

# RULES AND REGULATIONS

## ÉCOLE CENTRALE DE NANTES

- *Approved by the Board of Governors at its meeting of 8 January 1996*
- *Amended subsequent to approval by the Board of Governors at its meetings of 30 March 1998, 10 May 1999, 27 January 2003, 23 May 2005, 17 December 2007, 12 December 2016, 23 October 2017, 5 March 2019, 30 June 2022, 14 March 2023*
- *English translation, 4 April 2019, amended following the Board of Governors meeting on 14 March 2023*

The École Centrale de Nantes operates and is organized according to:

- Decree no. 93-1143 of 29 September 1993 establishing the School as an EPSCP - a public institution of scientific, cultural or professional nature – which confers the status of a school outside the university system as defined in Articles 34 to 36 of the Higher Education Act No. 84-52 of 26 January 1984. This decree was published in the Official Journal on 6 October 1993.
- the French Education Code,
- the French Labour Code,
- ministerial decrees, orders and circulars issued in application of the Act of 26 January 1984,
- the statutes of the institution as approved by ministerial decree of 18 May 1994 and published in the Official Journal on 4 June 1994,
- the present rules and regulations, as approved by the Board of Governors, in plenary session on 8 January 1996

### Article 1

These rules and regulations may be updated annually, where necessary, by the elected members of the three school boards. The changes proposed by the elected representatives are submitted to the Board of Governors, which votes by secret ballot, after consultation with the Scientific Council and the Academic Council.

### Article 2

These rules and regulations apply to any person present on the premises of the École Centrale de Nantes.

## SECTION 1. SCIENTIFIC COUNCIL AND ACADEMIC COUNCIL

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### | Article 3

The Scientific Council and the Academic Council meet at least once a semester at the invitation of their chairperson.

For these meetings, the invitation, agenda and corresponding documents are sent at least eight days in advance to the council members.

Each of these councils may also meet at the request of its chairperson or at least half of its members on a specific agenda within eight days.

### | Article 4

The councils may only duly deliberate if at least half of the serving members are present or represented. If this quorum is not reached when a meeting opens, the councils are reconvened on the same agenda within a period of fifteen days. They reconvene regardless of the number of members present or represented.

In the event of a vote, except where the legislation in force provides for a qualified majority, voting is by absolute majority of those present or represented.

Meetings of the Scientific Council and the Academic Council are not open to the public. Opinions, intentions and proposals are reported in the meeting record published under the chairperson's responsibility.

Any council member may request a secret ballot. This procedure is mandatory for any question relating to individual situations under the conditions and limits set by the statute relating to teaching/research staff and personnel.

## SECTION 2. DEPARTMENTS

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### | Article 5

The list of departments, created in accordance with article 4 of the institution's statutes, is set out in appendix 1 of these rules and regulations.

The list of Common Core-Curriculum courses and options linked to the teaching departments is finalized by the Academic Council.

Physical Education and Sports courses come under the responsibility of a member of staff who reports directly to the Director of the École Centrale de Nantes.

All other courses are under the responsibility of the Dean of Studies.

Research activities outside the research departments listed in Appendix 1 may take place in laboratories or institutes that have an agreement with the school.

## 2.1. Assignment of staff to teaching or research departments

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### | Article 6

The assignment of staff to the teaching departments and research departments is determined by the Director after consultation with the interested parties, the Head of the Department concerned and according to the advice of the Academic Council for teaching departments, and of the Scientific Council for research departments.

It should be noted that:

- › Each member of the teaching/research staff working at the École Centrale de Nantes is assigned to a teaching department for the part of his or her duties that relates to teaching;
- › Each member of the teaching/research staff working at the École Centrale de Nantes may also be assigned to a research department for the part of his or her duties that relates to research;
- › Each researcher working at the École Centrale de Nantes is assigned to a research Department;
- › Any teacher or researcher who is contractually attached to a research department, but not employed by the École Centrale de Nantes, is assigned to that research department for the exercise of his or her research duties;
- › Each member of support staff employed by the École Centrale de Nantes – with the exception of staff assigned to support departments, or reporting directly to the General Administration Department- is assigned to either a teaching department or a research department, depending on the relative importance of his or her involvement in one or other of the two activities;
- › Each doctoral student linked to the École Centrale de Nantes through his or her PhD supervisor is assigned to a research department,
- › Staff assignment is reviewed as required.

