

Students **PLEASE READ**. It is **your responsibility** to be aware of and understand the implications of contravening the University of Alberta's Code of Student Behaviour.

All suspected infractions identified by Faculty, TAs, Markers and Exam Invigilators will be:

- 1) Investigated by the responsible Faculty member delivering the course including an interview with the student.
 - a) A second Faculty member will be present at the time of the interview.
 - b) The student is entitled to an advisor sourced from the Student Ombudservice during such an interview.
- 2) If the outcome of (1) warrants, then it will be referred to the Office of the Dean for investigation and possible disciplinary sanction.
 - a) The student will be invited to meet with the Associate Dean, Dr. Joseph for an interview.
 - b) The student is entitled to an advisor sourced from the Student Ombudservice during such an interview.
 - c) The Associate Dean will decide on a sanction weighing the evidence "**on the balance of probabilities**".
- 3) The student has the right to appeal any sanction imposed through the University Appeals Board.

The following is selected content from the Code of Student Behaviour that students should be particularly aware of, ref:

"CODE OF STUDENT BEHAVIOUR", Last updated Feb 3, 2014

"30.3.2 Inappropriate Academic Behaviour

30.3.2(1) Plagiarism

No Student shall submit the words, ideas, images or data of another person as the Student's own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course or program of study.

30.3.2(2) Cheating

30.3.2(2) a No Student shall in the course of an examination or other similar activity, obtain **or attempt to obtain** information from another Student or other unauthorized source, give or attempt to give information to another Student, or use, attempt to use or possess for the purposes of use any unauthorized material.

30.3.2(2) b No Student shall represent or attempt to represent him or herself as another or have or attempt to have himself or herself represented by another in the taking of an examination, preparation of a paper or other similar activity. See also misrepresentation in 30.3.6(4).

30.3.2(2) c No Student shall represent another's substantial editorial or compositional assistance on an assignment as the Student's own work.

30.3.2(2) d No Student shall submit in any course or program of study, without the written approval of the course Instructor, all or a substantial portion of any academic writing, essay, thesis, research report, project, assignment, presentation or poster for which credit has previously been obtained by the Student or which has been or is being submitted by the Student in another course or program of study in the University or elsewhere.

30.3.2(2) e No Student shall submit in any course or program of study any academic writing, essay, thesis, report, project, assignment, presentation or poster containing a statement of fact known by the Student to be false or a reference to a source the Student knows to contain fabricated claims (unless

acknowledged by the Student), or a fabricated reference to a source."

"30.3.4 Inappropriate Behaviour towards Individuals or Groups

30.3.4(1) Disruption

30.3.4(1) a No Student shall disrupt a Class in such a way that interferes with the normal process of the session or the learning of other Students." *This includes use of laptops, phones and working on assignments distracting others*

"30.3.5(2) Unauthorized Use of Facilities, Equipment, Materials, Services or Resources

30.3.5(2) a No Student shall use any facility, equipment, material, service or resource contrary to express instructions or without proper authority (GFC 03 Feb 2014). See 30.9 [Appendix 2 – Regulations Pertaining to Special Events, the Use of University Resources and the Provision of Alcohol]."

"30.3.6 Other Offences

30.3.6(1) Alcohol Provision and Consumption

30.3.6(1) a No Student shall consume or serve alcohol on University property other than in licensed premises, at a University function with a valid permit issued by Ancillary Services or in accordance with regulations pertaining to University residences."

"30.3.6(4) Misrepresentation of Facts

No Student shall misrepresent pertinent facts to any member of the University community for the purpose of obtaining academic or other advantage."

"30.3.6(5) Participation in an Offence

No Student shall counsel or encourage or knowingly aid or assist, directly or indirectly, another person in the commission of any offence under this Code."

Students in the Faculty of Engineering should be aware of the ethics of Professional Engineers per:

"30.3.3 Inappropriate Behaviour in Professional Programs

30.3.3(1) A Student enrolled in Professional Programs is bound by and shall comply with the Professional Code of Ethics governing that profession and the practice of its discipline.

30.3.3(2) It shall be the responsibility of each student in a Professional Program to obtain, and be familiar with, the Professional Code of Ethics relevant to the discipline and all amendments thereto as may be made from time to time. (BG 12 May 2008)"

ASSOCIATION OF PROFESSIONAL ENGINEERS & GEOSCIENTISTS OF ALBERTA - APEGA Schedule CODE OF ETHICS (established pursuant to section 20(1)(k) of the Engineering and Geoscience Professions Act)

"Preamble

Professional engineers and geoscientists shall recognize that professional ethics is founded upon integrity, competence, dignity and devotion to service. This concept shall guide their conduct at all times."

