

Code of Conduct

All members of the NGP are held to a high standard of professional, respectful and inclusive behaviour. All members of our community have a responsibility to uphold these values and those of the University of Victoria and Faculty of Graduate Studies for the duration of their involvement in the program.

This code of conduct must be reviewed by the student and their supervisor(s) upon entry in the program

Academic Integrity and Professionalism

As an intellectual community, the **University of Victoria** requires its members (students, staff, and employees) to be committed to, and to adhere to, the ethical values of honesty, trust, fairness, respect, and responsibility that constitute academic integrity in all activities related to learning, teaching, research and service.

- The student and the supervisor will conduct research in an honest manner, fostering an environment of academic freedom, integrity, accountability, public trust, and in a manner free from (undeclared) conflict of interest (**GSP 1.1**).
- The student and the supervisor will identify appropriately (including through co- authorship) the contributions of all persons who make an intellectual or otherwise substantive contribution, to publications, conference presentations, exhibitions, or other disseminations of scholarly works in a manner appropriate for the field (**GSP 1.5**).
- The student and the supervisor recognize that the falsification of data and research results, as well as multiple submissions of graded work, are serious offenses that violate academic integrity and will incur the appropriate penalties as determined by the program Dean (**FGS Calendar Pages 37-38**).
- The student and the supervisor will acknowledge in all publications and presentations the sources of fellowships, grants, and awards that supported the research (**GSP 1.6**).
- The student and the supervisor recognize that, prior to undertaking research in their program, the student must receive the appropriate approvals from the **Office of Research Services**. Where appropriate their research must be approved by **the Human Research Ethics Committee**, the **Animal Care Committee** and the **Biosafety Committee (GSP 7.5)**.

Familiarity with Relevant Policies and Regulations

- The student and the supervisor have read, and are familiar with, **University of Victoria (UVic), Faculty of Graduate Studies (FGS), Neuroscience Graduate Program (NGP), and Agency** policies.
- The student and the supervisor will observe **UVic** regulations as given in **Senate** and **Board of Governors** policies and highlighted in this document and the **FGS Calendar** including, but not limited to, the **UVic policies on Sexualized Violence and Indigenous Plan (GSP 1.9)**.
- The student and supervisor have read, and will observe, the rules and procedures of the **NGP Handbook**.

Workplace Etiquette and Recognition of Ethics, Equity, and Diversity

- The **University of Victoria** is committed to providing a healthy, safe, and respectful environment for work and study. It is the responsibility of all members of the campus community not to engage in Bullying and Harassment, to report any Bullying and Harassment they observe or experience, and to comply with **University of Victoria** and **WorkSafeBC** policies and procedures on Bullying and Harassment. Discrimination and Harassment are prohibited at the **University of Victoria**, and all members of the University Community have the right to work, study and participate in activities at the university in an environment free of Discrimination and Harassment (**UVic Policy GV0205**).
- Students and supervisors will respectfully treat all members of the university community (within the lab and the university campus as a whole) regardless of their race, colour, ancestry, place of origin, political beliefs, religion, marital status, family status, physical or mental disability, sex (including gender identity), sexual orientation, age or conviction for a criminal offence that is unrelated to the employment or intended employment (**Prohibited Grounds of Discrimination, UVic Policy GV0205, Section 2.01**). They are also both aware of, and understand, actions and behaviours that may constitute, result in, or be classified as infringing on Prohibited Grounds of Discrimination (**UVic Policy GV0205, Section 3.01**), Sexual Harassment (**Section 3.02**), and Personal Harassment (**Section 3.03**).
- The student will be thoughtful and reasonably frugal using resources provided by the supervisor and the university, and will assist in obtaining additional resources for research where applicable, appropriate, and possible (**GSP 9.13**)