## 2.2. Membership of teaching and research departments

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### | Article 7

Staff belonging to a teaching or research department:

- › all staff assigned to that department;
- › all support staff working at least 1/3 of their time in that department, but assigned to a different department

### | Article 8

Any staff teaching a minimum of 96 hours of practical classes within a department is a member of that department.

## 2.3. Staff Management

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### | Article 9

Heads of department contribute to managing the staff assigned to their departments, in consultation with the heads of other departments to which their staff may belong.

## 2.4. Teaching or Research Department Councils

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### Article 10

During the initial establishment of a new department council, the General Assembly, composed of all the members of the department, determines the composition, the number of seats allocated to each college as well as the voting procedures.

All the members of the department are electors and eligible for election to the department council.

### Article 11

Department councils must be composed such that all categories of staff in the department are represented. A department council must include at least:

- › three members of the department,
- › a person from outside the department appointed for 4 years by the elected members of the council,
- › a 3rd year engineering student for teaching department councils,
- › a doctoral student for research department councils

Members of department councils are elected for a 4-year term. Elected officials lose their mandate if they no longer hold the status on which basis they were elected.

### Article 12

The department head chairs the department council. It meets at least once a semester upon the invitation of the department head addressed at least eight days in advance.

The Dean of Studies attends meetings of teaching department councils and the Dean of Research attends meetings of research department councils, both in an advisory capacity.

## 2.5. Department organisation

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### Article 13

Teaching and research departments each have a head of department, who after consultation with the department council, may appoint a deputy head.

Teaching department heads are assisted by teachers with responsibility for common core or specialisation courses. Specialisations are run within in a department by a head of specialisation. After consultation with the department council, the teaching department head appoints the head of specialisation and defines their duties.

## SECTION 3. ORGANISATION OF DOCTORAL STUDIES

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### | Article 14

The SPI - *Sciences pour l'Ingénieur* - doctoral school coordinates all the doctoral programmes at the École Centrale de Nantes.

The terms set out:

- › how it is organised and run,
- › its scope,
- › the requirements for a PhD are set out in the doctoral school's regulations.

### | Article 15

The doctoral school coordinates the administrative matters for doctorates accredited or co- accredited at the École Centrale de Nantes, including:

- › Examination of the conditions of equivalence or validation of prior learning (within the framework of the relevant pedagogical committee),
- › Examination of proposals for the award of doctoral scholarships,
- › Management of the specific hourly allocations for doctoral student teaching.

## SECTION 4. EXECUTIVE EDUCATION DEPARTMENT

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### | Article 16

The Executive Education Department organizes and manages the school's executive education activities. To fulfil its role, the Head of Executive Education can call on the personnel and material resources of other departments, after agreement of the heads of department concerned.

### | Article 17

The Executive Education Department publishes an annual activity report which is made available to the Board of Governors.

## SECTION 5. SUPPORT DEPARTMENTS

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### | Article 18

The list of support departments, created pursuant to Article 4 of the establishment statutes approved by ministerial order on 18 May 1994, is accessible on the intranet, for which the link is provided in annex 2. Each department has its own rules and regulations.

## SECTION 6. GENERAL ADMINISTRATION

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### | Article 19

The role of the General Administration Department is to support the School Director in his/her duties as defined in article 27 of the School Statutes, and in particular:

- › administrative organisation of academic affairs,
- › staff management,
- › financial and accounting management,
- › monitoring of external relations,
- › building maintenance and new construction.

### | Article 20

The General Administration Department comes under the authority of the Director assisted by the Head of General Administration.

## SECTION 7. SCHOOL LIFE

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### | Article 21

The Director is responsible for order and security on the school premises (*R. 712-1 and following sections of the Education Regulations*). He/she may take any measure he/she deems appropriate in this area.

