

The Faculty of Economics, Social and Political Sciences and Communication: Code of Ethics for Students' Academic Work

All scholarly work **draws on diverse documentary sources** (articles in periodicals, key works of reference, edited collections, newspaper articles, internet sites, interviews, video documents, statistical documents, course materials & handouts (notably *syllabi*) supplied by lecturers, and work carried out by students in previous years, etc.). A line of thought in the social sciences is never built in an empty field; rather it draws on a series of concepts, theories and methods defined previously by other authors. In the researching and drafting of their coursework assignments throughout their university studies, students must learn how to use sources. The intelligent use of sources is an **essential stage in the successful completion of any piece of scholarly work**.

The use of sources is governed by **rules that must be followed rigorously**. The general aim of these rules is to guarantee the respect of intellectual property and to enable the teaching staff to verify the originality of a piece of scholarly work.

All sources used in a coursework assignment must be duly cited in the bibliography. The bibliography enables the reader to find the author's sources. All bibliographical references must use the same format and be in alphabetical order.

All quotations drawn from a source must be put between quotation marks and must clearly indicate the page of the reference from which they are drawn (either using a reference to a footnote and a footnote including the bibliographical reference and the page number, or using the Anglo-Saxon "author/date" system, accompanied by the page number). Therefore, it does not suffice to simply mention such references in the bibliography!

If the reference is not to a quotation from a document but to an idea, a theoretical construction, an interpretation or to a comment that the author borrowed from another author, it is also necessary to indicate the exact source from which the information comes. **Paraphrasing**, which consists of using an author's thoughts and expressing them in one's own words, **is allowed as long as reference to the source is made and as long as paraphrasing is not used in a systematic way**. This practice does not meet the basic requirements of a personal work in the sense that it is not the process that leads to the development of one's own ideas.

Be they to accentuate a passage, to reduce or increase the length of a quoted text or to insert explanatory material, **any changes made to a quotation must be clearly indicated** by appropriate means, such as an annotation (example, "we underline"), or square brackets (example, "[...] life is good [the parents] said."). Having said this, any such changes must not alter the meaning of the original quotation.

Any quotation (a sentence, a part of a sentence or, especially, a paragraph) not identified in the text as well as any paraphrasing without reference to a source will be considered as plagiarism and equated to fraud during an exam. Such offences are subject to the provisions of Article 55 of the General Academic and Examination Regulations.

Internet sources should be used wisely and with caution. The rules described above also apply to the use of Internet sources. The practice of "copying-pasting" information from Internet sites is obviously considered as plagiarism if the text quoted is not put between quotation marks and correctly referenced. This practice is subject to the implementation of the provisions of Article 55 of the General Academic and Examination Regulations.