



Guidelines

FOR GOOD SCHOLARSHIP for students at the University of Music and Theater Hamburg (Hochschule für Musik und Theater Hamburg)

1. Introduction

The following is intended to raise awareness of the basic rules of scholarly practice, to maintain these rules and to communicate them to students at the beginning of their studies so that they become an implicit part of their academic work. By stating these guidelines, the Hochschule für Musik und Theater Hamburg also explicitly rejects scientific misconduct as it undermines the public's trust in science.

With this in mind, the University Council of the Hochschule für Musik und Theater (HfMT) has adopted these guidelines for good scholarly practice on November 13, 2019.

2. Applicability

These guidelines apply to all papers submitted for assessment in accordance with HfMT's regulations for coursework, exams, theses and doctoral dissertations.

3. Good Scholarship

- (1) All scholarly endeavors are based on fundamental principles that apply equally to all academic disciplines. The highest principle is honesty with oneself and others.
- (2) Any work, idea, or thought that originated from another person (from literature, print media, internet, interview, or other) must be marked as such with an appropriate citation.
- (3) Translations of foreign-language texts are regarded as quotations and must be identified as such by citing the original source. The quotation must also be presented in the original language in a footnote.
- (4) Any inclusion of self-written text that the student has used for previous publications or academic work must also be referenced with clear indication of the extent of the citation.

4. Academic Misconduct and Plagiarism

- (1) Specifically, a student is regarded as having committed academic misconduct if the student has submitted a paper for examination purposes that contains a) false statements that are made intentionally or through willful neglect, or b) plagiarism, e.g., plagiarised text or data, or c) other infringement of another person's intellectual property.
- (2) "False statements" are understood here to include: a) fabricated data; or b) misrepresented data and sources, eg. through omission of relevant sources, evidence or text c) manipulated sources, representations or figures d) "cherry picking," i.e, selection and rejection of undesirable results without disclosure.
- (3) "Plagiarism" is understood here to mean the complete or partial adoption of another's work without stating the original source and author. Plagiarism has occurred when a student
 - a) submits a work which was written by another person ("ghostwriter") on behalf of the student,
 - b) submits another person's work under his or her own name,
 - c) submits the same work (or parts thereof) for multiple examinations or seminars without citation (self-plagiarism),
 - d) translates foreign-language texts or parts of foreign-language texts and uses them in a paper without citing the source (translation plagiarism),
 - e) copies parts of a text from a third party or from an anonymous work without a citation, for example, when using a text from the internet and omitting the source,

- f) uses parts of a text from a third party or from an anonymous work after making slight alterations and/or substitutions to the text (a faulty form of "paraphrasing") without identifying the source with a citation.

(4) "Infringement of intellectual property" is understood here to mean

- a) unauthorized use of a copyrighted work as well as of scholarly findings, hypotheses, theories or research methods that originate from another person,
- b) assumption of academic authorship or co-authorship without having made a scholarly contribution of one's own,
- c) unauthorized publication or unauthorized third-party distribution of the work, finding, hypothesis, course content, or research approach before it has been published,
- d) claiming the (co-)authorship of another person without that person's consent.

(5) Academic misconduct also includes intentional participation (complicity, instigation, aiding and abetting) in the academic misconduct of other HfMT students.

(6) Passages from another's work may be cited, provided the citation is marked and the source is acknowledged.

5. Preventative Measures

(1) The HfMT shall instruct its students in the rules of good scholarly practice as defined in these guidelines (self-monitoring) at the beginning of their studies.

(2) HfMT instructors may use approved software programs to detect academic misconduct. Students shall be informed of this by the instructors (deterrence strategy).

6. Assertion of Academic Conduct

At the end of written coursework and examinations that are not carried out under supervision, the student must declare that he or she has written the work independently and has not used any sources or aids other than those indicated. If the student was assisted by a tutor in the preparation of the work, this must be recorded in the declaration (Appendix 2 "Declaration of Authenticity").

7. Procedures and Disciplinary Measures

(1) If a student is suspected to have committed academic misconduct after submitting a written assignment for grading, the following procedure will be carried out:

- 1. The evaluators (Gutachter:innen) of the exam or written assignment will draw up a report that describes the reasons and evidence for the accusation, and will

conduct a in-person interview with the student with, when necessary, the assistance of the student's primary instructor (Hauptfachlehrer:in).

2. During this interview, the student will be given the opportunity to defend the contents of the thesis and/or to present counter-evidence. A written account of this interview will be taken.
3. If the suspicion of academic misconduct is confirmed, the reviewers will forward their report and the written account of the interview to the Vice President for Academic Affairs (Vizepräsident*in für Forschung und Lehre).
4. The Vice-President for Academic Affairs may, after consultation with the reviewers, conduct another interview with the student and give him/her another opportunity to present counter-evidence.
5. During this procedure, both sides have the opportunity to consult with an Ombud (appointed mediator). The Ombud is obligated to maintain confidentiality. Their task is to support, advise and mediate. The Ombud can be an internal or external professor who has an established academic reputation and who has experience in leadership responsibilities. The Ombud is appointed by the university senate. The term of office is five years.
6. Other university faculty, staff or students may also submit complaints pertaining to academic misconduct to the Ombud, who will then convey these complaints to evaluators (Gutachter:innen) in an anonymous form.

(2) If the student fails to provide sufficient counter-evidence, the following disciplinary actions may be considered:

- In cases of minor academic misconduct, a verbal warning will be given as well as the opportunity to redo a small portion of the paper.
- The exam or paper will be awarded a grade of "fail" ("nicht ausreichend") in accordance with coursework regulations and the student will be granted at least one additional attempt.
- Depending on the severity of the academic misconduct or in the case of repeat offenses, the assignment or exam may be definitively marked as failed. Additional attempts are then no longer possible.
- In the event of a serious case of academic misconduct, the student may be expelled from the HfMT in accordance with Section 42 (3) No. 5 of the Hamburg Higher Education Act (Hamburgisches Hochschulgesetz).

A serious case of academic misconduct has occurred, in particular, if:

- a) more than half of the exam or paper is based on plagiarism or other academic misconduct,
- b) the student attempts to thwart the resolution of the academic misconduct with dishonest or unfair actions,

- c) the academic misconduct has negatively affected another student's performance on an exam or assignment,
- d) the academic misconduct has occurred repeatedly,
- e) the academic misconduct was undertaken for commercial profit or for the purpose of unlawful financial gain.

(3) The final decision for each case is made by the Vice President for Academic Affairs after having heard from the evaluators and the Ombud.

(4) As a rule, examiners and evaluators have the right to ask for electronic versions of exams or papers that were completed without supervision.

(5) The Vice-President for Academic Affairs must inform the student immediately about any decisions made as per paragraph 2 and must provide reasons for the decision.

(6) A grade of "Fail (nicht ausreichend)" will be recorded in the university administration system and/or the student's academic file with a note indicating academic misconduct.

8. Data Protection

The provisions of data protection law must be observed. When using the technical tools to detect instances of wrongdoing, care must be taken to ensure no personal data is disclosed.

9. Date Effective

These regulations shall take effect on the day following their publication in the internal university bulletin of the HfMT.