

Honor Code

The **Honor Code** is a commitment accepted by all members of Mannheim Business School.

§1 The Honor Code is established to promote the fundamental values of the Mannheim community:

- (1) Ethical action and behavior under all circumstances;
- (2) Mutual respect among all members of the Mannheim community; and
- (3) Model behavior.

§2 The **Honor Code** is applied and adhered to by all undergraduate and graduate students to create an atmosphere of cooperation and confidence among students, alumni, professors and management of Mannheim Business School.

§3 By virtue of the **Honor Code** the student agrees to:

- (1) Respect the work of fellow students;
- (2) Contribute to the enrichment of the learning experience;
- (3) Uphold and enhance the worldwide reputation of the faculty;
- (4) Display academic and moral honesty in all circumstances;
- (5) Respect confidentiality of personal and corporate data;
- (6) Participate fully and share equally the workload for group assignments;
- (7) Submit work that was done by oneself;
- (8) Submit work on time;
- (9) Arrive regularly and punctually at events they registered to;
- (10) Not to misuse the internet access provided by the University to download any material of doubtful content from questionable sources, which are not directly linked to the program;
- (11) Practice courtesy towards fellow students, professors and management;
and
- (12) Uphold principles of academic integrity.

The student agrees to the following **Code of Conduct** to create a friendly learning environment for fellow students, professors, management and partners of Mannheim Business School:

§4 Respect

- (1) The student should respect the personal rights of all members of the Mannheim community.
- (2) The student should respect both lecturers and fellow students by providing their full concentration and contribution to class discussion.
- (3) The student should refrain from any attempt to gain unfair advantage over others for herself or himself or for another in the fulfilment of academic requirements.
- (4) The student should accept and respect the cultures, identities, genders, sexual, religious, or political orientations of their fellow students, alumni, professors or staff at Mannheim Business School, the University and beyond to create an environment in which everyone can be true to their authentic self, feel welcome to contribute, and know that they belong.

§5 Reliability

If the student has indicated his or her attendance for a course, a seminar, a presentation or an event, he or she is required to attend to the course, the seminar, the presentation or the event in an active manner. In case of cancellation, he or she needs to communicate this to the organization team in a timely manner.

§6 Academic Integrity

- (1) The student bears responsibility for the content and integrity of the academic work he or she submits, such as papers, examinations or reports.
- (2) The student quotes clearly and completely the source of any material used in his or her work.
- (3) Students must identify any texts or sources obtained from AI tools to avoid cheating, even if its use was authorized.
- (4) The student should refrain from behavior or attempt to plagiarize others' work. The student will be considered guilty of plagiarism and subject to sanctions if he or she
 - represents the work of others as his or her own,
 - uses or obtains unauthorized assistance in any academic work,

- communicates in any way with another participant during a test or an examination.

§7 Attendance, Punctuality and Reliability

- (1) The student should arrive on time so that the professor can commence according to schedule and fellow students are not being distracted.
- (2) Students will show up for the events they have indicated their attendance for.

§8 Disruption

- (1) The student should refrain from distracting the class unnecessarily especially by conversing with each other privately.
- (2) The student shouldn't use mobile phones, laptops, or any other electronic devices during class for activities unrelated to the class.
- (3) If the student is late, or needs to leave early, he or she will do so quietly and quickly.

§9 Facilities

The student should respect the facilities of Mannheim Business School and the University of Mannheim and maintain the appearance of classrooms, hallways, break-out rooms and environments.

§10 Behavior beyond the classroom

- (1) As a representative of Mannheim Business School and the University of Mannheim, the student should be aware that every action, even outside the classroom, reflects back on his or her fellow students and the reputation of the whole institution.
- (2) The student should always respect the personal integrity and boundaries of others in all circumstances.
- (3) The student should accept and embrace, that the Mannheim community is thriving due to its diversity, in which everyone is included and welcomed.
- (4) Harassment of any kind will not be tolerated in the Mannheim community. Any incident will be tracked and sanctioned by Mannheim Business School's authorities, administration and representation.

- (5) All members of Mannheim Business School respect and adhere the Inscription of the University of Mannheim „In all, truth be the highest law – IN OMNIBUS VERITAS SUPREMA LEX ESTO“

With her or his signature each student agrees to uphold and abide by these principles.