional Behaviour

*It is the responsibility of all members of the Faculty of Engineering, students, staff and faculty, to adhere to and promote standards of professional behaviour that support an effective learning environment that prepares graduates for careers as professionals.*

## Professional Behaviour

Professionalism is a way of conducting oneself that includes:

**Respect for others:** Courtesy and respect for others are fundamental elements of professional behaviour. A professional strives to understand the differences among classmates and colleagues, provides fair constructive feedback when asked to evaluate others, contributes equitably in group work, and is punctual and avoids disrupting the learning and work environment. Professionals respect others' expectations of confidentiality and privacy.

**Commitment to quality:** A professional aims for the highest possible standard of performance and endeavours to produce work in which he or she can take true pride.

**Responsibility:** A professional takes responsibility for his or her own progress by being prepared for classes, labs, meeting and other activities. A professional also takes responsibility for his or her actions with care for consequences that might evolve and for how their actions will affect others.

**Personal integrity:** Professionalism is reflected by the extent to which others can rely upon you. A professional can be counted on to follow through on commitments, avoid conflicts of interest and bias, and adhere to the rules of society or organizations with which they are involved such as the University.

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*Adopted by the Faculty of Engineering, April 4, 2000 and by the Senate of the University on October 4, 2000*

## Professional Codes of Ethics

Professionals in the workplace are governed by codes of ethics. Understanding and adhering to those standards is a significant part of one's preparation for entering a profession. Students in a B.Eng. program should make themselves fully aware of the APEGBC Code of Ethics ([http://www.apeg.bc.ca/about/act\\_code.htm](http://www.apeg.bc.ca/about/act_code.htm)) and apply its principles in their work.

Likewise, individuals developing software should refer to the IEEE Computer Society / ACM Software Engineering Code of Ethics and Professional Practice (<http://church.computer.org/tab/swecc/code.htm>).

## Professional Conduct in the Faculty

As a guide to the professional behaviour and conduct expected in the Faculty, this document covers:

- Cheating and plagiarism
- Circumventing the learning process
- Course and laboratory evaluations
- Academic violations
- Use of facilities
- Confidentiality
- Conflict of interest and bias
- Harassment

This document specifically addresses student behaviour. The same standards of professional behaviour are expected from all students enrolled in courses in the Faculty regardless of whether they are enrolled in a degree program in the Faculty of Engineering. Faculty, staff, and other employees are expected to adhere to the

principles of professional behaviour described in this document and are subject to a variety of University policies and agreements.

If you feel any individual in the Faculty has violated the expected standard of behaviour, you should discuss your concern with the Department Chair, the Associate Dean or the Dean. The Faculty is committed to the proper handling of such concerns and to the fair treatment of all parties involved.

This document is subject to University policies and procedures including the University Calendar and other University documents (see the list on page 4).

## Cheating and Plagiarism

Academic integrity and honesty are fundamental to the reputation of the University and the regard in which its graduates are held. It is critical that all members of the Faculty promote and protect academic integrity and honesty.

For the purposes of this document, “work” shall include all laboratory and computer work, written submissions, oral presentations, tests, examinations or any other course related activity either for or not for credit.

Conduct subject to penalty includes, but is not limited to:

**Plagiarism:** Plagiarism is a form of academic dishonesty where an individual presents the work of another as his or her own. It exists when:

- an entire work by another is submitted as original work,
- there is inadequate attribution to another individual’s work,
- there is material paraphrased from a source without acknowledgement of that source.

In addition to plagiarism from sources such as books, magazines and the web, it is a form of plagiarism to copy the work of another person and present it as your own. It is also an offense to present work as your own that is based in whole or in part on the work of another individual. It is a further offense to attempt to disguise copied work *e.g.*, by changing identifiers and comments in a computer program authored by another individual.

If in doubt as to whether a particular instance would constitute plagiarism, check with your instructor before you hand in your work.

**Multiple submissions:** Multiple submission is the resubmission, without prior permission by the course instructor, of any work that you have used in identical or similar form in fulfillment of any academic requirement at this or any other institution.

**Falsifying material subject to academic evaluation:** Falsifying material subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data, or research findings,
- submitting work prepared in whole or in part by someone else,
- intentionally citing a source from which work was not in fact obtained,
- intentionally submitting false records, information or data either orally or in writing.

**Cheating on assignments, tests and examinations:**

Cheating includes, but is not limited to:

- obtaining or seeking to obtain test or examination questions, or answers in advance,
- copying the answers or work of another person,
- sharing information or answers when the instructor has not authorized collaboration,
- using any materials or equipment (including calculators) other than those explicitly authorized for a test or an examination,
- impersonating another at a test or an examination or availing oneself of such an impersonation.

**Being an accessory to offenses:** It is an offence itself to assist others or to attempt to assist others in any of the conduct identified above.

**Group projects:** All individuals involved in a group project are equally responsible for the academic integrity of the work and are equally subject to sanction unless a violation can be conclusively attributed to an individual or individuals.

## Circumventing the Learning Process

It is the responsibility of the course instructor to maintain and improve academic standards, to ensure course content is up to date, to plan the course activities and student participation in those activities to ensure a learning process suitable to the course objectives, and to

evaluate students in accordance with standards made known to the students in advance.

It is a violation for a student to take action circumventing the learning process as set out by the course instructor. In particular, it is a violation for a student to attempt in any way to falsify the evaluation of his or her work or to gain academic credit to which he or she is not entitled.

### Course and Laboratory Evaluations

The Faculty of Engineering conducts a student evaluation at the end of each course and in many labs. The purpose of this evaluation is to provide feedback to the course or lab instructor as well as to serve as one measure of performance in personnel decisions. The evaluations are thus a very important part of a faculty member's or lab instructor's employment record.

