

Code of Conduct

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

§1 Attendance and Punctuality

- (1) Attendance and punctuality are required at every mandatory and registered class throughout the term. Inability to attend should be notified to and approved by the professor and the management.
- (2) Illegitimate absences will result in preclusion from assessment.
- (3) The student agrees to arrive on time so that the professor can commence according to the schedule.
- (4) The student acts as representative of Mannheim Business School and takes part in every mandatory and registered company event, e.g. company presentation or company visit.

§2 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.

§3 Reliability

- (1) If the student has registered for a course, a seminar, a presentation or an event, he or she has to attend and contribute 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.
- (2) The student will be prepared for each course, seminar, presentation or event he or she attends.

§4 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) 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 student during a test or an examination.

§5 Entry and Exit

- (1) The student should not leave class unless she or he informs the professor beforehand.

§6 Disruption

- (2) The student should refrain from distracting the class unnecessarily especially by conversing with each other privately.
- (3) The student shouldn't use mobile phones during class.
- (4) The student shouldn't use laptops during class for activities unrelated to the class.
- (5) The student shouldn't use laptops during presentations given by external speakers.

§7 Facilities

- (1) The student should respect the facilities of the Mannheim Business School and maintain the appearance of classrooms and break-out rooms.

With participation at the MBS Summer School program each student agrees to uphold and abide by these principles.