

## **D.06 Academic Conduct**

Staff and Students Rights and Responsibilities

*Nunavut Arctic College*

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### **Nunavut Arctic College: Academic Conduct**

#### **1.0 POLICY**

**The purpose of this Academic Conduct is to provide guidance in exercising ethical responsibilities inherent in a post-secondary educational environment that supports an atmosphere of respectful learning and flexibility.**

Nunavut Arctic College is focused on student success and is committed to supporting the development of our Northern society through excellence in education, training and research that is culturally sensitive and responsive to the people we serve. The vision for the College recognizes the unique nature of Nunavut's communities, valuing respect, excellence and access. The intention is to create a vibrant College that fosters understanding and respect among all Nunavummiut and provides educational opportunities for adults to enable their full participation in the social, economic and cultural development of Nunavut.

Nunavut Arctic College was established under the Public Colleges Act. It is an institution of education with a Code of Conduct that sets forth standards for good educational conduct and creates an atmosphere whereby all members of the College community work and learn together.

This Academic Conduct does not stand alone. Members of the College are guided by a number of codes, and by many appropriate policies and directives that set forth standards of conduct. The Academic Conduct recognizes their importance and does not supersede them, but works in conjunction with them. These other codes and policies, which already possess some measure of authority, may include, but are not limited to the following: professional ethical codes for specific professions; Nunavut Arctic College Policies and Procedures; Government of Nunavut (GN) Human Resource Manual, which includes the Code of Conduct and the Oath of Office and Secrecy; GN Workplace Conflict Resolution Policy (July 2011); the Collective Agreement Between the Nunavut Employee's Union and the Minister Responsible for the Public Service; the Collective Agreement between the Nunavut Teachers' Association and the Minister Responsible for the Public Service Act; the *Nunavut Human Rights Act*; and the *Canadian Charter of Rights and Freedoms*.

This Academic Conduct emphasizes the importance of the Inuit Qaujimajatuqangit values of Inuuqatigiitsiarniq, Piliriqatigiinniq and Pilimmaksarniq for all members of the College community and the languages and traditions of the people served.

#### **2.0 PRINCIPLE**

The five principles that govern this Academic Conduct are:

1. The pursuit of excellence, knowledge and lifelong learning;
2. Collegiality;
3. Accountability;
4. Fair and equitable treatment; and
5. Integrity.

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The standards and processes identified in this Conduct attempt to embody and give life to these principles. In turn, these standards and processes will detail responsible ethical behaviour that members of the College community will commit themselves to.

## **2.1 Pursuit of Excellence, Knowledge and Lifelong Learning**

Nunavut Arctic College is committed to the pursuit of excellence, knowledge and lifelong learning. This is done in several ways. Through lifelong learning, we expand knowledge about our community and our place in the world. Through instruction, discussion, research and academic activities, we seek to incorporate traditional, academic and skill-based knowledge.

The commitment to excellence, knowledge and lifelong learning is fundamental to our task.

## **2.2 Collegiality**

*Collegiality* – Cooperative interaction among colleagues.

*Collegiality* is integral to our identity as a College. The College is committed to fostering collegial decision-making through representative collegial bodies, such as the Board of Governors, as well as through staff and student associations and committees. Collegiality also influences our activities as members of the college community. It fosters solution seeking, discussion, questions, constructive criticism and instructive appreciation. The extent to which we are able to promote responsible – even exemplary – conduct depends largely upon our capacity to foster a sense of collegiality, harmony and cooperation in spite of differences of opinion that may arise. Collegiality also supports the College's commitment to cross-cultural respect and understanding between staff, students, and other stakeholders.

All members of the College community are accountable for their conduct towards one another.

## **2.3 Accountability**

Accountability is a recognized process of review and evaluation on the part of all members of the College community. This requires that, among other things, budgeting and administrative decision-making be a consultative and transparent process.

The Board of Governors will consider Territorial interests when making decisions that will affect the entire College. All College staff, contractors, researchers, and students are accountable for complying with GN legislation and regulations, professional associations, contracts and relevant College policies and procedures. In addition, unionized College employees are accountable for complying with the Collective Agreement.

## **2.4 Fair and Equitable Treatment**

The College is committed to the fair and equitable treatment of its members. This includes a commitment to due process and also the right to fair and reasonable restitution.

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## **2.5 Integrity**

The College is committed to individual and collective integrity. This means we should exercise good judgment, act without deceit, be committed to and accountable for the primary functions that are associated with our various positions(s) and role(s), and be guided by our informed consciences.

