UBC MFRE | Master of Food and Resource Economics

MFRE Student Code of Conduct 2023/2024

The MFRE is an academically rigorous program that prepares students for the professional workplace. Each student is required to conduct themselves in a manner that reflects the academic integrity and professionalism of the Master of Food and Resource Economics program and The University of British Columbia.

The MFRE Code of Conduct provides a guide for student behavior and academic performance while in the program. The Code of Conduct also serves as a strong foundation for professional conduct once individuals complete their MFRE degree and enter a work environment. The UBC MFRE student Code of Conduct supplements existing standards and policies of the University of British Columbia and the BC province such as [UBC's Student Code of Conduct](#), [UBC's Academic Honesty and Standards](#), [UBC's respectful Environmental Statement](#), The [BC Human Rights Code](#), and [Student Declaration and Responsibility](#)

MFRE Program Hours

MFRE Program hours are generally 9 a.m. to 6 p.m., Monday through Friday. It is important that all MFRE students are available to meet or attend a class or seminar on short notice at any time during program hours. MFRE students should not book any other activities during the MFRE Program Hours. The weekly schedule for MFRE courses, labs, workshops, and events is available on the **MFRE Online Weekly Schedule**.

Communication and Requests from the MFRE Program

Communication via UBC email address: MFRE course and program-related announcements will be sent using only your UBC email. **Make sure you check your UBC email daily.**

Requests from the MFRE Program: The MFRE program will regularly ask you to complete surveys, provide bio information, register for workshops, or sign up for events. These requests are connected to program development student support/and learning experience. Your timely response contributes to a positive academic and student setting.

Use of Name Cards in Class: At the beginning of Term 1 and 2, students are required to place their name card (provided by the program) on their desk for each class for the first 4 weeks of term. Using the name cards allows the student cohort and course instructors to get to know you more quickly and supports a more collegial learning environment. **An exception: You are required to use your name cards for all MFRE Industry Insight Speaker Series: FRE 520 seminars.**

Study and Work Permit: International Students are responsible for ensuring they have the correct study and work coop permits. We encourage you to upload the study permit on your SSC. **Note:** Coop permits should be applied for early to allow processing time and be available for FRE 547 Graduating Project in May start-up. For questions regarding study and coop work permits, reach out to the [UBC Student Services](#).

UBC Satisfactory Progress – UBC Master Students including the MFRE Program

Students can have a maximum of 6-credits of courses with grades in the 60-67% range (C to C+ range) that can count toward their degree program during their master's program. For all other courses, a minimum of 68% must be obtained. **Note**: If an MFRE student is required to extend his/her program due to <u>failed course</u> or <u>unsatisfactory progress</u>, they will need to pay the **full MFRE tuition fees** for that term(s) regardless of the number of courses that need to be retaken. See details at [UBC graduate studies](#).

Attendance, Punctuality, Student Engagement and electronic devices in classrooms

Attendance
- Students are expected to attend all classes, labs, or workshops. If you cannot make it to a class, lab, or workshop due to a medical or personal emergency, **email Olivier Ntwali, MFRE Academic Program Manager, your course instructor, and your course assistant ahead of time to let them know.** Students who miss classes regularly without a reasonable excuse may be subject to MFRE-imposed penalties at the discretion of the Academic Director.
- The MFRE program will do its best to record lectures and make these available to students missing class due to illness. **To request recordings of a missed lecture, email Olivier Ntwali, MFRE Academic Program Manager.**

Punctuality
- MFRE strives to create an environment of respect, which includes respect for the time and effort of fellow MFRE students, course instructors, guest speakers, and the overall learning environment. Therefore, students are expected to arrive at class on time so as not to disrupt the class. Students who are late are subject to penalties at the discretion of the course instructor. Students who are chronically late may be subject to MFRE-imposed penalties at the discretion of the Academic Director.

Student Engagement

As a student in a professional graduate program, you are expected to:

- Fully participate and be attentive during in-class discussion/Q&A, presentations, seminars, and in-class polls. This form of student engagement supports a sharing of knowledge and encourages students to practice higher-level critical thinking and communication skills.
- Attempt, complete, and submit required assessments following the MFRE Program's academic honesty and integrity, and timescale requirements.
- Attend scheduled examinations and follow **MFRE Exam Protocol** (see Student Portal for details).

