

SCIENCES PO ETHICS AND SCIENTIFIC INTEGRITY CHARTER

Sciences Po's Charter of Ethics, in accordance with Decree No. 2016-24 of 18 January 2016 relative to the Institut d'études politiques (IEP) de Paris and the Institute's rules and regulations, and with the appendix to Decree 2015-1829 of 29 December 2015 approving the statutes of the Fondation nationale des sciences politiques (FNSP) and the FNSP's rules and regulations, specifies the general ethical principles that apply to all IEP de Paris and FNSP staff and post holders, including the Sciences Po academic community.

In accordance with Article 46, Chapter IV of the IEP de Paris Rules and Regulations, this Sciences Po Charter of Research Ethics and Scientific Integrity sets out the principles applicable to research at Sciences Po and the rules of ethical conduct that apply to the academic community in the conduct of research activities at the IEP de Paris. These principles and rules aim to improve and safeguard professional practices, in accordance with the relevant legislation, regulations, and professional standards, and with the commitments made by Sciences Po.

Definitions and scope

The following definitions apply throughout the Charter:

"Permanent faculty" designates:

- IEP de Paris teaching and research staff, both active and emeritus (professors and lecturers, instructors with the *agrégation* - PRAG - assigned to the IEP de Paris),
- FSNP research staff (research fellows and senior researchers) and teaching staff (assistant professors, associate professors, and full professors), both active and emeritus,
- Heads of department, OFCE research associates
- CNRS researchers (research fellows and senior researchers) attached to joint research units.

“**Sciences Po academic community**”: designates the permanent faculty as defined in the previous paragraph, and:

- Visiting teaching and research staff (PAST),
- Adjunct instructors, doctoral students, research assistants, and post-doctoral researchers,
- Research technicians who provide technical and methodological support for research activities,
- More generally, any person having a contractual tie with Sciences Po in connection with their research activity.

“**FNSP**”: designates the Fondation nationale des sciences politiques, whose missions are defined in Articles L. 758-1 and L. 758-2 of the Education Code.

“**IEP de Paris**”: designates the Institut d’études politiques de Paris, as designated by Articles L. 621-1 et seq. of the Education Code.

“**Sciences Po**”: designates the IEP de Paris and the FNSP together.

Chapter 1

Ethical principles applicable to the Sciences Po academic community

1. Academic freedom

Academic freedom, as established by the Rome Statement, applies to all members of the Sciences Po academic community.

Moreover, in accordance with Article L. 952-2 of the Education Code, professors and lecturers, CNRS researchers and, by assimilation, FNSP researchers and lecturers, “enjoy full independence and complete freedom of expression, subject to the reservations imposed on them by the principles of tolerance and objectivity, in accordance with university traditions and the provisions of this Code”.

Academic freedom allows all members of the Sciences Po academic community to freely choose their research topics and methodologies and to freely publish the results of their research.

2. Research integrity

Members of the Sciences Po academic community undertake to conduct all research, whether fundamental or applied, in a disinterested, honest and objective manner, and to respect the standards of research integrity, including honesty and rigour in the production of data and results, respect for the best practices of the disciplines concerned, adherence to the principles of peer review and validation, and the free and immediate dissemination of results.

3. Professional ethics

Members of the Sciences Po academic community shall perform their duties with impartiality, integrity, and probity.

They shall avoid and, where necessary, put an end to situations of conflict of interest or conflict of commitment.

They shall participate responsibly and transparently in the collegial management of the academic community and research activity and in the training of their junior colleagues.

They shall report any breaches of academic or research integrity and professional ethics that they have witnessed.

4. Ethics and social responsibility

Members of the Sciences Po academic community undertake to conduct their research with due consideration of ethical issues and to assess the risks raised by their research, anticipating the legal, political, economic, social, environmental, and ethical consequences of their results and findings.

