

The University of Western Ontario
Graduate Program in Epidemiology & Biostatistics

Statement of Expected Professional Conduct

Graduate students are expected to adhere to generally accepted standards of professional behaviour:

1. **Dedication of Effort¹:** Because graduate students receive public funds (scholarships and bursaries) for their support, they are expected to put in sustained effort. While the nature of academic work allows substantial flexibility in terms of when and where the work is done, full-time students should nonetheless dedicate full time effort (normally considered 40 hours per week) to their studies.
 - a. Unlike undergraduate programs, graduate students remain full-time students throughout the summer semester.
 - b. The undergraduate fall and winter term exam periods are not vacation time and graduate students are expected to be available to fulfill Teaching Assistant (TA) duties.
 - c. Graduate students are entitled to all Statutory Holidays, as well as periods when the University is closed, including the break between Christmas and the start of winter term.
 - d. Graduate students are entitled to 3 weeks of vacation per year, which will normally be taken during the summer semester. Vacations must be approved by the supervisor at least one month in advance. If vacation is to be taken during either the fall or winter term, prior approval is required from both the supervisor and the TA supervisor (if applicable). If vacations are not prearranged, they are assumed to have been taken during the last three weeks of August and may not be accumulated for future use.
 - e. Full-time students are allowed no more than 10 hours per week of paid employment. Students must inform their supervisor of all paid employment.
 - f. It is the responsibility of the student to inform the supervisor should personal circumstances arise that interfere with the student's full dedication of effort.

2. **Honesty in Scholarship:** Our reputations as honest scholars are essential for us to attract and maintain the trust and support of society at large. Once damaged, reputations are exceedingly difficult to rehabilitate. Graduate students should strive for the highest standards of honesty in all areas of their work, including giving credit when the work of others is cited, maintaining highest standards for data quality, and fully and honestly reporting the results of analyses. If you are unsure how to cite work, you should consult a source such as www.plagiarism.org or talk to your supervisor. In addition:
 - a. It is the responsibility of students to familiarize themselves with the Handbook of Academic and Scholarship Policy (<http://www.uwo.ca/univsec/handbook/>) which defines Scholastic Offenses and outlines the sanctions that can be levied (as excerpted below):

DEFINITION²

Scholastic Offences include, but are not limited to, the following examples:

- Plagiarism, defined as the “act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” (Excerpted from Black’s Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments/projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, the Graduate Chair, or the School of Graduate and Postdoctoral Studies. Students may also consult style manuals held in the University’s libraries. <http://www.lib.uwo.ca/weldon/services/styleguidesindex.shtml>
- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false/fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
- Submitting a false medical or other such certificate under false pretences.
- Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
- Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- Intentionally interfering in any way with any person's scholastic work.
- Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.
- Aiding or abetting any such offence.

Evidence of wrongdoing may result in criminal prosecution in addition to any proceedings within the University.

PENALTIES

The University will treat seriously any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and/or may result in suspension or expulsion from the University. A student guilty of a scholastic offence may be subject to one or more penalties, examples of which are:

- Reprimand.
- Requirement that the student repeat and resubmit the assignment.
- A failing grade in the assignment.
- A failing grade in the course in which the offence was committed.
- Withdrawal from the program.
- Suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
- Expulsion from the University.

Students should also be familiar with the University Policies and Procedures for the Conduct of Research.³

References:

1. Parts of the Vacation Policy are based on that found in the Department of Statistics & Actuarial Sciences: www.stats.uwo.ca/gradstudies/andbook_new.htm#Student%20vacation%20Policy
2. www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_grad.pdf
3. www.uwo.ca/univsec/mapp/section7/mapp70.pdf