Standards for Professional Behaviour

It is the responsibility of all members of the Faculty of Engineering, 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 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 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, **Update** and by the Senate of the University on ** update**

Professionals in the workplace are governed by codes of ethics. Knowing, understanding and adhering to those codes is a significant part of preparing to enter a profession. Students in the Faculty's Engineering and Computer Science programs should make themselves fully aware of the following codes of ethics and consistently apply their principles in their work:

- Engineer & 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

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

Cheating and plagiarism
- Equity, Diversity and Inclusion
- Course and evaluations
- Circumventing learning
- Academic integrity and honesty
- Use of facilities
- Confidentiality
- Conflict of interest and bias

This document specifically addresses student expectations. 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 Computer Science or Engineering or in another program and taking the faculty's courses or 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.

This document is subject to University policies and procedures, including the University Calendar.

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.

A conflict of interest is a real or apparent incompatibility 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 that either has interests in or competes with significant the interests of personal or family relations.) Conflicts of interest or apprehensions of conflicts of interest are always disclosed and avoided.

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.

All members of the Faculty's community need to be aware of the University's policies on: Human Rights, Equity and Fairness, Sexualized Violence Prevention and Response, Conflicts of Interest in Student-Faculty Relationships.

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.

The term "work" includes all activities completed as part of the education provided by the faculty, for example: laboratory experiments and write ups, computer work, written submissions, oral presentations, tests, examinations, work term reports, or any 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 their own. It exists when:

- an entire work by another individual 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 web resources, plagiarism includes copying the work of another person and presenting it as one's own. For example, quoting the response to a question to a helpdesk (i.e., Chegg) without giving credit to the sources is plagiarism. Attempting to disguise such copied work *e.g.*, by changing identifiers and comments in a computer program authored by another individual, is also plagiarism.

Course instructors should be consulted, prior to submission of work, to determine whether a particular instance would constitute plagiarism.

Multiple submissions: Multiple submissions is the resubmission, without prior permission by the course instructor, of any work that has been 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 to assist others or to attempt to assist others in any of the conduct identified above.

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 outline in the University Calendar and this Standards of Professional Behaviour document.
- All individuals involved in a group are equally responsible for the academic integrity of the work and are equally subject to sanction.

All members of the Faculty's community need to be aware of the [Academic Integrity Policy](#) and the University's [recourses for academic integrity](#)

Use of Facilities

Computing, laboratory, network, shop, communications (telephone, 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 material in violation of University's [Discrimination and Harassment Policy](#).
- Creating, storing, distributing, displaying or printing inappropriate items (including. pornography).
- Copying or posting proprietary 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 Polic](#)y; 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

Unprofessional behaviour may be resolved by the instructor in the course or the department Chair or the Faculty's Dean or Associate Deans. All involved parties will be entitled to speak to or provide written submissions to a hearing. A decision will be provided in writing.

In all cases, privacy of information, due process and respect for all individuals will be the guiding principles. Decisions will be based on clear and convincing evidence. No sanctions are taken against an individual who brings forward a complaint based on honest belief in its validity, even if the complaint 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
https://www.uvic.ca/calendar/

Proper Use of Computer Science Accounts
https://www.uvic.ca/engineering/computerscience/assets/docs/misc./IT_proper%20uses%20of%20CSC%20accounts.pdf

Engineers & Geoscientists British Columbia
https://www.egbc.ca/About/Initiatives-and-Consultations/Code-of-Ethics

Canada's Association of I.T. Professionals
http://www.cips.ca/ethics

Institute of Electrical and Electronics Engineers

https://www.ieee.org/about/corporate/governance/p7-8.html

Aspects of Faculty of Business "Standards for Professional Behaviour" document included

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