

Standards for Professional Behaviour

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

Professional Behaviour

Professionalism is a way of conducting oneself that includes:

Respect for others: Respect for others is fundamental to professional behaviour. A professional strives to appreciate 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 consider the effect of their words and actions on others and respect others' expectations of confidentiality and privacy.

Commitment to quality: A professional aims for the highest possible standards and endeavours to produce work in which they can take true pride. Professionals respect themselves and others, and demonstrate this through their work, words, actions and appearances.

Responsibility: A professional takes responsibility for their own progress by being prepared for all activities, including classes, labs, deadlines, meetings, etc. A professional also takes responsibility for their actions and respects the work of others. A professional considers consequences and is aware of 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, show respect and adhere to the rules of society or organizations with which they are involved.

Adopted by the Faculty of Engineering and Computer Science, April 4, 2000 and by the Senate of the University on October 4, 2000.

Professionals in the workplace are governed by codes of conduct/ethics. Knowing, understanding and adhering to those codes is a significant part of preparing to enter a profession. Examples of codes of conduct/ethics that are used in areas related to the engineering and/or computer science disciplines include those listed below. Students should be familiar with the core principles that are common to all such codes of conduct/ethics, many of which are also common to the rules for student conduct in the University Calendar.

- Engineers & Geoscientists BC [Code of Ethics](#)
- Canadian Information Processing Society [Code of Ethics and Standards of Conduct](#)
- Institute of Electrical and Electronics Engineers [IEEE Code of Ethics](#)
- Association for Computing Machinery [Code of Ethics and Professional Conduct](#)

In addition to the guidance in this standard, students are subject to all University policies and procedures relative to the matters of:

- Equity, Diversity and Inclusion
- Academic Integrity
- Non-Academic Misconduct
- Use of facilities
- Confidentiality
- Conflict of interest and bias

This document specifically addresses student expectations, enrolled in courses offered through the Faculty, regardless of whether the student is declared in a degree program, or if the student is representing the Faculty or University off-campus. Employees of the Faculty, who model and promote professional behaviour, as described in this document, are subject to policies and agreements related to their employment.

If you feel anyone has violated the expected standard of behaviour, discuss your concern with a Faculty employee who will seek out the appropriate University policies and procedures. The Faculty is committed to the proper handling of concerns and to the fair treatment of all involved.

Equity, Diversity and Inclusion (EDI)

The Faculty's EDI Vision is to have Engineering and Computer Science programs whose students and employees are representative of the population composition of Canada and thrive in a culture of inclusion, respect, wellness and accessibility.

Our priorities include: providing research, study and work environments that attracts and retains a flourishing community, diverse in terms of gender, ethnicity, indigeneity and abilities; and ensuring inclusivity and equity for all the diverse people in our faculty.

Conflict of Interest

A conflict of interest is a real or apparent interference between one's private and professional interests. (Examples include people with personal or family relationships involved in the same course as student and instructional staff; or accepting a work term position with an organization where you or a family member hold a significant interest in a company that is a competitor to the company where you would be doing the work term) In particular, not only is one often required to avoid a conflict of interest, but one is typically also required to avoid placing oneself in a position where they may be perceived as having a conflict of interest, regardless of whether a conflict actually exists. Conflicts of interest or apprehensions of conflicts of interest, should always be disclosed and avoided where possible.

A bias exists when an individual has a predetermined opinion or prejudice that affects one's ability to make a clear and objective decision or assessment. Professionals do not allow bias to influence their work and decline from a decision or assessment where bias might exist.

Students should reference the University's policies on [Conflicts of Interest in Student-Faculty Relationships GV0210 \(1310\) and Conflict of Interest and Confidentiality \(GV0210\)](#)

Course Evaluations

The University asks students to evaluate each course. This provides feedback directly to the course instructors and may be used in employment review documents. It is essential that the assessment and comments are made in a professional and constructive fashion. Personal or potentially offensive comments are never suitable.