The principle of integrity is a key element of every principle.

## **3.0 STAFF RIGHTS AND RESPONSIBILITIES**

Nunavut Arctic College is committed to providing a healthy, respectful, and safe environment that will promote the well-being of students and staff.

Members of Nunavut Arctic College staff shall carry out their professional duties, obligations and responsibilities with integrity, and conduct themselves in accordance with the College's Mission Statement and with the principles of adult education. These ethical principles are not intended to replace or provide a substitute for the codes of ethics applicable to specific professions.

Nunavut Arctic College staff will adhere to the Academic Conduct and staff rights and responsibilities as outlined in this section. It is the responsibility of staff to become familiar with these basic principles of conduct within the College.

### **3.1 Staff Rights**

Staff rights and responsibilities are identified under the Collective Agreement, the *Nunavut Human Rights Act* and other relevant legislation, and GN Policies such as the Workplace Conflict Resolution Policy, the Code of Ethics, and the Human Resource Manual, etc. In addition to the rights set out within the scope of these documents, it is incumbent upon College staff to model a commitment to the pursuit of excellence, knowledge and lifelong learning in relation to students and the communities in which they serve.

### **3.2 Commitment to Students**

Staff shall:

- Respect all students/clients and their cultural backgrounds;
- Treat the ideas, needs, weaknesses and failures of students in confidence;
- Apprise students/clients of their rights, obligations, opportunities and risks;
- Encourage the personal and academic growth of each student/client;
- Seek ways to better serve the needs of students/clients;
- Refrain from an intimate relationship with a student/client (provided that the student/client is not a spouse);
- Provide each student with a copy of the course syllabus on the first day of his/her classes in accordance with Policy C.45.

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- The syllabus should identify the instructor's position on attendance and lateness, evaluation methods, and penalties;
- Be prompt and regular in meeting their student(s)/client(s);
- Strive for a timely, just and unprejudiced appraisal of student's work;
- Owe students the right of review of their work and grades given;
- Secure permission and give credit for the use of original student contributions in their lectures or publications; and
- Not receive remuneration from students for tutoring, under normal circumstances, unless approved by the College.

## **3.3 Commitment to Community**

Staff shall:

- Exercise their right to take part in community affairs;
- Be good citizens;
- Use College facilities for purposes consistent with College Policy;
- Protect the educational system from exploitation;
- Be aware of the negative impact of stereotyping and discrimination; and
- Be sensitive to diversity within the community.

## **4.0 STUDENT RIGHTS AND RESPONSIBILITIES**

Nunavut Arctic College is committed to providing a healthy, respectful, and safe environment that will promote the well-being of students and staff. Students are therefore, expected to conduct themselves in a respectful and responsible manner and follow the College's educational goals, policies and standards. A student has a duty to avoid behaviour that significantly interferes with the rights of others to pursue their studies.

Nunavut Arctic College students will adhere to the Academic Conduct and student rights and responsibilities as outlined in this section. It is the responsibility of students to become familiar with these basic principles of conduct within the College.

### **4.1 Student Rights**

Students have the right to:

- College facilities that provide a safe and healthy environment;
- Confidentiality of all material contained in their files as per College Policy C.41;
- The information contained in their student files by making a written request to the Director of Student Services, Registrar or designate;
- Receive the evaluation profile and syllabus, as per College Policy C.45 for the program or course in which they are registered on the first day of their class.
- Students have the right to know the instructor's position on attendance and lateness, as per College Policy C.07; evaluation methods, penalties, and other matters, as identified in the syllabus, as per College Policy C.45;

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- The timely, just and impartial evaluation of their work in accordance with the course evaluation profile and College policies, as well as a review of the work and the grades given;
- An appeal hearing for College decisions that affect their success in their program. The appeal process includes an impartial decision-maker and a decision that considers and weighs all of the decisions about academic performance, grades or disciplinary actions related to plagiarism or cheating, as per College Policy C.24;
- Representation from within the College community during the process where there is an issue that may result in disciplinary action;
- Information on College policies;
- The highest quality of instruction the College can provide;
- Fair and equitable treatment as adults;
- Lawful assembly;
- A student association;
- Freedom of opinion and expression in the classroom, and where course content allows, in assignments and examinations, so long as that which is expressed is not slanderous, derogatory or discriminatory in nature, and so long as such expression does not hinder the learning process or infringe on the rights of others;
- Information on student services; and
- Student services, including career counselling, for their support.