It is essential that, as in all evaluations, the assessment and comments be made in a professional and constructive fashion. Comments directed at the person, particularly those of an offensive nature or comments with no bearing on the instructor's actual performance, are not appropriate. Students rightfully expect that their work will be assessed in an unbiased, professional manner. Faculty members and other employees have the right to the same treatment when they are evaluated.

### Academic Violations

Academic violations related to course activity will be dealt with in the first instance by the course instructor. As a minimum, credit is normally withheld or reduced for the work affected. The students involved are reported to the Department Chair who may take additional disciplinary action commensurate with the severity of the violation and any past record of violations by the students involved. It is the responsibility of the Department Chairs and the Dean to ensure the similar treatment for similar violations.

Academic violations not related to a specific course will be dealt with by the Department Chair and/or the Dean as appropriate.

Disciplinary measures will reflect the seriousness of the misconduct and may include: no marks for the piece of work, a failing grade in the course, suspension from a program for a period of time, or in repeat or the most serious cases, withdrawal from the program or the University. A breach of the security of an examination or test could result in all students being required to sit a reexamination or retest.

Regarding imposition of an academic penalty, a student may appeal the decision of an instructor to the Department Chair, the decision of a Department Chair to the Dean, and the decision of the Dean to the Senate Committee on Appeals (see the section on Avenues of Appeal and Redress in the University Calendar).

### Use of Facilities

Computing, laboratory, network, shop, telephone, fax, office and other facilities in the Faculty (whether within the jurisdiction of the Faculty, a Department, a research group, or an individual) are only to be used when you are properly authorized to do so, and when you are familiar with the correct and safe use of the facility. Abuse or misuse of a facility may result in restricted or denied use of the facility. Serious abuse or misuse may lead to disciplinary or other action.

Use of all computing and communications facilities at the University is governed by UVic Policy 6030. The use of e-mail is governed by UVic policy 3750. The Faculty, a Department, or research group, may place additional restrictions on use of computing, telecommunication and other facilities. Users are required to make themselves aware of what constitutes appropriate use of facilities and any policies and procedures that apply.

Computing accounts, including electronic mail and web access, is a privilege to be used in a professional manner. Users are responsible for knowing any guidelines specific to a particular computing facility. In general:

1. You are responsible for all activity on your account.
2. You will not tamper with the operating system security or accounting, nor disguise your identity while using the system.
3. You will not permit others to use your account.
4. You will not interfere with other users nor attempt to obtain access to another account.
5. You will not access information stored in another user's files without prior authorization (posting information on the web constitutes prior authorization to access that information).
6. You will not intentionally permit processes to consume excessive amounts of compute time or resources.
7. You will not modify the system configuration or install or save software other than programs you create as part of your course or research work.

8. You will not create, store, distribute, display or print material in violation of University's Harassment Policy.
9. You will not create, store, distribute, display or print inappropriate items *e.g.* pornography.
10. You will not copy proprietary software or any other item where copying constitutes a violation of copyright.
11. You will not use your computing privileges for commercial gain.

Inappropriate use of facilities or computer accounts, may lead to the suspension of an individual's privileges pending investigation of the alleged offense by the Department Chair, the Dean, or researcher, whomever is responsible for the facility involved. A violation may result in restrictions being placed upon the individual's use of the facility or the individual's computer account, or in the case of a serious offense, the full withdrawal of privileges or suspension from the University. Sanctions may be appealed to the Dean, or in the case of a sanction imposed by the Dean to the Vice-President Academic.

Excepting the need to investigate suspected misuse of computing facilities or to investigate the performance of a system, it is recognized that users are entitled to privacy regarding their computer files.

### Confidentiality

Confidentiality means that certain information you acquire is not to be shared with others. It is a fundamental principle of professional behaviour that confidentiality be fully and carefully respected. Note

### Related Documents

- Computing and Telecommunications User Responsibilities and Guidelines on the Use of E-mail  
<http://web.uvic.ca/uvic-policies/pol-6000/6030CTUR.html>
- Guidelines on Conflict Of Interest in Student-faculty Relationships  
<http://web.uvic.ca/uvic-policies/pol-1000/1320CISR.html>
- Policy on Scholarly Integrity  
<http://web.uvic.ca/uvic-policies/pol-1000/1160SI.html>
- Proper Use of C SC Computer Accounts and Undergraduate Laboratories  
[http://www.csc.uvic.ca/courses/policies/lab\\_usage.html](http://www.csc.uvic.ca/courses/policies/lab_usage.html)

that all student identification numbers and personal information are confidential.

You are most likely to encounter issues of confidentiality with respect to co-op work terms and the associated reports. Employers will generally take care to advise you if certain work or information is confidential. If in doubt, ask. Confidential documents, including confidential or classified work term reports, remain so until released.

### Conflict of Interest and Bias

A conflict of interest is a real or seeming incompatibility between one's private and one's professional interests. A conflict of interest is most likely to arise in connection with a work term, for example you or a family member hold a significant interest in a company that is a competitor to one for which you have accepted a work term. Conflict of interest should clearly be avoided.

Bias exists when an individual has a predetermined opinion or prejudice affects his or her ability to make a clear and objective decision or assessment. A professional does not allow personal bias to influence his or her work or declines from a decision or assessment where bias might exist.

### Harassment

Professionals expect and promote an equitable working and learning environment free from harassment and discrimination. Any concerns in these areas will be dealt with in accordance with the applicable University policies.

*This document includes aspects of the Faculty of Business Standards for Professional Behaviour*