Plagiarism at IÉSEG
A. What is plagiarism?

Plagiarism does occur when a writer presents some work as its own whereas it has been written/produced by someone else (Stepchyshyn and Nelson, 2007).

When you use a source without citing\footnote{“Cite” means that you provide information in your text that tells briefly where the information came from, like this: (Giangreco 2013). The cite should immediately follow the material that was taken from another source. This must appear whenever you use someone else’s material, even if you summarize or paraphrase it.} it, it is plagiarism, no matter who the original writer is (e.g., a professor, another student, a journalist, …) and no matter what kind of document it is (Internet articles, a thesis, a book, working documents, journal papers, student papers, excel files, ppt documents, …). Even copying a short sentence from someone else without citing it is considered as plagiarism. If there is no citation, copying spreadsheets (such as Excel files) or Powerpoint files from others is also plagiarism (Singh et al. 2011). If you allow another student to copy your work or when you copy someone’s homework, this is considered as piracy. Eventually, when you reuse your own work done for a specific learning purpose for another course or assignment without quoting your original and initial work, it is plagiarism.

Plagiarism may be detected or confirmed by all means including via the aid of IT tools such as Urkund or Excel macros.

All the sources you find are there only to help you to build your own arguments.

B. What are the consequences?

Once a plagiarism case is detected by a professor, this professor reports to the concerned Director of Programme or his representative to analyse the situation. The organisation of a disciplinary committee is decided by the professor and the Director of Programme or his representative.

The disciplinary committee is organised with the presence of the following members of IÉSEG:

- The Director of the Programme or his representative (Paris Bachelor coordinator or Master coordinator; or Pedagogical coordinator);

- The person most concerned by the misbehaviour of the student (the concerned professor).
The Disciplinary Committee decides for the sanction to the student who has plagiarized. The range of the sanctions may vary from a zero to the assignment, to a zero to the whole course and/or a disciplinary warning. The Disciplinary Committee may decide for other types of sanctions if appropriate. Thus, the Disciplinary Committee may also put in place an additional sanction in relation to the gravity of the breach: a written report, formal reprimand, suspension, or exclusion from the programme and the School depending on the severity of the misbehaviour.

The disciplinary decision will be kept in the students file/record.

Plagiarism is not consistent with IÉSEG values, described as Respect, Ambition, Rigor and Responsibility and ‘Esprit de Corps’. These values are shared by the whole IÉSEG community. Do not forget that plagiarism is contrary to the final objective of your learning journey at IÉSEG: Developing analysing skills, critical thinking and being able to create adapted and concrete solutions.

C. How to avoid plagiarism?

If you use the ideas of someone else but you use your own words, you need to refer to the source by putting the name of the author(s) and the year of the publication into brackets. For example:

The negative perception about resistance to change has origin in the facts that most of the studies adopt the point of view of the change agent (Klein, 1976).

When you copy material verbatim - a company’s mission statement or anything else in which you do not change the words from the original source - you must mark it using quote marks (“xxx”). For direct quotations, you have to precise between brackets the name of the author(s), the year of publication and the page from which the quote has been extracted. For example:

The negative approach to resistance to change tends to reflect the fact that studies of change are commonly “taken from the perspective or bias of those who are the change agents seeking to bring about change rather than of the clients they are seeking to influence” (Klein 1976, p. 119).

If the quote is too long, you can use an ellipsis mark [...] to show that a part of the sentence has been removed. If the quotes are at least three lines long, they must be indented.
In any case, at the end of your work, all the sources you have cited must be listed in alphabetical order with full information for finding the source of material you have cited. The information that is required depends on the type of source you used. For instance, a book chapter reference must contain at least this information: the name of the writer, the year of publication, the title of the chapter, the editors of the book, the title of the book in italics, the edition, the place of publication, the name of the publisher and the page numbers. For the example mentioned earlier, this should be:


Do not forget that, even if everything is properly quoted, direct quotations must not represent more than 10% of an entire document.

Full guidelines for proper international referencing and quoting (Harvard style) you must follow can be found at the following link:

References


Please note that this document is a lively document and will evolve.