

The anonymity that is sometimes available in online interactions and spaces does not excuse behaviour that contradicts these standards.

As part of professionalism, students, faculty and staff are expected to be familiar with [University policies](#).

Like the University, the tri-faculty recognizes academic freedom as a fundamental value. In exercising academic freedom, members of the university community also must act in a responsible manner and respect the rights of other members of the university community: [Policy GV0200](#).

2. The Purpose of this Document

This document explains how University policies regarding student behaviour are interpreted and applied within the Tri-Faculty. A list of the policies this document is based on can be found at the end of this document. This document is subject to these University policies and procedures, including those governing appeals.

This document focuses on expectations of professionalism for students because the procedures and sanctions for addressing concerns about the conduct of faculty and staff

This document was drafted by a working group of faculty and associate deans drawn from all three faculties.

2b. If a Faculty or Staff Member Violates These Standards

If you believe that a faculty or staff member has violated these standards, you may discuss your concerns with that individual. If you are not comfortable doing so, please contact the Chair or Director of the academic unit. Where the conduct of concern falls under the [Discrimination and Harassment Policy](#) or the [Policy on Human Rights, Equity and Fairness](#), you are encouraged to consult the [Office of Equity and Human Rights](#). If you are unsure where to report your concerns or what University policies and procedures apply, you may contact the [Ombudsperson](#) for help.

misrepresentation, falsification, or deception undermines the worth of scholarly work and negatively impacts the research, working and learning environment.

The [Policy on Academic Integrity](#) names common examples of academic dishonesty. These are not the only behaviours for which penalties under its provisions apply. Any attempt to subvert the evaluation process, whether for your own benefit or someone

completing a test or assignment and presenting words or work that are not yours as though they were original to you. Other forms of academic dishonesty, such as misrepresenting your situation in order to gain an exemption or special permission, also fall under the Policy.

5b. Respect for Intellectual Property

All members of the University community have legal as well as professional

Any course material (including lecture notes, cases, labs, PowerPoints, syllabi, assignments, exam questions and lecture recordings made available by an instructor) is made solely for the use of students registered in the course. The [instructor holds copyright of such materials](#), which must not therefore be bought, sold, posted online or shared without the instructor's permission.

Serious violations of the [Copyright Compliance and Administration Policy](#) may lead to [disciplinary or other action](#).

5c. Respect for the Learning Process

Course materials, assignments or discussion material are crucial elements of teaching. Instructors may re-use cases, problems, labs, and assignments in successive semesters because they help students to learn by doing so. Trying to shortcut this approach by giving, selling, receiving or seeking copies of unauthorized materials hinders your learning, is unfair to classmates and seriously undermines the instructor's course objectives. In many instances, activities that fail to respect the learning process fall under the [Policy on Academic Integrity](#). Even if not, work completed through these strategies will typically fail to demonstrate mastery of the knowledge or competencies that a learning activity is designed to promote and evaluate and so will result in a failing grade.

If you are not sure whether using particular course materials is allowed, ask the instructor.

5d. Personal Integrity in Group Work

When completing projects and assignments as part of a group, demonstrate your professionalism by

delivering on work commitments, being prepared and on time for meetings, and carrying a fair share of the work; and

crediting work to all members of the group, especially when using the work for other purposes (e.g. when submitting a group report to a potential employer as a sample).

5e. Confidentiality

Confidentiality means that certain information you acquire is not to be shared with others. For example, personal information shared while working on a group project is typically considered confidential. A story shared by a research subject that is not directly related to the research in which they are participating is also typically considered confidential. Professionalism requires that confidentiality be fully and carefully respected. In some instances, failure to maintain confidentiality may breach legal obligations in addition to being unprofessional.

5f. Conflict of Interest and Bias

Professionalism requires that an individual step away from decisions or activities where they have or could reasonably be perceived to have a conflict of interest or to be potentially biased.

A conflict of interest arises when personal interests interfere with or have the potential to interfere with professional interests and responsibilities. Conflict of interest most often re in tension with their professional responsibilities. For example, if you or a family member have a financial stake in a company, you must disclose this in applying for a work term with that company or its competitors. If you have a personal relationship with a faculty member (e.g., they are a family member, close friend or romantic partner), you and the faculty member must disclose a conflict of interest in any University dealings with respect to one another.

Bias (which may be conscious or unconscious, positive or negative) is a predetermined fairly. Professionalism means taking steps to prevent bias from influencing your actions and refraining from a decision or assessment where bias might reasonably be perceived to exist. For example, a student representative on a Chair search committee should declare their potential bias against a candidate who was the instructor of a course that the student had failed.

5g. Course and Laboratory Evaluations

The Tri-Faculty conducts student evaluations at the end of courses and some labs. The purpose of this evaluation is to provide feedback to the instructor. These evaluations also

serve as one measure of performance in personnel decisions and form an important part of employment records.

The effectiveness and value of these assessments and comments depend on them being professional, honest and respectful. Professional comments should be relevant to the course delivery, materials, instruction, and methods. Comments directed at the person, particularly those of an offensive nature, are not acceptable.

6. Use of Facilities

Access to facilities is a privilege to be used in a professional manner. Labs, computing facilities, office

7. Respecting Human Rights

The Tri-faculty is committed to providing an environment that promotes the rights and dignity of people with diverse backgrounds and needs, and to ensuring a safe learning, living and working environment for faculty, staff and students.

Discrimination and harassment are prohibited. All students, faculty, staff, and visitors have the right to participate equally in activities at the University without fear of discrimination (including unintended discrimination) or harassment (including sexual harassment). Everyone has the responsibility to create and promote a working and learning environment free of discrimination and harassment.

Discrimination and harassment are legal matters as well as being unprofessional. All students, faculty, and staff should consult the [Academic Calendar](#) and the [Policy on Discrimination and Harassment](#). The Discrimination and Harassment Policy and Procedures are administered by the [Equity and Human Rights Office](#). Persons who experience or know of harassment or discrimination are encouraged to contact the Office for confidential advice and information.

8. Relevant Policies

Academic Calendar [link: <https://www.uvic.ca/calendar//index.php>]

Attendance [link:

https://www.uvic.ca/calendar//future/undergrad/index.php#/policy/ryNResf_E?bc=true&bcCurrent=03%20-%20Attendance&bcGroup=Undergraduate%20Academic%20Regulations&bcItemType=policies]

General University Policies

[link:<https://www.uvic.ca/calendar//future/undergrad/index.php#/policy/HkQ0pzdAN?bc=true&bcCurrent=%20General%20University%20Policies&bcGroup=General%20University%20Policies&bcItemType=policies>]

Policy on Academic Integrity [link:

https://www.uvic.ca/calendar/undergrad/index.php#/policy/Sk_0xsM_V?bc=true&bcCurrent=08%20-%20Policy%20on%20Academic%20Integrity&bcGroup=Undergraduate%20Academic%20Regulations&bcItemType=policies]

Undergraduate Registration

<https://www.uvic.ca/calendar//future/undergrad/index.php#/policy/S1gRxoMOV?bc=true&bcCurrent=01%20->

[%20Undergraduate%20Registration&bcGroup=Undergraduate%20Registration&bcItemType=policies \]](#)

Academic Accommodation and Access for Students with Disabilities [link:
https://www.uvic.ca/universitysecretary/assets/docs/policies/AC1205_2340.pdf]

Acceptable Use of Electronic Information Resources [link: