



HHL HONOR CODE

This honor code serves as a foundation for the truthful, creative, satisfactory and successful work of all students, teachers, staff and alumni of HHL worldwide who assume personal responsibility for compliance with high ethical standards. In particular, this honor code underpins the mission of HHL to educate effective, responsible and entrepreneurial business leaders through outstanding teaching, research and practice.

1 General Values, Principles, and Standards

While a high degree of competition exists in the academic community of HHL, respect for the individual, integrity, honesty, responsibility, and a sense of community are the core values that every member of the HHL community adheres to.

- a) Every member treats others with fairness and respect in all environments in and outside HHL. HHL is proud of the international and culturally diverse character of its community.
- b) Integrity and honesty throughout studies, research and teaching as well as working life are a matter of course. Cheating or attempted cheating on exams or plagiarism in any academic work will not be tolerated.
- c) The behavior of the HHL community reflects a sense of responsibility. Every member is willing to adhere to high standards, to keep his or her promises, and to live up to the expectations, in particular in challenging situations.
- d) Responsibility for and membership of the HHL community and adherence to its values is permanent and does not end with graduation as it continues throughout life.

2 Fundamental Rules/Etiquette

As a part of the honor code, the following basic rules govern the daily life at HHL.

- a) Every member of the community represents and promotes the reputation of HHL and cares for the professional image of HHL as an academic institution at all times. HHL is not only a place for studies and work, but also the "business card" for all internal and external stakeholders.
- b) Every member shall demonstrate his or her commitment also through their support for events and activities of the HHL community both on- and off-campus.
- c) HHL is a diverse and multi-faceted community. Diversity is appreciated and the ability to deal with it is seen as an essential competency.
- d) All members of the HHL community should be attentive to the needs of HHL guests.
- e) Punctuality, attentiveness and active participation in courses, lectures and other study-related activities are regarded as a matter of courtesy and respect for internal and external partners.
- f) Team projects and team work are an integral part of the educational process at HHL. Every team member shall be obligated to contribute to the project outcome with full commitment.
- g) Academic work is to be evaluated fairly and independently of the respective author in a non-discriminating way.
- h) All members engage in sustainable behavior whenever possible and make considerate use of resources in their daily practice.
- i) The HHL infrastructure with all rooms, facilities and equipment are essential for successful work at



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HHL. They are to be treated with care and accountability.

3 The Honor Code Committee

The Honor Code Committee (HCC) consists of four representatives of the study programs, two teaching/research employees, and two other employees.

The committee's purpose is to promote the honor code and its function to the HHL community. Moreover, the HCC enforces the observance of and compliance with the honor code. This does not mean that its members specifically look for possible breaches of the code; the HCC rather serves as a primary trusted contact for all members of the HHL community in case of issues which might affect the honor code. When an alleged breach has been identified, the committee evaluates the breach, identifies its severity, and decides on its jurisdiction. Moreover, breaches not explicitly covered by any other rule or regulation of HHL fall under the jurisdiction of the HCC.

All proceedings are generally dealt with in confidence.

4 Violations and Sanctions

In evaluating a breach, a three-level system will be applied. The choice of the level depends on the severity of the breach, which the HCC will evaluate based upon the individual circumstances and available evidence. Level 1 sanctions may be inflicted upon a person only once. If the same person violates the honor code again, level 2 sanctions will apply. Level 2 and 3 measures do not require any preceding measures.

If a breach is identified to be of low severity, the HCC shall autonomously inflict level 1 sanctions and order their execution. If a breach is of significant

severity (i.e., equivalent of level 2 or level 3), the HCC shall not have the direct jurisdiction over members of the HHL community, but shall recommend adequate sanctions to the senate. In application of the same rules, the HCC shall deal with the question of whether a formerly issued sanction should be lifted and whether the respective member shall be rehabilitated.

Level 1 sanctions: The honor code breach will be recorded in the official files. The offender will be advised of the implications of the committed breach by the academic director of the respective study program for HHL students, by the head of the department of international relations for exchange students, or by the supervisor for staff members.

Level 2 sanctions: The honor code breach will be recorded in the official files or, if involving a student, in the term transcript. In case of an exchange student, an official letter shall be sent to the respective partner university. The offender will be advised about the implications of the committed offense by the dean (in cases involving students or academic staff) or the chancellor (in cases involving non-academic staff). In addition, a note might be included in the final transcript or sanctions limiting the benefits received from membership in the HHL community are possible.

Level 3 sanctions: The severity of the honor code breach leads to exmatrikulation for students or labor-law related consequences for employees. Decisions on how to proceed will be made by the dean for students and academic staff, or by the chancellor for non-academic staff.



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Appendix

“Plagiarism” refers to submitted written work which has partially or completely been taken over from another work literally or nearly literally (published on the internet, in journals, monographs etc.) and has been declared as one’s own, or a work which had already been handed in by the same student somewhere else. In this sense, a work will be also plagiarism if parts of another work are just translated into another language than the original one. This also includes any unauthorized use of the language and thoughts of another author as well as failing to give the appropriate citation. References to original sources are allowed to be avoided in academic work only if this is explicitly stated in a particular task. The term “academic work” includes term papers, master theses, dissertations, assignments, presentations, take-home exams, and any other form of written work. The term “external stakeholder” includes partner universities, guest professors, donors, project partners, sponsors and recruiting firms.



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