Chapter 2

Best practice in research integrity and the conduct of research by members of the Sciences Po academic community

1. Compliance with the legislation, regulations, and obligations governing research

Members of the Sciences Po academic community shall conduct their research in accordance with the legislation, regulations, and best practices set out in this Charter. In particular:

- They shall respect the legislation, rules, and procedures in force concerning research and professional ethics, research integrity, and data processing (including the processing of personal data).
- They shall identify ethical issues relating to their research subjects, fieldwork, questions, and methodologies and implement all measures necessary to respect the principles and best practice of their academic field.
- They shall respect the rules and procedures in force concerning the declaration of conflicts of commitment or interest.
- They may refer to the Research Integrity Advisor (Réfèrent à l'intégrité scientifique - RIS), the Research Ethics Committee (Comité de déontologie de la recherche - CDR), the Data Protection Officer (Délégué à la protection des données - DPD), the Ethics Advisor (Sciences Po Ethics Committee), and the Research Division for advice and guidance as necessary.

2. Best practice in conducting research projects

Members of the academic community shall conduct their research with fairness, integrity, and objectivity, and in a rigorous, traceable, and documented manner.

They shall respect the best practices of the disciplines concerned.

They shall take care to ensure the reliability and transparency of data produced in the course of their research and to comply with legislation and regulations on data collection,

processing, storage, communication, and transfer. In particular, they shall ensure that personal and sensitive data is protected in accordance with legal obligations.

3. **Best practice in scholarly publishing**

Members of the academic community shall fulfil their duty to the wider scientific community and society by disseminating their findings under open science principles and by participating, where appropriate, in knowledge and technology transfer (subject to the protection of participants' right to confidentiality and intellectual property rights).

They shall accept the principle of peer review and the scholarly discussion of their research data and findings. They shall respect their colleagues, appreciate and encourage the expression of a diversity of views, and exercise critical thinking by giving a considered and reasoned opinion on research outputs and publications, without personally criticising those concerned.

They shall acknowledge the contributions of previous research and cite them honestly.

They shall take care not to omit any authors and, in contrast, to obtain their co-authors' agreement to submit a publication and to claim authorship of it.

They shall ensure that students, doctoral researchers, research assistants, post-doctoral researchers, and research technicians who are involved in their research project are acknowledged as co-authors or, at the very least, are cited for their participation.

They shall acknowledge the contributions of all individuals and entities (funders, sponsors, etc.) who have made a significant contribution to research or publications.

In the interests of transparency, they shall mention any interest they possess and any advisory or consultancy activities they engage in, if these are related to their publication.

4. **Best practice in conducting funded research projects**

Sciences Po encourages researchers to seek external funding and to raise funds to finance research projects from public agencies, foundations, companies, and sponsors. This contributes to Sciences Po's reputation and influence and enables academic activities to be carried out which would not otherwise be possible and which have a real impact on the advancement of knowledge and education, publications, and Sciences Po's contribution to theoretical, methodological, and social developments.

Several main principles must nonetheless be respected with regard to sponsored research:

- The research must above all satisfy academic interests. It must aim to produce and advance knowledge and may contribute to the training of Sciences Po students.
- The research (and the choice of funder) must not undermine Sciences Po's interests, reputation, or independence. If there is any doubt or risk in this respect, the Research Integrity Advisor, the Research Ethics Committee, and the Sciences Po Donations Committee should be consulted.
- The funder may not impose a research methodology once funding has been obtained, or attempt to interfere with the conduct and results of the study, or use the data collected as part of the research project unless this has been approved in advance by the Research Integrity Advisor and the consent of the participants has been obtained.
- The funder may not determine who does or does not participate in a research project based on discriminatory criteria.
- The funder has no right of veto or censorship over the dissemination and publication of the data and findings of the funded research project or doctoral/postdoctoral contract. If, exceptionally, an embargo on data and findings is requested, it may not exceed six months and must be submitted to the Research Integrity Advisor for approval, as is the case for requests to hold a thesis defence in camera.
- In the interests of transparency, any academic publications resulting from the funded research must mention the funder and the nature of the agreement.
- Funding allocated to research by foundations, companies, and sponsors must comply with Sciences Po's donation charter and the best practices for funded research set out above.