Electronic Devices in Classrooms

- **Computers/Tablets/Cell Phones During Lectures, Seminars, and Workshops**: As a graduate student, it is up to you to decide if you need to use your computer/tablet in class. In general, cell phones should not be used during class except, for example, to participate in in-class polls or to respond to an emergency message. However, in all cases, please be respectful of the learning environment by not checking emails, social media, or surfing the web during class time.
- **Exceptions to Note**:
    - The MFRE Industry Insight Speaker Series: FRE 520 does have a strict **no-cell phone** and **no-computer/tablet** policy to ensure engagement and respect for guest speakers.
    - Some course instructors have a no computer/tablet or no cell phone policy, check the course syllabus for details and follow your course instructor's request.

General Expectations

In order to maximize the educational benefit of the program, it is expected that the students abide by the following:

Respect for Equity, Diversity, and Inclusion

- The MFRE Program strives to promote an intellectual community that is enhanced by diversity along various dimensions including status as a First Nation, Métis, Inuit, or Indigenous person, race, ethnicity, gender identity, sexual orientation, religion, political beliefs, social class, and/or disability. It is critical that students from diverse backgrounds and perspectives be valued in and well-served by their courses. Furthermore, the diversity that students bring to the classroom should be viewed as a resource, benefit, and source of strength for your learning experience. It is expected that all students and members of our community conduct themselves with empathy and respect for others.

Language Inclusivity

- We respect and value the diverse linguistic backgrounds of our students. However, English is the medium of instruction and communication in the program, so all in-classroom communication should be in English to ensure mutual understanding and inclusivity and provide students with the opportunity to gain and practice professional communication skills.

Respectfulness in the Classrooms

- Students are expected to be respectful of their colleagues at all times, including faculty, staff, guest speakers, and peers. This means being attentive and conscious of words and actions and their impact on others, listening to people with an open mind, treating all MFRE community members equally, and understanding diversity.

  Note: Students who act disrespectfully toward others will be asked to leave the class and be marked as absent for the day. They may also be removed from a team, lose credit for in-class assessments and activities, or be asked to complete a group assignment individually.

Respectful Collaboration is a crucial part of the MFRE program. Your responsibility is to work with your peers in a cooperative and supportive manner, share your knowledge, listen to others' ideas, and value diversity.

Assignments and Exams

Late and/or Sub-Standard Assignments

- All assignments must be submitted on time and according to the submission rules specified by the course instructor. Failure to submit on time or in the manner specified may result in a penalty, including a grade of zero for the assignment.
- Review each course syllabus to determine policy regarding requirements and penalties connected to late or sub-standard assignments.

Turn it In Access: Internet-based plagiarism detection service

- Turn it in has been set up for MFRE courses. Submit all assignments/papers to this service and review similarity index reports. **Turn it in Login (website).** F**or instructions: See the Student Guide to MFRE Student Guide To Setting Up And Using Turn It In on the MFRE Student Portal**. Use Class ID 40356728 and Enrollment Key 13669038 to access the MFRE course folder, submit assignments/papers, and review similarity index reports.

Writing Exams, Missing Exams or Assignments Due to Illness

- Acceptance of late assignments or rescheduling of a missed exam is at the discretion of the course instructor. Review each course syllabus to determine policy.
- All exams will be in-person and will follow MFRE exam protocol (See Student Portal). Exams may be online, e.g., in Canvas, but students must be physically present and invigilated. If you are **unable to write an exam**, you must have a verifiable doctor's note and must contact the course instructor, Course Assistant, and MFRE Academic Program Manager before the scheduled exam date/time. *Documentation must be provided to explain your absence. If the documentation is considered legitimate, the course instructor will let you know how to proceed*.
- If you are **unable to submit an assignment**, you do not need a verifiable doctor's note but must contact the course instructor and the course assistant before the scheduled date/time. The course instructor, together with the course-specific policies found in the syllabus, will let you know how to proceed.

Working with others and self-plagiarism on assignments

- For individual assignments, you are encouraged to work with other students, but you must submit your own individual work. **Self-plagiarism** is the use of significant portions of one's own work without acknowledgment and is not acceptable for assignment submissions.
  Note: Penalties will result for assignments that are considered as too similar to others or reuse past materials as these are a form of plagiarism. For details of actions that constitute plagiarism, refer to Academic Honesty resources on the MFRE Student Portal.