### | Article 22

All persons present on the school premises have a duty of respect for others, property and furniture. Failure to respect this principle and these rules and regulations may lead to disciplinary action by the competent authority.

It should be noted that:

- › smoking is prohibited inside the premises;
- › vaping is prohibited inside the premises;
- › only authorized persons may park a vehicle on school premises and only in designated areas. Pedestrians, cyclists and motorists must respect the rules indicated at the school entrance and use only designated roads or paths.

### | Article 23

School users must comply with the legislation in force, in particular with regard to:

- › copying software, illegal use of networks and IT resources. Act no. 88-19 of 5 January 1988 applies, in particular, in this area,
- › photocopying copyrighted material,
- › protection of work carried out within the school (research, invention, software, etc).

Staff and users must comply with the provisions of the anti-plagiarism ethics code attached in Annex 4.

#### **Article 24**

The exercise of trade union rights is carried out in accordance with the legislation in force for each category of staff in the school.

#### **Article 25**

Billposting in the school is a right. It can only be carried out in the places designated for this purpose by the Director and with respect to the school's statutes.

#### **Article 26**

The consumption of alcoholic beverages is prohibited except with explicit permission from the Director.

#### **Article 27**

Access to certain parts of the school may be restricted under conditions specified by the Director. Lone working must remain exceptional and be restricted to tasks for which the risks incurred are manageable. Lone working shall be understood to mean instances where a worker carries out work or a task which entails a risk of accident alone, out of sight or hearing of other people for a certain period of time.

Access to sites and buildings outside defined opening hours may only be allowed if the organisation and technical means on site allow for assistance to be given within a reasonable time. All lone working must be reported to the employer.

#### **Article 28**

Extra-curricular or extra-professional activities in the school's name may be organized within the framework of associations or organized groups, in or outside the school. These activities can only take place with prior permission from the Director.

#### **Article 29**

Meetings or demonstrations of whatever nature may be held on school premises only with prior permission from the Director.

#### **Article 30**

Associations can be created within the school with the agreement of the Director. A list of existing associations is kept up to date each year. Student association representatives have their role to play in combating sexist and sexual violence, racism, anti-Semitism and discrimination, and contribute to data protection and the fight against cyberbullying.

#### **Article 31**

The school's infirmary is open to students and school staff for the following services:

- › emergency care, nursing care,
- › administrative management of work or sports accidents within the school,
- › dissemination of medical information
- › information and referral to counselling and support services in cases of gender-based or sexual violence and discrimination.

## Article 32

The public system of higher education and research is secular and apolitical. The school's employees, or those in a similar position, are bound by a duty of absolute impartiality, subject to the provisions of article L952-2 of the Education Code relating to teachers and researchers. Users are required to refrain from any form of proselytism.

Hazing is a criminal offense; disciplinary action may be taken against perpetrators. Any act that harms the physical and moral integrity of individuals is strictly prohibited and may be subject to disciplinary action alongside possible criminal proceedings.

Acts of discrimination as defined in Article 225-1 of the Penal Code (on the grounds of origin, ethnicity, language, surname, age, gender, sexual orientation, disability, etc.) are prohibited and may be subject to disciplinary action alongside possible criminal proceedings.

## Article 33

Sanctions under the disciplinary section for users is provided for in articles R811-11 and R811-12 of the Education Code. Sanctions under the disciplinary section for teaching staff are provided for in articles L952-8 and L952-9 of the Education Code.

## Article 34

Employees of the École Centrale de Nantes, who have signed the IT charter, are assigned an email address ending in "@ ec-nantes.fr", by the IT department. Their username and password should, in no event, be communicated to third parties.

When conducting their professional activities, employees of the École Centrale de Nantes are required to use their email address ending with "@ ec-nantes.fr".

It is strictly forbidden to use an email address other than that provided by the École Centrale de Nantes, except in the circumstances outlined in the following paragraph:

When an employee has been assigned an email address by his/her research laboratory, he/she may use this address to receive messages, provided that this address is not the alias of an email address given by another institution. Use of this address for sending messages is not permitted.

