

RWTH International Academy

Code of Conduct

Code of Conduct for the participation in
a program offered by RWTH International Academy gGmbH

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Preliminary Words

Dear Students,

we are pleased to welcome you to the international student community of RWTH International Academy.

Studying an executive, postgraduate Master's degree program is an endeavor that can open up many and diverse opportunities for you. An enriching as well as challenging period lies ahead of you. Your experience will build your personal character and develop your professional expertise.

During this time, you will enjoy guidance by the International Academy staff, by the RWTH academic staff, by your fellow students and many more still unnamed encounters. Simultaneously, you are called upon to act responsibly as one among many members in our diverse academic community.

This Code of Conduct spells out our rules and regulations as well as our aims and values by which we act, study and work together to maintain a positive learning environment. We expect all our students to follow our lead and heed these principles.

RWTH International Academy and RWTH Aachen University wish you an enriching time in Aachen and successful studies!

0. Introduction

RWTH International Academy gGmbH, as the official institution for further education of RWTH Aachen University, upholds this Code of Conduct as a shared statement of commitment to maintaining the professional, legal and ethical standards which we use as the basis for our daily and long-term decisions and actions.

RWTH International Academy values (self)-responsibility, initiative, sustainability, integrity, respect, diversity, honesty and fairness. We strive to integrate these values into our education, research and business practices.

We all must be aware of and comply with the relevant policies, standards, laws and regulations that guide our work.

We are each individually accountable and responsible for our own actions, and as members of the university community we are collectively accountable for upholding standards of good practice in compliance with all applicable laws, regulations and policies.

1. Integrity and Quality

RWTH International Academy recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the reputation of all RWTH institutions and affiliates. We must strive at all times to maintain the highest standards of integrity and quality.

In our pursuit to deliver high quality education, alterations to our study programs are an integral part of the quality management process. Curricula, course structures and course content are subject to change on a regular basis and keep the learning experience up-to-date. We are committed to delivering high quality education as well as communicating measures for quality management both comprehensibly and transparently at all times to all parties involved.

There are times when our business activities and/or individuals in the university context are not governed by specific laws or regulations. In these instances, rules of fairness, respect for others and the rights of others, as well as the striving for the mutually best results possible, will govern our actions.

Each individual is required to conduct university business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated, even when the participants do so outside of RWTH International Academy or even if some of the goals it serves seem worthy. Expediency should never compromise integrity. Violation of these terms will have serious consequences.

2. Respect for Others

RWTH International Academy is an institution dedicated to the pursuit of excellence and to facilitate a respectful environment that fosters this goal. The center of all our endeavors is always the individual. Central to this institutional commitment is the principle of treating each member fairly and with respect; accepting as well as embracing diversity

and inclusion. RWTH International Academy prohibits discrimination and harassment and provides equal opportunities for all individuals regardless of their ethnicity, national origin, ancestry, religious creed, physical or mental ability, marital status, age, gender identity, sexual orientation, or any other characteristic protected by law or otherwise. The mental and physical safety of each individual is a priority.

Conduct that interferes with the rights of another or creates an atmosphere of intimidation or disrespect is unacceptable in an environment of learning and cooperation at RWTH International Academy and RWTH Aachen University. We do not tolerate any action of this sort and, shall this occur, will take prompt action to cease the offending conduct, prevent its recurrence, and will undertake suitable consequences where deemed necessary.

2.1. What RWTH International Academy expects from its Participants

- ▶ We expect our participants to have a high degree of personal integrity, self-reliance and self-responsibility.
- ▶ We expect our participants to engage actively in student life and make the most out of the opportunities presented for their academic, professional and personal development.
- ▶ We expect a willingness to constantly seek for improvement in academic performance as well as the ability to reflect on their academic progress while seeking advice and support where necessary. We also expect our participants to keep us informed of any affecting circumstances that might influence their ability to perform at their best.
- ▶ We expect our participants to show initiative to proactively and independently procure information on the procedures and modalities of their study program, e.g. timetables, modules, examinations, (extra)curricular events.
- ▶ We expect respectful, unbiased and non-discriminatory behavior towards fellow students, academic as well as administrative staff, thus enabling a prolific and beneficial learning atmosphere.
- ▶ We expect our participants to be responsible ambassadors for RWTH International Academy and to be aware of the appropriate use of social media in association with the RWTH community.

2.2. What our Participants can expect from RWTH International Academy

- ▶ We strive to support, recognize and reward academic excellence and innovation.
- ▶ We provide our participants with the opportunities, resources and support necessary to assist them in their studies while creating an academic atmosphere that is intellectually stimulating.
- ▶ We provide a positive environment that strives to be safe, secure and free of discrimination while promoting equality of opportunity for all.
- ▶ We offer individual guidance and mentoring appropriate to your particular needs and current study status.
- ▶ We provide career guidance with the expertise necessary to help you develop your professional profile and career perspectives.
- ▶ We regularly host social events and cultural activities alongside professional networking events and company visits to introduce our participants to a wide range of industry and business contacts.

3. General Misconduct

This Code of Conduct provides the principles and procedures for ensuring an educationally enriching and peaceful study environment.

All participants have the obligation to behave in an orderly and proper manner. Any participant who intentionally damages the property of RWTH International Academy, RWTH Aachen University or the personal property of fellow university members will be charged to compensate these damages and will be subject to disciplinary action. Participants who obstruct teaching, disrupt examinations, disturb the learning environment or interfere with the administration of the program will be held responsible.

Non-academic misconduct includes, but is not limited to, the following: vandalism or destruction of property, violence and threat of bodily harm, theft and stolen property, misuse of information technology and intranet facilities, falsification and misrepresentation, tampering with safety alarms, possession of drugs or narcotics, possession of weapons, false identification, sexual, racial and religious harassment, sexual assault, bullying, stalking, and misuse of the RWTH Aachen University and RWTH International Academy name and logo.

4. Academic Misconduct

Studying at RWTH may be challenging and demanding when delivering your highest level of academic performance at any time. Academic performance always rests in academic integrity. Under no circumstances may academic integrity be compromised by dishonest and unfair practices, which include, but are not limited to, the following: deceit or misrepresentation in attempting to influence one's grade or gain an improper advantage in an academic evaluation (cheating), representing another person's work or idea as one's own (plagiarism), unauthorized assistance in course-work and assignments, examination mal-practices, falsification of documents, improper research practices, forgery in research, fabrication of data, using unlicensed programs or copying software without proper authorization, interfering with technical equipment, networks and programs, and purposefully influencing other participants to evade accepted academic policies. Academic misconduct will not be tolerated by RWTH Aachen University or RWTH International Academy and may lead to expulsion from the program and exmatriculation from RWTH Aachen University.

5. Intellectual Property

Participants will respect, at all times, the rules on intellectual property and refrain from infringing on such intellectual property rights. All teaching materials (whether in paper, digital or any other conceivable form, such as video or audio material) are protected by copyright. The teaching materials and all other documents, graphics, slides, presentations, images, sound and video recordings, and any other form of information provided by RWTH Aachen University or its representatives may only be copied, distributed or used in any other way by the participant with explicit written consent from the respective original author. In the event of infringement, the participant will, in all cases, recover all ensuing damages from the responsible party.

6. Final Provisions

This Code of Conduct applies to all participants enrolled in a program offered by RWTH International Academy gGmbH. It is an associate part to the participation agreement.