

CODE OF STUDENT RESPONSIBILITY

The Code of Student Responsibility is made up of four parts:

The Academic Honor Code

Academic Honor Code Violation Review Process

The Student Code of Conduct

Judicial Procedures

Students participating in the Humboldt Winter and Summer University program (HUWISU) are expected to take responsibility for their own actions or failure to act, and HUWISU staff and faculty will hold students accountable for the same.

Students of the HUWISU program are expected to respect the rights and dignity of other students, the staff, faculty, community members of Humboldt-Universität zu Berlin (HU) and the citizens at large. Students must take responsibility for acting in ways that demonstrate respect for themselves and others.

The Academic Honor Code

Students will approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning through personal effort. Further, students agree to be fully prepared for each class session, abide by the required attendance policy in place for each course. Attendance at classes and fieldtrips that are part of a course is mandatory unless noted otherwise in the particular syllabus (minimum 80% presence).

Students also agree not to engage in plagiarism, cheating, use of unauthorized materials or engaging in accessing or distributing confidential academic materials. Specifications of these violations are described below:

Plagiarism: The act of presenting the ideas or writing of another, as one's own. This includes copying or paraphrasing passages from books, periodicals, or other documents without appropriate citations. It may also include copying or paraphrasing the direct or mechanically reproduced statements of others and representing them as one's own.

Cheating: The act of copying or paraphrasing from the examinations or other written work of current or former students, with or without the knowledge or compliance of the person from whom the materials are copied or paraphrased. Persons who assist cheating by sharing their work are also guilty of cheating.

Use of unauthorized materials: The use of any books, papers, notes, or other materials for reference during closed book examinations or other academic exercises unless specifically allowed by the instructor.

Accessing or distributing confidential academic materials: Includes obtaining unauthorized access to examination questions or answers and/or distribution of such knowledge or materials to others.

Academic Honor Code Violation Review Process

If a faculty member suspects academic dishonesty, the faculty member must complete an academic dishonesty report and submit it to the HUWISU Director.

The student accused will be notified in writing, usually within two working days, that there has been an academic dishonesty charge filed against him/her. He/she will also be notified that the review of the charge of dishonesty will be held at a particular time and place.

The HUWISU Director and one faculty member who is not involved in the specific case will conduct the review. The review will usually occur within 3 days of the student receiving the hearing notice.

At the review the student will read all details of the charge filed against him/her. The student can present other pertinent information, including written statements from witnesses. A third party, other than legal counsel, may accompany students if they choose. The student will be asked to present their case. If the student admits to the charge, the circumstances of the violation will be discussed and an appropriate sanction will be determined.

If the student denies any wrong doing, the parties connected to the incident will provide final statements and leave. The review committee will then consider all existing information, if necessary, gather more data and make a decision.

The student will be notified in writing within two working days of the review board's final decision or its need for further information in order to complete the task. Once a decision is reached, they will notify the students within two working days, in writing, of their decision and, if sanctions are attached what those sanctions are. Whenever sanctions are included in a final decision, the student's school will be notified in writing.

Sanctions for academic dishonesty include, but are not limited to the following: Warning, grade and/or credit penalty, removal from the course, notification of the home school, suspension, dismissal from the program, or any combination of the above.

NOTE: If the offense should not be discovered until after the student has departed from the program, there will be a permanent hold placed on the transcript until the incident is investigated. In these cases the student will be required to present their case in writing rather than in person.

The Student Code of Conduct

Alcohol and Drugs Policies

Alcohol may be consumed, within reasonable limits, by students who are of legal age in Germany. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly.

Possession, use or distribution of any drugs that are considered by German law to be illicit or illegal drugs or controlled substances is prohibited.

NOTE: Any alcohol infraction and/or drug infraction will be considered a grave violation of policy and will result in serious sanctions, up to and including dismissal from the program.

The following are prohibited:

- Violence against others. This is defined as striking or doing any other physical harm to another.
- Verbal abuse of faculty, staff or students.
- Obstruction of classes at HU, or obstruction of other HUWISU activities.
- Theft or damage to HU property, residence halls, student apartments, facilities used by HUWISU or of fellow students.
- Vandalism at HU or facilities used by HUWISU or of institutional members' property.
- Unauthorized entry to or use of HU university facilities or technology.
- Use of HU technology for any illegal purpose.
- Disorderly, lewd, indecent or obscene conduct, gestures or actions.
- Violations of residential guidelines and/or rules (i.e. ARWOBAU), including, but not limited to unauthorized overnight guests, excessive noise, rowdy conduct and drunkenness.
- Forgery or alteration of HUWISU documents, identification instruments or legal or government documents or identification instruments or use of HUWISU documents or other documents with the purpose to defraud.
- Criminal behaviour or violation of local laws.
- Failure to follow the HUWISU established guidelines, directives, timetables and instructions of the HUWISU staff or faculty members responsible for any trip.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential HUWISU academic, administrative or personal records.
- Falsification of or alteration of academic or personal records, including, but not limited to any unauthorized alteration of transcripts, certificates, or grade reports.
- Self-endangerment, including involvement in activities or behaviour that could result in personal harm, including, but not limited to frequenting dangerous places, association with criminals, repeated intoxication, etc.

Judicial Procedures

Should a violation of the Student Code of Conduct occur, an investigation of the circumstances must occur, and the student(s) involved must participate in an administrative review. The HUWISU Director will determine the appropriate venue for the review. The procedures for conducting such reviews follow.

- Students will be notified verbally and/or in writing by the appropriate staff member of the incident/violation that is charged against them and of the time and place of the review procedure.
- At the review, students will be informed of all the information that has been reported about the incident/violation in question. Generally this information will be all in writing.
- At the review, students may present any other pertinent information, including written statements from witnesses.
- Students may be accompanied by a third party if they choose, but that party may not be legal counsel, as this is not a court of law, but an institutional procedure.
- The hearing officer or review group will have the accused discuss his/her involvement in the incident in question. If the student admits to the behaviour, the causes and circumstances will be discussed and then appropriate sanctions will be determined based on all the available information.
- If the accused student denies involvement in the violation/incident, then the discussion will focus on the available reports and other pertinent information. The hearing officer or review group will make a final determination as to whether the accused student did or did not violate the code or policy in question. The hearing officer or review group has up to two working days to render a final decision in each case unless there is a need for further investigation. In those cases the student will be notified within two working days that a delay will occur for further investigation, which will be conducted in a timely fashion. Students will be notified in writing, as soon as possible after a decision has been reached. Sanctions for violations are in effect as soon as the student has been notified either verbally or in writing, whichever comes first.

Review

This requires that the accused student(s) meet with the HUWISU Director or his/her designee to review what was reported and occurred. The HUWISU Director will consider the student's comments and ultimately make a decision, based on the available information regarding the student's responsibility for the incident violation. The HUWISU Director will further determine the application of any appropriate sanctions.

PLEASE NOTE: In the case of egregious behavior, or for the sake of safety the HUWISU Director has the authority to immediately remove any student from their residence and/or the program.

Sanctions

- All sanctions are designed to be educational, with student growth in mind. Sanctions can take a variety of forms, and can be issued in combination, depending on the violation in question.
- Written warning: This is a reprimand for a specific violation.
- Restitution: This involves charges to be paid for damages or theft.
- Loss of Privileges: This means that student's privileges to use facilities or to participate in activities or events will be withdrawn permanently or for a period of time.
- Housing termination: This means that a student may be required to leave the residential facility where they were in living and obtain housing accommodations on their own.