Academic Integrity and Honesty

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's community promote and protect academic integrity and honesty.

Students should refer to the University Calendar to reference the University's Policy on Academic Integrity for detailed information (See UVic Calendar).

Group projects and Teams/Clubs: Projects and Assignments are often completed as part of a group. Guidelines for group work include:

- All names of those who participated in the creation of the work must be cited when submitting the work.
- Work load must be equally distributed to all involved in the creation of the work. Group members are expected to communicate professionally with course instructor when it appears that work is not being completed or equitably distributed.
- Collaboration on class assignments is only allowed with the instructor's explicit permission and then only as specified by the instructor.
- Student competition teams and clubs also fall under these guidelines. As representatives of the Faculty, professional behaviour is expected, both on and off campus.
- Communication among group members must be respectful and constructive. Rude, insulting, disrespectful or inappropriate language or actions are unprofessional and are subject to actions according to the applicable University and/or Faculty policies as outlined in the University Calendar and this Standards of Professional Behaviour document.
- Students involved in group work are responsible for the academic integrity of their individual contributions. The student or students who commit a violation are subject to sanction.

Aspects of Faculty of Business "Standards for Professional Behaviour" document included. In the event that these standards contradict University policy, the University policy will take precedence.

Approved by Faculty Council May 5, 2021, approved by Senate August 2021; edits made March 31, 2023 to reflect updated Faculty name

Use of Facilities

Computing, laboratory, network, shop, communications (internet, wireless, etc.), 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 as authorized. Misuse of a facility will result in restrictions or denial of use and disciplinary action. Inappropriate use of facilities, including computer accounts, will lead to the suspension of privileges pending investigation. Inappropriate use includes, but is not limited to:

- Creating, storing, distributing, displaying or printing inappropriate material or any other materials in violation of University's [Discrimination and Harassment Policy](#).
- Copying or posting proprietary text, software or any other items constitutes a violation of copyright.
- Use of University computing privileges for commercial gain.

All members of the Faculty's community need to be aware of [Acceptable Use of Electronic Information Resources Policy](#); Policy on [Resolution of Non-Academic Misconduct](#).

Confidentiality

Confidentiality implies that certain information is not to be shared and is a fundamental principle of professional behaviour. (For example, student identification numbers and personal information are confidential. Work term employer information may be confidential.)

Process for Handling Unprofessional Behaviour

Reports of unprofessional behaviour may be received by the instructor in the course, staff members, the department Chair or the Faculty's Dean or Associate Deans. The response to reports involves consulting suitable University policy, collecting input from all involved parties and providing written response. In all cases, privacy of information, due process and respect for all individuals are the guiding principles. Decisions are based on clear and convincing evidence. No sanctions are taken against an individual who brings forward a concern based on honest belief in its validity, even if the concern is later dismissed.

Related Documents and Referenced Sites

University Policies and Procedures

<https://www.uvic.ca/universitysecretary/policies/search/index.php>

- [Human Rights, Equity and Fairness \(GV 0200\)](#)
- [Sexualized Violence Prevention and Response \(GV 0245\)](#)
- [Conflicts of Interest in Student-Faculty Relationships GV0210 \(1310\)](#)
- [Acceptable Use of Electronic Information Resources \(IM 7200\)](#)
- [Conflict of Interest and Confidentiality \(GV0210\)](#)
- [Discrimination and Harassment Policy \(GV0205\)](#)
- [Scholarly Integrity Policy \(AC1105A and AC1105B\)](#)
- [Policy on Resolution of Non-Academic Misconduct Policy \(AC1300\)](#)
- [Policy on Academic Integrity \(University Calendar\)](#)
- [Academic Calendar](#)
- [Proper Use of Computer Science Accounts](#)
- [Engineers & Geoscientists British Columbia](#)
- [Canada's Association of I.T. Professionals](#)
- [Institute of Electrical and Electronics Engineers](#)

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