



## UNIVERSITY OF TRENTO

### Doctoral School of Social Sciences

Doctoral Programme in Economics and Management  
Doctoral Programme in Local Development and Global Dynamics  
Doctoral Programme in Development Economics and Local Systems  
Doctoral Programme in Sociology and Social Research

## The Honour Code

The fundamental objective of the School in Social Sciences is to provide the students with a high quality education while developing a sense of ethics and social and professional responsibility.

Students are expected to adhere to some basic norms of academic and personal integrity. These rules are set out in the following Honour Code.

### Student Responsibilities

1. Plagiarism and transparency
2. Use of the School's Facilities
  - 2.1. Computers and other equipment
  - 2.2. Facilities Usage
  - 2.3. Workspace
3. Participation in School Activities
  - 3.1. Courses and seminars
  - 3.2. Communications
4. Respect Others
5. Lying/Deception and Fraud
6. Disciplinary Measures
7. Honour Code Agreement

### 1. Plagiarism and transparency

Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own.

#### What is considered plagiarism

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not



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Students CAN'T do the following:

- Cut and paste from electronic journals, websites or other sources to create a piece of work.
- Use someone else's work as your own.
- Recycle essays or practical work of other people or your own (this is self plagiarism).
- Employ a professional ghost-writing firm or anyone else to produce work for you.
- Produce a piece of work based on someone else's ideas without citing them.

Students CAN do the following:

- quote from sources providing you use quotation marks and cite the source (this includes websites).
- paraphrase (take information from a piece of work and rewrite it in a new form) but you must still mention the source.
- In the case of joint practical or project work (or some group projects) individuals may use the same data, but the interpretation and conclusions derived from that data i.e. the 'write-up' must be their own.

PhD students have an obligation to facilitate the evaluation of their research activity, their paper assignments and their final thesis through data access, production transparency, and analytic transparency so that their work can be adequately examined and tested

## 2. Use of the School's Facilities

In the interest of everybody at the Doctoral School, it is important that some basic rules are observed while using the School's facilities.

This is fundamental in creating and maintaining a good environment at the School in Social Sciences.

### 2.1 Computers and Other Equipment

- Theft, damage or misuse of the equipment is forbidden as it takes advantage of all the other users who will lose the use of the resources.
- Allowing unauthorized personal guests to the equipment is strictly prohibited inside the Open Spaces, Laboratories and Common Room.



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- Network usage concerning downloading of material and files and placing material in the web must be restricted to working items.

#### 2.2 Facilities usage

The Doctoral School offers a number of facilities to the students, such as telephone, printer and scanner usage, a continuous internet access and a software platform (Stata, Matlab).

These services must be used only for work related activities and not for personal purposes; moreover their usage is restricted to students, that cannot invite external people to let them enjoy faculty services.

#### 2.3 Workspace

Students are expected to be silent because the workspace is shared by several people and it is necessary to let everybody do his/her work quietly and with the needed concentration.

No material should be hung on the walls of the study rooms, laboratories and the common room.

### 3. Participation in School Activities

#### 3.1. Courses and seminars

The school is residential and therefore long absences are not permitted, unless previously approved by the tutor/supervisor and the Academic Director who guarantees that the absence is motivated by the research activity. Absences longer than two weeks must be communicated to the Secretariat and to the tutor/supervisor. Repeated unjustified absences will cause the expulsion from the Doctoral School.

#### 3.2. Communications

Doctoral students must be able to receive and answer to the messages sent to their *unitn* e-mail address independently of the place they are.

### 4. Respect Others

Students must have a correct hygienic behaviour in the common spaces of the University, such as study rooms, laboratories, common room, vending machine area, toilettes and corridors. Cleanliness is fundamental to show respect for the other people.



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#### 5. Lying, Deception, and Fraud

Any attempt to gain an advantage or to avoid a consequence by lying, deception or fraud is not acceptable behaviour at the School in Social Sciences.

Examples of lying, deception, and fraud include falsifying records of time and attendance at work, giving false information to School in Social Sciences' official, and failing to take responsibility for personal conduct.

#### 6. Disciplinary Measures

Serious violations will be treated as follows:

- The students and his/her advisor will be asked for an explanation of the events by the Board of Directors .
- The Board of Directors decide whether to admonish the student or not.
- After two formal admonishments, if the student commits another serious violation, the Board of Directors will propose his/her expulsion from the School.
- In the case where a student is assessed in a highly negative manner the student could be expelled from the School in Social Sciences immediately.

#### 7. The Honour Code Agreement<sup>1</sup>

Having read the School of Social Sciences' Honour Code, I understand and accept my responsibility as a member of the School in Social Sciences to uphold the Honour Code at all times.

**Surname** \_\_\_\_\_

**Name** \_\_\_\_\_

**Doctoral Programme and Cycle** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

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<sup>1</sup> This Code has been inspired by similar codes at Caltech, ITC Doctoral Programme (University of Trento), UCL and University of London.



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