Electronic communications must be undertaken in accordance with the rules on discretion and reserve applicable to public officials (reference to Article 26 of Act 83-634 on the rights and obligations of civil servants).

## SECTION 8: ORGANISATION OF ELECTIONS

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Pursuant to Article 2-1 of Decree No. 85-59 of 18 January 1985, the Director of the École Centrale de Nantes has overall responsibility for organising elections.

For all organisational operations, he/she is assisted by an electoral committee composed of seven members. Its composition is as follows:

- › the Director, President, or his/her designated representative,
- › the head of General Administration,
- › the head of Human Resources,
- › a professor or similar staff member appointed by the Director from among the elected members of the Board of Governors,
- › a lecturer or similar staff member appointed by the Director from among the elected members of the Board of Governors,
- › a member of support staff appointed by the Director from among the elected members of the Board of Governors,
- › a user representative appointed by the Director from among the elected members of the Board of Governors.

## SECTION 9: BOARD OF GOVERNORS' FACULTY SELECT COMMITTEE

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The chairman of the board of directors' faculty select committee is elected according to statutory provisions of the École Centrale de Nantes. When two or more candidates for the presidency of the board of directors' faculty select committee obtain the same number of votes in the first and second rounds of the election, the candidate with the highest grade and the most seniority in the highest grade will be elected president.

**ANNEX 1: TEACHING AND RESEARCH DEPARTMENTS**

**ANNEX 2: SUPPORT DEPARTMENTS**

**ANNEX 3: CHARTER FOR THE USE OF IT AND DIGITAL RESOURCES AT CENTRALE NANTES**

**ANNEX 4: ANTI-PLAGIARISM ETHICS CODE**

## ANNEX 1

### TEACHING AND RESEARCH DEPARTMENTS

#### Teaching Departments

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- 1) Automatic Control and Robotics Department
- 2) Mathematics, Computer Science and Biology Department
- 3) Fluid Mechanics and Energetics Department
- 4) Mechanics, Materials and Civil Engineering Department
- 5) Product Design and Industrial Systems Department
- 6) Social Sciences, Modern Languages and Sports Department
- 7) ICT in Education Department
- 8) Masters Department
- 9) Degree Apprenticeship Department

#### Research Departments

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- 1) Jean Leray Mathematical Institute
- 2) Laboratory of Digital Sciences of Nantes (LS2N)
- 3) Research Institute in Civil and Mechanical Engineering (GeM)
- 4) Research Laboratory in Hydrodynamics, Energetics & Atmospheric Environment (LHEEA)
- 5) Urban Architecture Nantes Research Centre (AAU)

## ANNEX 2

### SUPPORT DEPARTMENTS

The Support Departments are listed on the intranet: <https://intranet.ec-nantes.fr>

## ANNEX 3

# CHARTER FOR THE USE OF IT AND DIGITAL RESOURCES AT CENTRALE NANTES

### 1. Preamble

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As referenced in the school rules and regulations, the school's IT Charter aims to:

- › define the rules for the use of school IT resources;
- › define the rights and duties of users, as well as of the school, as the resource provider;
- › make users aware of IT security issues.

Each user of an IT resource or service provided by the school agrees to comply with this charter.

Should the IT Charter be updated, users are notified by email and are deemed to tacitly accept all updates.

### 2. Definition of terms: "IT resources", "User" & "IT account"

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The term "*IT resources*" refers to all fixed and mobile computer hardware equipment (computers, tablets, telephones, printers, etc.), all software, support and application systems, as well as all network services and devices (Wi-Fi, Ethernet, box, cloud, etc.) deployed by the school.

The term "*user*" is defined as: - any member of permanent staff of the school, - any authorized member of staff of the companies incubated in the Centrale-Audencia-Ensa incubator, - any student enrolled in the school, - all temporary staff explicitly authorized by school management.

Each authorized user has a personal "*IT account*", with associated access rights (applications, services, shared folders, etc.).