5. Breaches of research integrity

The Sciences Po academic community agrees to refrain from the following practices:

Research fraud

- Plagiarism: appropriation of another person's research questions, data, ideas, content, objects, or writings without giving credit to the source when depositing, carrying out, or disseminating the results of a research project, research results, or concepts.
- Falsification: manipulating research materials, data, instruments, processes, or results; changing or omitting certain results; dishonesty in the interpretation and presentation of results.
- Fabrication: making up data or results.

Improper research data practices

- Negligence or misconduct in data management and the protection of personal and sensitive data.

Improper practices concerning copyright

- Negligence or misconduct in the use of copyrighted materials.
- Infringement of the intellectual property of a colleague or of Sciences Po.

Questionable and inappropriate practices

- Negligence in obtaining consent from participants when conducting a research project.
- Breach of the confidentiality owed to participants, funders, or colleagues when conducting a research project.
- Hindrance and interference: an attempt to hinder, influence, or sabotage the work and results of a colleague, student, doctoral student, or post-doctoral researcher.
- Negligence in the attribution and management of authorship for research outputs.
- Misrepresentation of research accomplishments on a CV or list of publications.
- Exaggerating the potential applications of research in publications, funding applications, or to the general public.

Chapter 3

Ethical best practice related to the professional conduct of the members of the Sciences Po academic community

1. Responsibility and transparency

Responsibility for the effective functioning of Sciences Po

Members of the permanent faculty are expected to contribute to the smooth running of Sciences Po. They shall take an active part in the advisory and decision-making bodies (Board of Directors, Institute's Board of Directors, Academic Board, Deans' Committee, Student Life and Education Committee) and in discharging the academic responsibilities essential to the accomplishment of Sciences Po's missions and the shared coordination of teaching and research activities.

They shall contribute to Sciences Po's academic, pedagogical, and public reputation.

They shall be accessible to students and staff and available to interact with their colleagues.

Responsibility for the training of doctoral students

Members of the permanent faculty shall be committed to the supervision of their doctoral students.

They must take care to be accessible and available.

They are responsible for making sure that proposed subjects are feasible and that they can be carried out in good conditions (particularly in terms of health, safety, and hygiene), while respecting the research autonomy of doctoral students.

They shall monitor and support the progress of doctoral students by training them in the concepts and methods of the discipline, in academic writing, and in research integrity, and ensuring that the student's supervision committee meets every year.

In the specific case in which doctoral students are involved in the conduct of their research projects, members of the permanent faculty shall ensure that the students are given sufficient training, supervision, and autonomy in conducting the research for them to feature it on their

CV and in their research experience and to produce one or more publications highlighting their contribution.

They shall ensure that the doctoral students are cited for their participation, or co-author all publications from collective research in which they have participated.

In the specific case in which they perform consultancy work or external professional activities, members of the permanent faculty shall take care not to guide doctoral students towards subjects, or to have them carry out research, related to these activities.

Members of the permanent faculty shall demonstrate concern for their doctoral students' future and contribute to their career development. They shall support post-doctoral researchers in their search for a permanent position at the end of the contract (letters of recommendation, information on job vacancies in other institutions, highlighting the post-doctoral researcher's contribution to the contract, etc.).

Transparency

In addition, the members of the Sciences Po academic community shall:

- respect Sciences Po's citation policy.
- comply with the principles of open science as defined in the Declaration on Open Science at Sciences Po.
- update the Sciences Po open access institutional repository and research data repository whenever they produce a new academic output, with due regard to their contracts with publishers.

In the case of scholarly publications resulting from research funded at least half by public funds, Article L. 533-4 of the Research Code requires that they be made available through open access after one year, even when the publishing contract contains provisions to the contrary;

- report on their activities and the use of the resources made available to them during individual evaluations, five-yearly evaluations carried out by the HCERES, audits conducted by research project funders, or any other body authorised to exercise oversight. They shall also answer requests for information from Sciences Po management.