"Rules of Conduct"

"3 Professional engineers and geoscientists shall conduct themselves with integrity, honesty, fairness and objectivity in their professional activities."

Unauthorized electronic devices in examinations

During previous examination periods, a number of students have been identified as having accessed eClass or other sources of information through cell phones or other unauthorized electronic devices. In many instances, this occurred when students were using washrooms, although some students accessed resources in the examination room in front of invigilators.

Of all the students investigated for such allegations, which are described as **cheating** under the Code of Student Behaviour, only one student was shown to be innocent. One student who was proved to have performed unauthorized electronic access during examinations on multiple occasions has now been expelled from the University of Alberta.

The Faculty of Engineering and the University of Alberta will not tolerate such behaviour. Any student suspected of using any unauthorized electronic device will be investigated by the course instructor and the Office of the Dean and, if found guilty, will receive a sanction.

In general, **students should refrain from bringing any unauthorized electronic device into an examination room, including cell phones, high tech watches, high tech glasses or other such devices.**

Below are the Faculty of Engineering rules related to unauthorized electronic devices in examinations.

1. Section 23.5.1(1) Permitted References and Aids, of the University Calendar states: "Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited". Any violation of this is a violation of the Code of Student Behaviour.
2. On entering an examination, students must turn off all unauthorized electronic devices including but not limited to cell phones, laptops, tablets, watches with internet/storage capability, or other audio-visual devices. Invigilators should remind students to do this before the examination is started.
3. Such devices should be placed in a carrying bag or backpack, which should be placed behind or underneath the student's chair; or if the room is deemed capable, invigilators may ask all bags and backpacks be placed in a designated area within the examination room (front) and only retrieved once the examination is completed.
4. Any student in possession of an unauthorized electronic device, regardless of action, will be reported by the invigilator and/or instructor for investigation under the Code of Student Behaviour. All such reports will be referred to the Office of the Dean.
5. Students requiring a washroom break must present their ONEcard to the invigilator prior to leaving the examination room. Invigilators will be responsible for noting such students' names and exact time of departure and return.

Plagiarism and cheating

Plagiarism and cheating under the University of Alberta Code of Student Behaviour are defined in sections 30.3.2(1) and 30.3.2(2) as stated above.

Cheating can take many forms, such that it is possible to cheat without plagiarizing. However plagiarizing within the context of assignments, papers, lab reports, tests and examinations is also an attempt to take academic advantage over others in the same class; such that a better grade may be achieved. Taking academic advantage over others is hence also cheating. If you find yourself being suspected of plagiarism then it is likely that the Faculty of Engineering will also investigate you on the count of cheating simultaneously.

Dispelling some of the myths that lead to plagiarism

- a) It is **not OK** to use someone else's words or work without appropriate citation and referencing but claim that you are 'honouring them' by using their words.
- b) It is **not OK** to put references at the end of a piece of work but not cite the reference at the end of the specific section of paraphrased text or vice-versa.
- c) It is **not OK** to put a verbatim quote in quotation marks or italics and not to cite the reference at the end of the quote, or vice-versa.
- d) It **is OK** for you to work with a person or group on an assignment, lab report or project as long as your solution or submission for grading was worked and written independently of the person or group.
- e) **No** assignment, lab report or project submission from one student will show strong similarity in written style or calculation layout to that of another student.
- f) It is hence **not OK** to work with someone else on an assignment or lab report or paper **and** submit an identical or highly similar document for grading.
- g) A momentary lapse in judgment **is not** an excuse.
- h) Providing the opportunity for another student to copy your work **also** makes you guilty of plagiarism.

Study, assignment and examination tips for students

- i. Study in groups, but only to discuss concepts and principles, NOT to complete assignments.
- ii. Read previous lecture or seminar notes over before the next lecture – this will improve understanding concepts.
- iii. Perform assignment calculations and written solutions on your own – you are only competing with yourself.
- iv. Read the course text and materials, and seek further published information when needed – use the library.
- v. Take advantage of using the TA scheduled office time to ask additional questions – if in doubt ask.
- vi. If you are confused, no question is a stupid question – seek out an opportunity to ask the TA or instructor.
- vii. If colleagues are getting higher grades in assignments, labs, exams, remember you are not competing with other students only with yourself. Do not get drawn into taking short-cuts to try and match grades with others.
- viii. If you are tempted to take a shortcut think about this: What is the value of the assignment or lab or test that I am tempted to cheat or plagiarize to get credit? Remember, when you are caught the consequences will be far greater than just simply taking a zero in the course element.