- The student and the supervisor will maintain a workplace that is tidy, safe, and healthy (**GSP 9.14**).
- Under the guideline of Professionalism in the Graduate Supervision Policy, whenever possible and appropriate, students and faculty members will deal directly with the individuals involved when conflict arises. If the situation cannot be resolved, due process will be followed according to the chain of command noted in the GSP (**GSP Section 1.8 & 3.1**).
- The student and the supervisor recognize that it is a requirement of university employees to report workplace bullying or harassment that they experience or observe other university employees experiencing (**UVic Policy GV0205, Section 25**).
- The student and the supervisor recognize that it is the responsibility of individuals with supervisory roles to educate themselves and those in their unit with respect to human rights and workplace bullying and harassment (**UVic Policy GV0205, Section 26**). It is also their responsibility to address promptly, confidentially, and fairly, complaints of workplace bullying and harassment from those within their jurisdiction and to seek advice from **EQHR**, or their **superior**, to do so (**UVic Policy GV0205, Section 26**).
- The student and the supervisor recognize that they have the right to accommodation of religious observance, and are permitted to absent themselves from classes, seminars, or workshops for the purposes of religious or spiritual observation of Holy Days (**FGS Calendar Page 37**). A period of notice is recommended.
- The student and the supervisor are aware that individuals from different cultural backgrounds may have different expectations in the supervisory relationship, and that these should be discussed. When Indigenous students are involved seek university-sponsored training such as **Indigenous Cultural Acumen Training (ICAT)** (**GSP 4.5-4.6**).
- The student will attend the **EQHR Workshop on Discrimination and Harassment within 3 months** of entry into the program, which the supervisor is recommended to have completed.

For Students

- The student acknowledges that it is their fundamental obligation to remain in contact with their academic unit and supervisor(s), to meet with their supervisor(s) in accordance with policies outlined in the **FGS Calendar** and **NGP Handbook** and to respond in a timely, complete and respectful manner to reasonable and appropriate requests from the supervisor for information and progress on academic and scholarly matters (**GSP 2.3**)

- The student is responsible for ensuring that they are registered in the appropriate courses (following consultation with their supervisor(s) and committee) and that their tuition fees are paid on time (**FGS Calendar Page 51**).
- The student is responsible for initiating annual committee meetings and required examinations in conjunction with the Graduate Program Administrator.
- The student will maintain a detailed, organized, and accurate lab notebook and understands that data generated in the lab is property of the lab, and that all data and lab books must remain in the lab after completion of the degree in an accessible and organized state (**GSP 9.16**).
- The student will show dedicated efforts to gain the background knowledge and skills needed to pursue and complete the research project successfully (**GSP 9.5**).
- The student will accept objectively, and respond professionally, to the advice and criticisms received from the supervisor and other members of the supervisory committee regarding the project (**GSP 9.11**).
- The student will apply, if eligible, as appropriate, and if available, for any internal and external stipends, scholarships, and awards (**GSP 9.20**).

For Supervisors

- The supervisor acknowledges that it is their fundamental obligation to meet with the student in accordance with their academic unit, **NGP**, and **FGS policy** requirements, and to be accountable for timely, complete, and respectful communication with the student on all academic and scholarly matters (**GSP 2.1**).
- To work within the academic unit's Candidacy structure and with the academic unit's Graduate Advisor and/or Graduate Program Administrator in initiating the steps required to conduct the student's Candidacy examination(s) (**GSP 7.11**).
- The supervisor is aware of, and will help the student comply with, all institutional policies and program timelines outlined in, but not limited to, the **FGS Calendar**, **NGP Handbook**, and **GSP**.
- The supervisor will meet in confidence with any student about whom there is a concern, and acknowledges that the student has a right to meet either privately or in the presence of an advocate of their choice (**GSP 6.8**).

- The supervisor is responsible for being knowledgeable regarding protocols and resources involved in the **UVic Mental Health Initiatives (GSP 6.10)** and in assessing and complying with academic and research accommodations for students with disabilities (**GSP 6.9-6.10**).
- The supervisor will assist the student in requesting extensions from **FGS**, provide information on external scholarships and awards, and disseminate information about university and **NGP** policies and procedures (**GSP 6.11**).

Institutional Policies Regarding Student Funding and Stipend

- Faculty of Graduate Studies (FGS) recognizes that academic units have different funding policies and that any long-term commitment to students will be subject to the availability of funds (**GSP 5.10**).
- The NGP Handbook and NGP policy outlines whether students are entitled to funding, the minimum funding level that is to be provided, the duration and source(s) of funding, and whether/how that funding is renewable (**GSP 5.10**).
- No changes to the student's stipend may be made without written justification provided a minimum of 30 business days in advance (**GSP 7.13**).
- All students will apply, if eligible, as appropriate, and if available, for any internal and external stipends, scholarships, and awards (**GSP 9.20**).