

**Code of Ethics and Conduct**

**of**

**IU University of Applied Sciences**

from 27.04.2022

Based on § 12 para. 6 lit. f in conjunction with § 9 para. 4 lit. f of the Basic Regulations and §§ 3 para. 1 of the Thuringian Higher Education Act of May 10, 2018 (GVBl. p. 149), last amended by Article 128 of the Act of December 18, 2018 (GVBl. p. 731), IU International University enacts the following Ethics and Code of Conduct (EVO) as a statute.

The Senate adopted the EVO on 10.02.2022. The Rectorate approved the EVO on 27.04.2022. The regulations are notified to the Thuringian Ministry according to § 124 (4) ThürHG.

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# General provisions

**Preamble**

As a private and state-recognized University, the IU International University would like to (hereinafter referred to as the "University") would like to offer its students the opportunity to flexibly and practice-oriented for the assumption of management tasks and leadership functions in professional in professional life. We pay special attention to working professionals and to students and people who are otherwise very busy and who, in addition to carrying out their core tasks, both professionally and personally. In order to offer this to as many people as possible, our aim is to make our programs and offerings as flexible as flexible and innovative as possible without sacrificing high quality. quality. We therefore place particular emphasis on combining our professional expertise and our service orientation in the form of excellent support and consulting as well as professional and consulting as well as with professional and innovative teaching materials. In all our activities we strive our activities a high level of performance and responsible behavior.

The University sets as its primary goal to provide students and participants of all and participants in all degree programs, continuing education and all other programs and formats. education and to offer them the best possible career opportunities in their later professional lives in their later professional lives. In addition to imparting professional competencies as well as social and ethical values, forms of respectful interaction with each other and all among each other and towards all members and affiliates of the University. Mutual respect and trust are essential for successful study in the international environment of the University. The University is aware of its social responsibility and the role model effect that goes with it.

With this Code of Ethics & Conduct, all members and affiliates of the University commit themselves to the following tasks and objectives laid down here in order to establish a binding framework of conduct for all members and affiliates of the University of the University. It shall contain the basic rules of conduct to be observed by University employees in the context of their affiliation to the University.

### § 1 Objectives and content

* 1. The primary goal of the Code of Ethics & Conduct is to create a foundation for higher education that is based on honesty, mutual respect, and respectful behavior by all. This Code of Ethics & Conduct describes and specifies the conduct expected of members and affiliates of the University of the University.Therefore, the following rules of conduct must be observed in the context of belonging to the University: Xenophobia, xenophobia and mobbing in any form, as well as all practiced or implied discrimination, sexual harassment, stalking, threat or practice of (virtual) violence, general violations of the General Equal Treatment Act (AGG) of any kind and discriminatory behavior as well as vituperative criticism by University members and affiliates of the University will not be tolerated; this applies in particular to the rejection of scientific content, methods and persons for mere religious or confessional motives. confessional motives. For clarification purposes, it is pointed out that the right to freedom of expression according to Article 5 of the German Basic Law (GG) remains unaffected. Behaviour that is not tolerated is only that which exceeds the right to freedom of expression pursuant to Article 5 of the Basic Law.
  2. Respectful treatment of all members and affiliates of the University shall be observed at all times. All University employees shall comply with applicable law at the local, national, and international levels.
  3. These guidelines are intended to ensure that no student can gain a dishonest advantage through academic misconduct. This also applies to the use of unauthorized technical aids.
  4. The awareness should be created that all members and affiliates of the University are jointly responsible for ensuring that a goal-oriented educational relationship can take place in the long term. Therefore, a study operation should be created in which everyone involved respects and implements the Code of Ethics & Conduct.

### § 2 Recognition and mutual respect

The University is convinced that the success of the degree programs, continuing education and all other programs and formats depends on the entirety of the abilities and performance and thus on the personal commitment of all those involved. This applies equally to all members and affiliates of the University. Therefore, we demand and promote sustainable:

* + 1. The principle of equal treatment of all students and participants, as well as of all members and affiliates of the University.
    2. The development of diversity and the best possible equal opportunities.
    3. The protection of the intellectual property of third parties as a consequence of the academic self-understanding.
    4. The appreciation of each and every one.
    5. Respectful treatment of the rights and dignity of each and every individual.
    6. To provide the best possible support for students' talents to realize their potential.

### § 3 Duties of lecturers

1. Lecturers shall implement the objectives of the conduct listed in the Code of Ethics & Conduct; this applies in particular to the conduct of teaching as well as to the observance of the principle of equal treatment and equal opportunities.
2. Lecturers establish a positive teaching environment and therefore adhere to the following:
   1. Any requirement beyond the principles described here will be explicitly formulated at the beginning of the course. Such requirements will be communicated in an appropriate form.
   2. Students are provided with the best possible barrier-free access to the teaching materials, for example by providing the presentation templates as an electronic document or by providing a current bibliography. The teaching materials are available in a suitable form in each case.
   3. Examination materials already used should not be used in a completely identical form and should be used in a modified form; as far as possible, an appropriate part of new examination questions should be created, or care should be taken that the composition of examination materials differs from previous ones.
   4. In the context of exam preparation, particular attention is paid to the preservation of equal opportunities, and if several lecturers supervise a module, the lecturers coordinate accordingly in advance.
   5. All teachers and lecturers must practice complete impartiality and are bound to deal with students in an unbiased manner.
   6. If, however, bias is present or complete impartiality cannot be granted, the responsible body must be contacted. The relevant examination board is to be contacted as the responsible body.
3. All principles from these regulations shall be observed in teaching. The behaviour expected of students is expected of lecturers in the same way.

