

Procedure in Cases of Suspected Academic Dishonesty

The lecturers of the Philosophy Department assume that most students attempt to complete their studies in an honest and autonomous manner.

However, since there has been an increase in attempts at academic dishonesty, often with the use of so-called AI programs such as ChatGPT, the lecturers of the department are committed to investigate and sanction all attempts at academic dishonesty according to the steps outlined below. This serves to ensure transparency for all involved, both lecturers and students, as well as equal treatment of all cases.

A student's attempt to influence the result of a module examination or sub-module examination or marked coursework (Studienleistung) through cheating, for example, with the use of unauthorised aids, is considered an attempt at academic dishonesty (cf. Section 19 [2] of the examination regulations). This general regulation is specified further through the mandatory use of the [Philosophy Department's plagiarism disclaimer](#). Academic dishonesty includes, for example, plagiarism, the unauthorised use of AI without the consent of the lecturer in question, the submission of work created by third parties, or the repeated submission of the same text without a lecturer's prior knowledge. Violations of basic principles of responsible academic work, such as referencing fictitious sources or literature, are also considered fraudulent.

Attempts at academic dishonesty are a serious violation of the principles of good academic practice, which every work submitted to the Department of Philosophy must adhere to. These principles are taught in the "Philosophical Writing" courses. Further information on the principles of responsible academic practice can be found on the department's resources page. By issuing [these regulations](#), Bielefeld University is also committing itself to adhering to good academic practice.

Should any uncertainties regarding the application of these rules arise while writing a module paper, any lecturer will be happy to clarify them. You may also reach out to the Office of the Dean of Studies or to the Student Guidance for help. This must, however, be done before the work is submitted.

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Generally, suspected cases are not resolved individually between the examiner and the student. If suspicion of academic dishonesty arises, the examiner will immediately report this to the Dean of Studies. The Dean of Studies oversees the following process:

1. The examiner confronts the student with the allegation of academic dishonesty and invites them to a hearing regarding the allegation. The form "Täuschungsverdacht vor Anhörung" will be used for this purpose. The form should be sent as an email attachment to the student's university email address, with the faculty's Examination Office and our department's Dean of Studies in CC. All correspondence will be archived by the Examination Office in the student's electronic file.

The hearing can take place in written or oral form. The student should be given the opportunity to respond to the allegations within a reasonable period of time (max. 14 days).

2. If the suspicion of academic dishonesty remains after the hearing, the lecturer will decide how to assess the examination. Possible consequences include marking the examination as "failed" (for ungraded examinations) or as a "5" (for graded examinations). The lecturer will inform the student of the decision. The form "Täuschungsverdacht nach Anhörung" will be used for this purpose. The form should again be sent as an email attachment to the student's university email address, with the faculty's Examination Office and our department's Dean of Studies in CC. After the form has been sent to the student, the lecturer will report the grade to the Examination Office via the examination administration.

In addition, the Dean of Studies may hold a meeting with the student after the grade has been entered to highlight the severity of the act and the possible consequences.

3. If the suspicion of academic dishonesty is confirmed, or if the student has multiple allegations of academic dishonesty against them, the Dean of Studies Office may, in consultation with the Legal Department, request a review of all the student's previous examinations.

4. Attempts at academic dishonesty can have significant consequences under academic law, including exmatriculation, depending on the severity of the case and its recurrences. Every case of academic dishonesty will be recorded in the examination file.

How to contact the Dean of Studies Office:

The Dean of Studies for the Department of Philosophy is Prof. Dr. Michaela Rehm (lehre-rehm@uni-bielefeld.de).

The Vice Dean of Studies is Dr. Almut Kristine v. Wedelstaedt (awedelstaedt@uni-bielefeld.de).

You can reach the assistant of the Dean of Studies Office, Jennifer Stracke, via this email address: studien.dekanat@uni-bielefeld.de and the Student Guidance via this email address: studienberatung2011@uni-bielefeld.de