Use of Generative Artificial Intelligence (AI) In the MFRE Program

The process of developing content for evaluation (i.e., course assignment, coding, presentation, report, or exams) is an important part of a student's learning experience. This process allows students to demonstrate their understanding of concepts and apply what they have learned in different domains and settings. The evaluation items are designed by the course instructor to support students in the development of analytical, evaluative, judgment, communication, and presentation skills which are essential competencies for MFRE graduates. The MFRE program requires that all work conducted for individual or group evaluation in the course must be a student's original creation unless exemptions are allowed and stated by the course instructor.

Using AI tools like ChatGPT, Bard, or other Generative AI models to generate content or conduct analysis for evaluations, without proper citation, is considered plagiarism and academic misconduct. Content that falls into this category and requires citing AI as a source includes but is not limited to cutting and pasting content from any AI-generated material, paraphrasing content from a generative AI, and using any generative AI tool for analysis or summary. If students use AI in their submissions, they must cite the AI generator using citations consistent with the UBC Academic Honesty Standards. Committing academic misconduct will result in penalties, as stated in this document, which can range from a grade of zero to program failure. Students are responsible for understanding and avoiding academic dishonesty and plagiarism.

Academic Misconduct /Dishonesty/Plagiarism

Academic dishonesty and plagiarism are taken very seriously in the MFRE program. All incidences of plagiarism will be escalated to the MFRE Academic Director.

Student Responsibility: Students are responsible for informing themselves of the guidelines of acceptable and non-acceptable conduct for examinations and graded assignments as presented via MFRE Code of Conduct and Plagiarism Workshops, MFRE Turn it in, Course Syllabus, MFRE Instructors; Canvas, and UBC academic misconduct policies.

Penalties for Academic Dishonesty: Penalties for academic dishonesty are applied at the discretion of the MFRE program. Incidences of academic misconduct may result in a mark of zero on the assignment, examination, or course; required withdrawal from the program; and/or the matter being is referred to UBC Graduate Studies. **Note: If a student needs to extend his/her program due to a failed course or unsatisfactory progress due to academic misconduct, they will be required to pay the full MFRE tuition fees for that term/s.**

Academic misconduct that is subject to disciplinary measures includes, but are not limited, to the following:

- **Plagiarism**, which is intellectual theft, occurs when an individual submits or presents the oral or written work of another person as his or her own. Correct citations must be provided where applicable for all reports/assignments. At UBC and MFRE, assignments/papers will be submitted to a service that UBC subscribes to, called Turnitin. This service checks textual material for originality and similarity. For more information, review the Turnitin website.

- **Cheating**, which may include, but is not limited to
  - Falsification of any material subject to academic evaluation,
  - Use, or participation in unauthorized collaborative work.
  - Use or possession in an examination of any materials (including devices) other than those permitted by the examiner.
  - Use, possession, or facilitation of unauthorized means to complete an examination.
  - Dishonest practices that breach rules governing examinations or submission for academic evaluation.

- **Submitting other's work as your own**, may include but is not limited to
  - Using, or attempting to use another student's answers
  - Providing answers to other students or failing to take reasonable measures to protect answers from the use by other students
  - In the case of students who study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course instructor.

- **Resubmission of Material**, submitting the same, or substantially the same, essay, presentation, or assignment more than once (whether the earlier submission was at this or another institution) unless prior approval has been obtained from the course instructor(s) to whom the assignment is to be submitted.

- **Use of academic ghostwriting services**, including the hiring of writing or research services and submitting papers or assignments as his or her own.

Resources: Review the following: CHECK WEBSITES ARE CURRENT

UBC Policies of Academic Honesty:
- UBC Academic Misconduct and Discipline (website.)
- UBC Learning Commons web-based Academic Integrity (website)

Turn it In Access for MFRE Courses:
- Turn it in Login (website) and Student Guide to MFRE Student Guide To Setting Up And Using Turn It In on the MFRE Student Portal (website)

Citing Sources:
- UBC Learning Commons Citation Resource (website)
- Purdue Lab How to Cite Sources (website)

Plagiarism
- Purdue University Plagiarism Overview (website)
- SFU Avoiding plagiarism (website)