

Willy Brandt School of Public Policy at the University of Erfurt

M.P.P. Academic Code of Honor

as of September 2022

Preamble

Dedicated to maintaining highest academic standards and providing an atmosphere conducive to study and research, the Willy Brandt School of Public Policy (Brandt School) has created an Academic Code of Honor. By setting standards for academic conduct and making the consequences of any violations to these standards transparent, the Brandt School strives to prevent any misunderstandings among students, faculty and staff.

The Academic Code of Honor is based on the General Examination Regulations for Master's Degree Programs at the University of Erfurt (esp. Section 14, paragraph 3) and in accordance with further regulations of the University of Erfurt¹. It applies to all students enrolled in courses of the Master of Public Policy program.

¹ In particular the "*Gemeinsame Festlegungen des Senatsausschusses für Studium und Lehre und der Prüfungsausschüsse der Universität Erfurt zum Umgang mit schwerwiegenden Fällen von Täuschungsversuchen im Studium*".

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Academic Dishonesty

Academic dishonesty is defined as, but not limited to, any of the following acts:

I. Cheating

- a. Copying from a fellow student's exam paper during an examination;
- b. Allowing a fellow student to copy from one's exam paper during an examination;
- c. Using prohibited unauthorized materials, information, or study aids in any academic exercise or examination.

II. Plagiarism

Plagiarism is using someone else's words, ideas, or data as if they were one's own and/or without adequately making reference to their source. This includes representing parts of or an entire work produced by someone else as one's own – either with the intent to mislead or by omitting the true source and making slight alterations, which leave the represented content identifiable.

III. Fabrication of data

The fabrication of data refers to creating false information or knowingly furnishing false information.

IV. Multiple submissions

It is not permitted to submit a paper in identical or similar form in one course to fulfill the requirements of a second course without both instructors' knowledge and consent and without adequate references.

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V. Facilitating academic dishonesty

This refers to knowingly helping another student to commit an act of academic misconduct (e.g., cheating, fabrication, plagiarism, multiple submissions).

Procedure and Penalties

In case of shortcomings in academic standards (e.g. referencing) – i.e., less severe cases – your work will be downgraded or failed. Your lecturer and/or academic mentor may call you in for a meeting to discuss the shortcomings.

In case of a verifiable severe violation of the Academic Code of Honor, the course will be graded as failed (grade “5.0”). The reason for failure (e.g. “plagiarism”) will be noted on the grading sheet. A copy of the grading sheet will be forwarded to the department *Studium und Lehre* (registrar’s department) and a note made in the student’s file. *Studium und Lehre* notifies the Examinations Committee which issues an official notification including information on legal remedies available (the right to appeal). In the official notification, the Committee confirms the violation, excludes the student from the re-take examination and informs him/her that a second case of severe academic dishonesty will lead to exclusion from all further exams of the program (i.e., ex-matriculation).

In case of a repeated severe violation of the Academic Code of Honor, the Examinations Committee carefully considers the case and invites the student for a hearing. If the Committee confirms the repeated severe violation, it issues an official notification. The student will be excluded

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from all further examinations within the M.P.P. program and will be ex-matriculated.

Signing of the Code of Honor

All incoming students are required to sign two copies of “Academic Code of Honor Student Declaration” after being informed about the Code of Honor. One copy is to be returned to the Brandt School and to be added to the student’s file, and one copy is for the student to keep.



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Student Declaration

I hereby commit myself to uphold the Academic Code of Honor of the Willy Brandt School of Public Policy.

This policy includes refraining from any act of academic dishonesty, such as:

- Copying from a fellow student's exam paper or allowing a fellow student to copy from my exam paper;
- Using prohibited study aids;
- Resubmitting (parts of) a paper without the instructor's knowledge and consent;
- Plagiarism;
- Fabrication of data;
- Facilitating academic dishonesty.

I also confirm that I am aware of the consequences that will be imposed in the event of severe violation.

Full name (in block letters): _____

Place and date: _____

Signature: _____