Signature of this charter is a prerequisite for the creation of an IT account.

To log in to his/her account, the user must enter:

- › an identifier: assigned by the school to the user;
- › a password: that the user chooses and can change independently;

This information must be entered to access IT resources. In some cases, identifiers are not required because they are already stored in the application which the user is accessing securely.

### 3. Access to IT resources

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Network-connectable IT resources can be interconnected by the school's network, which is itself securely connected to the Internet.

The user can thus access resources according to the rights linked to his/her IT account, via the school's internal network (Ethernet or Wi-Fi), or via an external Internet connection (if necessary via a VPN). The connection can be established either via standard or fibre optic broadband or via the "3G/4G" telecommunications network.

The provision and use of mobile equipment belonging to the school (mobile phones, laptops, etc.) is subject to a specific charter.

## 4. Use and safety regulations

The school's IT resources must be used in a rational, fair and reasonable manner, in compliance with the recommendations set out in this charter and with French legislation.

All users are responsible for their use of IT resources and networks to which they have access, and must contribute to the school's general security. Each user:

- | must respect the integrity and use of the resources made available by the school, and must in no way damage them. Any operational problems should be reported to IT;
- | may only use the account(s) which he/she has been authorized to use. In no event should access codes be shared with a third party. The user is prohibited from using any computer account or access codes other than his/her own. Identifiers and passwords must not be communicated to anyone, including school departments. NB: troubleshooting does not require the user's password to be divulged;
- | carefully chooses his/her passwords: easy for the user to remember, but difficult for others to guess, (see recommendations and good practice: <https://www.ssi.gouv.fr/guide/mot-de-passe/>);
- | closes his/her workstation during any absence, so as not to leave resources or services accessible to a third party;
- | is personally responsible for any operation carried out using his/her access codes.
- | is aware that only the computers managed by the IT team are regularly backed up. The user him/herself is responsible for safeguarding data on computers not managed by the IT team;
- | reports any anomaly or breach - real, attempted or suspected - of a computer system to the administrators of the affected equipment, as well as to the IT team, the RSSI (IT System Security Officer: [rsi@ec-nantes.fr](mailto:rsi@ec-nantes.fr)) and the FSD (Defense Security Officer: [fsd@ec-nantes.fr](mailto:fsd@ec-nantes.fr));
- | is informed that IT User Support is the sole point of contact for any request concerning account creation or deletion, data deletion, or e-mail quota, etc. Fraudulent messages – which often impersonate messages sent by IT departments - are routinely sent by hackers attempting to steal user data. If in doubt, users must contact IT user support ([svp-dsi@ec-nantes.fr](mailto:svp-dsi@ec-nantes.fr)). Do not click on unknown links.

The following rules apply to equipment that is not managed by the IT team:

- | any connection to the school's network via personal equipment or equipment non-identified by IT must be authorized by the IT team or the relevant laboratory, who may, for this purpose, seek advice on the user's authority. Once this authorization has been obtained, the user agrees to keep his/her system up-to-date and to configure it according to the rulebook. In particular, he/she must comply with school rules, especially with regard to combatting viruses and computer attacks. These rules are available on the school Intranet;
- | if the user's activity requires the installation, download or use of specific software not provided by the school, he/she must first ensure that the associated license fees have been paid, that the download site is trustworthy, and then obtain permission for those downloads from IT or the relevant laboratory. IT can only install software on equipment that it manages.

## 5. Regulations concerning the use of the school's IT resources for personal use

The school's IT resources are intended for professional use. As such, school equipment should be used to produce material, accomplish tasks or consult information for professional purposes only.

However, a reasonable degree of personal use of messaging, file storage, telephone and Internet access via school resources is tolerated, as long as it does not adversely affect school operations, the integrity of its IT network or the activity of school employees.

Any message sent or received from professional email is assumed to be of a professional nature unless it is clearly identified as personal by the user. To be identified as personal, a message must be saved in a folder marked 'PRIVE-PRIVATE'.