### § 4 Student duties of care and cooperation and social conduct at the University

1. The Students and participants are aware of their student duty of care and participation. In particular, they are familiar with the relevant study and examination and examination regulations relevant to them and immediately notify the responsible office.
2. Student conduct at all times will meet the special requirements of an academic educational institution. In particular, students independently meet following criteria:
   1. Students and participants inform themselves independently and in time about place and time of the respective courses. This also applies to the time and location of examinations. Especially in distance learning, students use the University administration system and obtain the above-mentioned information. Students primarily use for any communication the student email address from the University system and are responsible for, for the maintenance of this e-mail account and that access to possible messages is of possible messages is checked regularly.
   2. Students are advised to attend classes regularly.
   3. Students shall treat University facilities and property only for their intended purpose, and only for the intended purpose, with care at all times, and protect them from loss, misuse, and theft.
   4. Students and participants shall, within the framework of their duty to cooperate as students responsibility for others to a reasonable extent and are aware that this responsibility in the context of cooperative activities among themselves to a reasonable extent may be expected of them.
   5. All students shall conduct themselves in a cultivated manner, which shall include respectful and appreciative treatment of each other as well as the lecturers, the administrative staff

and their assistants, as well as the examination supervisors and proctors and therefore take part of a successful learning environment. The taking of food, unsolicited work on computers, laptops, and other mobile devices (e.g., to check email), conversations without prompting, the use of cell phones during lectures, and other disruptions of the regular teaching process are a violation of the desired social and group behaviour. This also applies to arriving late or leaving early or leaving the classrooms early. Lecturers do not tolerate such at any time and will sanction such misconduct immediately if it is particularly serious.

### § 5 Behaviour in the area of "social media" as well as e-mail communication

1. The terms "social media" or "social network" as used in this Code of Ethics & Conduct mean:
   1. A "social network" is defined as any tool or service that enables Internet-based conversations. These can be well-known services such as Facebook, Twitter and WhatsApp, but also all other platforms with functions for user conversations. Online services with community platforms such as YouTube, Flickr, lnstagram, blogs and wikis, as well as internal communication platforms (e.g. Create your Studies) are also covered by the "social media" area within the meaning of these Code of Ethics & Conduct.
   2. Platforms that are related to the University are exclusively for the intended purposes in the context of teaching or for University-related purposes. The use of the platforms and networks of the University for the sale of products and/or services is strictly prohibited. Likewise, use for advertising purposes is not permitted.
2. All students shall also observe the following rules at all times in the context of communication in the area of "Social media" and e-mail communication, all students must observe the rules of conduct rules of conduct set out above in § 2 and § 4.
3. All students consider in every action in the area of "social media" that they represent the student body of the University as well as the University itself. All students are therefore guided in all their actions in the area of "Social Media" are guided by the higher standards of an academic educational institution as described in § 4 of this Code of Ethics & Conduct.
4. By way of clarification, we would like to point out that the right to freedom of expression in accordance with Article 5 of the German Basic Law remains unaffected by this.

### § 6 Behavioral obligations to comply with scientific integrity

1. The All members and affiliates of the University see academic integrity as the basis for their actions in the higher education sector. They therefore refrain from all actions that contribute to or are contrary to the scientific integrity of the University integrity of the University and shall take care to prevent such actions if they become aware of them.
2. All members and affiliates of the University shall at all times endeavour to prevent any benefit academic misconduct and refrain from deliberate violations of the principle of academic integrity.
3. Academic misconduct is in particular any action that aims to grades or certificates of achievement, be it through plagiarism, deception in examination or other actions.
4. All members and affiliates of the University are required not to distribute, publish, or otherwise use copyrighted works, owned by the University not to distribute, publish or otherwise use them without authorization. Copyrighted works include, but are not limited to, examination questions. The answers given in the examination as well as other ideas of the students are subject to the copyright of the students.
5. The omission is equal to the active action.

### § 7 Compliance with the Code of Ethics & Conduct

1. The members and affiliates of the University familiarize themselves independently with the Code of Ethics & Conduct and are personally responsible for their mandatory compliance.
2. Managers and lecturers bear a special responsibility for the communication, implementation and enforcement of the rules contained therein. They serve their employees and students and participants as role models.
3. In cases of doubt regarding one's own conduct or the conduct of another, each member of the University shall seek competent advice on how to conduct him/herself evaluating conduct based on this Code of Ethics & Conduct. In cases of doubt regarding compliance with academic integrity or any violations of this Code, as well as to to ensure good scientific practice and regarding the handling of scientific misconduct, the scientific misconduct can be addressed to the university (ethicsandconduct@iu.org).

### § 8 Sanctions for serious violations for students and participants

1. The Violations of this Code of Ethics & Conduct may result in consequences for the status relationship. A serious violation of the Code of Ethics & Conduct entitles the University to de- register the student according to APO § 21 paragraph 3 and AZE § 25 paragraph 5 No.7.
2. A serious violation shall be deemed to have occurred in particular in the event of serious or multiple cheating during examinations.

### § 9 House rights of the University

1. The University has the house rights for physical and spatial conditions as well as for virtual situations, in relation to all networks and platforms that are available to the members and affiliates of the University.
2. The virtual house right is specified in the respective terms of use of the tools to be used by the University.

# Final provision

### § 10 Entry into Force and Publication

* 1. These Code of Ethics and Conduct shall enter into force on the day after they are published in the University's online study portal.
  2. This Code of Ethics & Conduct applies to all students in all degree programs in the presence and distance learning program.
  3. The English version of this Code of Ethics & Conduct is solely a non-binding translation, which is provided for information purposes only. The German version is the legally binding wording of the Code of Ethics & Conduct.