2. Collegiality and mutual respect

The Sciences Po academic community shall respect collegial forms of organisation and governance, based on collective discussion, deliberation, and decision-making.

All members of the academic community must behave in accordance with these principles and play a part in upholding collegiality.

They must refrain from personal attacks and be respectful in word and deed of all other members of the community, whether colleagues—regardless of their hierarchical level and status—research support staff, professional services staff, students, or Sciences Po partners.

This collegial approach allows for a diversity of opinions; promotes the expression of reasoned criticism; welcomes colleagues with different theoretical and epistemological positions and recognises their capacity to exercise criticism; and fosters the emergence of common principles, which must be compatible with the interest and integrity of the research carried out at Sciences Po.

When dealing with decisions that concern the academic community, its members shall promote the general interest and the building of consensuses that guarantee respect for the values and principles to which the academic community is attached.

When making decisions about recruitment, promotion, evaluations, and funding allocations, members of the academic community must be impartial and step aside if a conflict of interest should arise (due to closeness to or competition with the candidate).

When making decisions about recruitment, promotion, evaluations, and funding allocations, members of the academic community must justify their conclusions in a transparent manner.

When making decisions about recruitment, promotion, evaluations, and funding allocations, all members of the academic community undertake to observe total discretion and confidentiality concerning the words and opinions expressed about people and the personal information and data to which they may have access on that occasion.

Members of the Sciences Po academic community are required to maintain the confidentiality of debates and deliberations that take place within the governance bodies.

3. **Conflicts of commitment and conflicts of interest in the conduct of research**

While members of the Sciences Po permanent faculty must devote their entire professional activity to performing the duties entrusted to them (obligation of exclusive service), activities outside Sciences Po (studies, expertise, consultancy, professional practice, knowledge/technology transfer) are part of academic and scientific life and can make a positive contribution to improving, disseminating, and promoting research.

Multiple job-holding and conflicts of commitment

Multiple job-holding must be regulated and must not interfere in any way with the performance of duties at Sciences Po and the independence and objectivity necessary for the conduct of academic research.

There may be a conflict of commitment in research when:

- Multiple job-holding and external activities disproportionately impinge on the working time of a member of the academic community;
- An external activity influences the research priorities or the choice of objects, fields, and methodologies of a member of the academic community;
- An external activity makes use of staff, equipment and IT resources, documentary resources, or data belonging to Sciences Po;
- An external activity runs counter to the principles of research integrity and objectivity, good data management, and free and unbiased dissemination of results;
- An external activity infringes on the intellectual property of colleagues or of Sciences Po.

Conflicts of interest

Conflict of interest is defined by French law as any situation that causes interference between a public interest and public or private interests, which could influence or appear to influence the independent, impartial and objective performance of a duty.

In research, there are many situations where conflicts of interest may arise, including:

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- Academic peer review (whether for obtaining a position, rank, promotion, funding, publication, etc.);
- Conducting research under public or private contract or public/private partnerships;
- Providing consultancy services, whoever the client may be.

To avoid the distrust that could result from a perceived conflict of interest and to prevent real or potential conflicts of interest, members of the Sciences Po academic community undertake to disclose any relationship that poses a risk of conflict of interest, and any external activities that pose a risk of conflict of interest.

Procedures

The management of external activities is the responsibility of the HR Division.

Although the declaration of interests is not compulsory or systematic for the entire Sciences Po academic community, it becomes so contextually if and when a member of the Sciences Po academic community finds themselves in a situation of real or perceived conflict of interest. The declaration and/or request for advice must then be made to the Ethics Advisor and/or the Research Integrity Advisor, in order to develop and implement procedures to remedy the situation (transparency, deferral, withdrawal, collegiality, anonymisation).

Chapter 4

Application of and compliance with ethical principles and best practice

Members of the Sciences Po academic community commit to fulfilling their ethical obligations.

Failure to comply with these obligations may lead to disciplinary action.

Chapter 5

Entry into force of the Charter

The provisions of this Charter shall take effect on 6 July 2021.