All files on a work computer are assumed to be of a professional nature unless clearly identified as personal by the user. To be identified as personal, documents must be saved in a folder marked 'PRIVE-PRIVATE'. The title "My documents", the initials or the first name of the user are not enough to identify files as personal.

## 6. Obligations relating to confidentiality

- | any attempt to intercept communications between third parties is prohibited;
- | the user only has access to publicly available information or files, as well as his/her own information or files. It is forbidden to read information or files reserved for the use of other users, even if these elements are not protected. Any breach of the present obligation may lead to legal proceedings against the perpetrator;
- | the user is bound to discretion and professional secrecy in regard to any information relating to the internal workings of Centrale Nantes and its IT resources;
- | the user is required to take the necessary data protection measures required to respect confidentiality commitments made by Centrale Nantes vis-à-vis third parties;
- | the institution's Intranet is intended for the dissemination of information internally.

## 7. Obligations relating to intellectual property

The use of any software (source or binary code) and more generally any document (file, image, sound, etc.) must comply with the intellectual property law, the recommendations set by rights holders and the commitments made by Centrale Nantes (licensing agreements for example). In particular,

- | it is strictly forbidden to make copies of commercial software for any use whatsoever, except a backup copy under the conditions provided for in intellectual property law;
- | software can be installed only in compliance with the legislation in force, with the author's and the publisher's recommendations, and with the IT team's recommendations. It is also subject to payment of the rights of use;
- | It is forbidden to circumvent restrictions on software use.

## 8. Analysis and control of IT resource use

For legal and security reasons, as well as maintenance and technical management needs, data for the use of hardware, software and network resources is saved in files which are stored and archived and kept for their regulatory periods. This data can be exploited to determine the origin of a malfunction, malicious behavior or misuse.

The procedures implemented comply with French and European legislation, including the GDPR (General Data Protection Regulation) and decisions applying since the law n ° 78-17 of 6 January 1978 relating to data processing, computer files and freedoms.

## 9. Personal data

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School provisions concerning the application of the GDPR (General Data Protection Regulation) are made available to all users of the school, and are published on its Intranet.

## 10. Systems Administration

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Hereafter, the term "systems administrator" refers to a person who is responsible for the upkeep, configuration, and reliable operation of the computer systems, hardware and software (tools, networks, databases, messaging, etc.) of the institution or of the entities that make it up.

The role of a systems administrator is to ensure that the computer system resources under his or her responsibility, including servers, network equipment, security equipment, applications, databases and workstations, work properly and securely.

In the course of his/her duties, the systems administrator has technical access rights that may allow him/her to access information, such as e-mails, files, connection data (confidential or not), and in general to data of a private or professional nature, of which he/she is neither the recipient, nor the author, nor the owner.

The systems administrator is bound to discretion and professional secrecy. He/she shall undertake his/her duties in compliance with the regulatory provisions governing his/her status, thus excluding any use of his/her access rights for personal reasons. Similarly, he/she shall not use his/her rights to transfer data for which there is a procedure in place, and thus replace the entity in charge of the data.

### Systems administrator rights

Within the framework of his or her duties, a systems administrator has the right to:

- | interrupt the operation of any equipment, software or hardware that would compromise the security or proper functioning of the computer systems;
- | use connection data (which may involve the discovery of private information) for diagnostic, verification, metrological or statistical purposes or in the event of an anomaly or incident
- | to intercept or prohibit any IT flow (web, e-mail, file transfer, telephony, video, etc.) that presents potential security risks (viruses for example), or that contravenes the present IT charter;
- | to take appropriate measures to prevent any security risk such as viruses, intrusion or theft of data, destruction of data or circumvention of the security policy.

