

The Department of Political Science at the University of Salzburg is committed to providing a safe and welcoming environment and experience for all students, members of faculty, non-scientific staff, and visiting researchers regardless of actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion. Our department values integrity, honesty, and fairness.

The purpose of this “Code of Conduct” is to codify the principles that serve as the ethical, professional, and legal standards that guide our day-to-day interactions.

1. Our department expects everyone to conduct themselves in a professional and respectful manner towards all instructors, staff, and students at all times. Harassment, unprofessional behavior, or inappropriate behavior towards others are inconsistent with the principles of our department and are not tolerated. Examples of unacceptable behavior include:

- persistent and unwelcome solicitation of emotional or physical intimacy
- persistent and unwelcome solicitation of emotional or physical intimacy accompanied by real or implied threat of professional or physical harm
- intimidating, exclusive, harassing, abusive, personally derogatory, or demeaning speech or actions
- prejudicial actions or comments related to actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion
- deliberate intimidation or stalking
- inappropriate photography or recording
- sustained disruption of panels, talks, or other discussions
- physical assault (including unwelcome touching or groping)

Faculty, staff, students, and visiting researchers are expected to act appropriately to mitigate or avoid potential harm to anyone should they witness any behavior they feel to be inappropriate. If students, visiting researchers and faculty

members wish to report any behavior they consider to be unacceptable or in contravention of this Code of Conduct can approach the Head of Dept and/or the Student Union (ÖH). All complaints will be treated in a confidential manner.

2. Our department is committed to the highest standards of academic work and does not tolerate plagiarism. To plagiarize means to take the work or an idea of someone else and represent it as one's own. Simply put, plagiarism is intellectual theft and as such it constitutes a severe offence in the academy.

Examples of plagiarism include:

- Patching together a paper by copying and pasting from different sources without citing any.
- Submitting the same or a similar assignment more than once.
- Copying something word for word but not using quotation marks.
- Using significant ideas, concepts or facts without a citation, even if it is paraphrased.
- Paraphrasing too closely (by making only small changes).
- Citing a source you did not actually find and/or read.
- Buying a paper to hand in as your own assignment in any form.
- Hiring or allowing someone to do your assignment.
- Stealing or "borrowing" all or part of someone else's work.
- Selling or allowing others to copy your work.

To support students in their efforts to conduct work at the highest standards, our department offers courses at the BA („Techniken des wissenschaftlichen Arbeitens," "Academic Writing") and MA levels ("Crash Course to Academic Writing," "Research Methods in Migration and Transnational Contexts") as well as valuable online resources: <https://www.unisalzburg.at/index.php?id=201253> (in German and in English). All submitted work goes through plagiarism tests automatically.

The Austrian Student Union offers plagiarism tests for students (2 papers per semester).

3) Class participants are expected to conduct themselves in a manner so that there be as few disruptions as possible. This includes punctuality (i.e. avoid coming to class late or leaving early) and a careful use of electronics (i.e. use of

computers should be restricted to note-taking and cell-phones should be put away).

We are committed to diversity and nondiscrimination. Our department encourages students with disabilities to contact the University's Diversity and Disability Department <https://www.uni-salzburg.at/index.php?id=105>. In cooperation with this department, we support the integration of all students.