## **4.2 Student Responsibilities**

A student is responsible for:

- Complying with all Nunavut Arctic College bylaws and policies;
- Conducting himself or herself in a responsible manner free from unacceptable behaviour (see Definitions);
- Conducting himself or herself in a manner that reflects a positive image of Nunavut Arctic College, when representing Nunavut Arctic College in official and co-curricular activities;
- Treating fellow students, staff members and participating agency staff in a respectful and collegial manner;
- Familiarizing himself or herself with course and program descriptions and requirements, as well as with student assessment methods;
- Completing course and program requirements and complying with deadlines and attendance requirements as described in the program or course outlines and syllabus;
- Pursuing educational activities in an honest, fair and forthright manner. Any act of plagiarism or cheating with respect to any assignment or examination administered, will result in penalty, as per College Policy C.23;
- Presenting accurate and unaltered documents and/or records to the College upon application and whenever required;
- Informing the Campus Registrar or designate in writing, of any changes to his or her name, current mailing address, registration status, or any other pertinent information;
- Complying with the conditions under which resource material may be brought into an examination;
- Communicating problems or concerns regarding academic matters to the appropriate College staff by means of proper procedure;

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- Obtaining appropriate treatment for any communicable disease(s) that he or she is aware of having;
- Complying with copyright and other protective legislation;
- Exercising reasonable care in the use of College property; and
- Being aware of, and complying with, the Internet use guidelines and behaving in a legal and ethical manner when accessing information and communicating through the Internet.

## **5.0 INTEGRITY IN COLLEGE GOVERNANCE AND ATTENDING TO ETHICS**

Members of the Board of Governors and Senior Managers have a responsibility to support the mission and values of the College and reinforce them whenever opportunities arise. Together, they shall establish and maintain a climate of trust and mutual respect, through the manner in which they conduct themselves within the College community. It is the responsibility of the Board, the President, and Senior Managers, to ensure that the mechanisms of accountability are in place.

Senior Managers assume broad administrative responsibilities. They are expected to establish and maintain open and transparent systems of operation, accessible to all those whom they direct and manage. They should keep the College community fully informed about the nature of the issues that affect the College and invite members of the College to participate in the solution of such issues. It is expected that the reasons for final decisions on college-wide issues will be made public and communicated in a written report to the College community.

Senior Administrators and Heads of Programs are expected to communicate clearly what is expected of those in the work units they direct or manage. In particular, they are expected to be familiar with and communicate this Academic Conduct and relevant material from professional ethical codes, existing policies and procedures and collective Agreements. They are also required to communicate relevant performance expectations to others within their areas. It is the responsibility of all supervisors to provide timely, objective feedback on the work of those they supervise. They may provide this feedback either as formal written reports or informally as allowed or specified by the collective agreement.

College members are expected to act responsibly and fairly. In handling issues, they are expected to honour the principles of collegiality, accountability, fair and equitable treatment and integrity.

When conflicts, dilemmas and ethical issues arise, it is the responsibility of all members of the College to attempt to address and resolve them as they take place. They should identify the issue as clearly as possible, assess its seriousness, initiate informal investigations, discount hearsay evidence and explore possible alternative responses. Relevant College codes and policies as well as collective agreements, professional codes, government legislation, regulations, codes, directives, etc. should be consulted. At all times, we call upon the principle of confidentiality to protect the identity of persons from public exposure and scrutiny.

## **6.0 PROCEDURES FOR DEALING WITH A BREACH IN THE CODE OF ETHICS**

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Procedures for dealing with a breach in the Academic Conduct are found in the Nunavut Arctic College Policy and Procedures Manual, the GN Human Resource Manual, and the Conflict Resolution Policy.

### **DEFINITIONS**

**Code of Ethics:** A set of rules outlining moral principles and conduct.

**Collegiality:** Cooperative interaction among colleagues.

**Due Process:** The process prescribed by Nunavut Arctic College policies and all other relevant documents.

**Obligation of Commitment:** Duty to fulfill one's vow or pledge as an educator.

**Unjustified:** Unfounded, unwarranted or contrary to fair.

**Unacceptable behaviour:** behavior that includes inappropriate comment or conduct based on a prohibited ground listed in the *Nunavut Human Rights Act* that is known or ought reasonably to be known to be unwelcome, sexual, and or personal harassment

**Principles of Adult Education:** The ten (10) teaching and learning principles as defined under Policy B.07 Nunavut Arctic College Principles.

Additional definitions may be found in the Nunavut Arctic College Policy and Procedures Manual.