### Systems administrator duties

Within the framework of his or her duties, a systems administrator:

- | does not knowingly access user data identified as personal - except on a case-by-case basis, with the formal agreement of the user him/herself - and does not authorise anyone to access it, except in specific cases provided for by law
- | scrupulously respects the confidentiality of the information to which he/she has access and implements measures to ensure that it is not disclosed;
- | works with the Data Protection Officer (DPO) to ensure that the implementation of processing operations complies with the regulations on the protection of personal data. He/she contributes to the availability, confidentiality and integrity of the data concerned and alerts the DPO of any incident in this regard;
- | works with the other systems administrators so that all information is processed in accordance with this charter

- | informs the Information Systems Security Manager of any security incident of which he/she becomes aware;
- | uses his/her access rights exclusively for activities and needs directly related to his/her duties, and under no circumstances for personal reasons;
- | acts in the interests of better security and in the interests of the institution.

### **Systems administrator obligations**

The systems administrator undertakes to respect the legislation in force and the internal regulations of the institution in all circumstances, including the provisions of this charter. In the event of non-compliance, the systems administrator will be held responsible for his/her actions and may be subject to disciplinary, civil or criminal proceedings.

## **11. Business continuity in the event of employee absence**

In the event that an employee is unable (for example, in the event of sick leave) to provide the information he/she has at his/her disposal or to which he/she has access on computer systems, which is necessary for continuity of the establishment's activities, the director of the establishment may, exceptionally, authorise access to this information or computer systems by named persons, under strict supervision. This authorisation, made formal in writing and brought to the attention of the employee whose absence is likely to disrupt business continuity, shall include the following elements:

- | identity of the absent employee;
- | reminder of the context (sick leave of the employee, etc.);
- | data or systems accessed;
- | purposes under Article 6.1.e of the GDPR;
- | scope of data accessed (e.g. access to work-related messages only);
- | list of names and functions of the persons having this access;
- | mandatory presence of the DPO (Data Protection Officer);
- | period(s) during which such access is authorised.

A report will be drawn up, and made available to the employee, in which the procedures for these consultations, the elements consulted and, where appropriate, the actions taken will be recorded.

## **12. Compliance with legislation**

All users must comply with all applicable legislation, particularly in the field of IT security and personal data. These texts are constantly updated and can be consulted on the websites of the CNIL ([www.cnil.fr](http://www.cnil.fr)) and LEGIFRANCE ([www.legifrance.gouv.fr](http://www.legifrance.gouv.fr)), which publishes most French laws free of charge.

## **13. Disciplinary action**

Any infringement of this charter or the regulations in force may lead to the suspension or permanent withdrawal of access rights authorized by the school. Failure to comply with any of these rules may result in disciplinary action within the institution.

Anyone who breaks the law is liable to prosecution. Users are reminded that their actions may have serious legal consequences as a result of unauthorized behaviour.

## ANNEX 4

### ANTI-PLAGIARISM ETHICS CODE

with regard to using, borrowing and quoting  
from information sources

Along with the right to use sources of information to create or to produce anything, comes the obligation to comply with legal and ethical rules. Copyright compliance and honesty prohibit the passing off of another's work as one's own, whether intentionally or by omission.

The abundance of documents available online, for which content can be appropriated via a simple "copy and paste", gives renewed impetus to the issue of the correct use of bibliographic sources and references.

Thus, all of the following examples, drawn from the library of the Université de Québec à Montréal<sup>1</sup> (UQAM), constitute plagiarism:

- | Copying word for word a passage of a book, magazine or Web page without placing it within quotation marks and/or without stating the source;
- | Including within a piece of work images, graphs, data etc. from external sources without indicating their source;
- | Summarising an author's original idea in one's own words, but omitting the source;
- | Translating in part or in whole a text without indicating its source;
- | Re-using work produced in another class without prior authorisation from the teacher;
- | Using another's work and presenting it as one's own (even with the person's permission).

Not only is plagiarism a lie to oneself, it also constitutes gross misconduct towards others.

For this reason and according to a policy to prevent plagiarism, based on information and training, the Ecole Centrale Nantes requires all producers of documentation (students and personnel) to undertake to carefully distinguish at all times between their own work and ideas and those borrowed from others. Sources and authors must be systematically cited.

Ecole Centrale Nantes reserves the right to search for instances of plagiarism, including with the help of electronic tools.

The perpetrators may face disciplinary or even criminal sanctions.