6. Authors of a scientific publication share the responsibility for its contents. Any exceptions should be identified. All researchers who have significantly contributed to the idea, planning, realisation or analysis of a research project shall have the opportunity to be identified as co-authors. Persons who have made minor contributions are mentioned in the acknowledgements.

7. An ombudsperson and a representative are appointed as contact persons for university members. As a person of trust, the ombudsperson advises those who inform him/her about suspected scientific misconduct. He/she assesses the plausibility of the allegations. The ombudsperson's term of office is two years. The ombudsperson provides the rector with an annual report.

8. A commission is set up to investigate allegations of scientific misconduct. The commission consists of three professors, - one of them with the general qualifications for judicial office, - one academic staff member - the ombudsperson and representative as guests in an advisory capacity. The term of office is 3 years. Re-election is possible. The commission becomes active upon request of the ombudsperson or one of its members.

Procedure in cases of suspected scientific misconduct
If the ombudsperson is informed about suspected scientific misconduct, he/she will assess the matter according to his/her best judgement. If he/she concludes that there is reasonable ground for suspecting scientific misconduct, he/she will inform the commission. The commission will also act if they are directly informed about suspected scientific misconduct. The commission's duty is to clear up the matter as well as possible and report to the rector. The commission determines the procedure according to their best judgement. The person concerned shall be granted the right to be heard. He/she can request to be heard in person. The same right applies to the person who reported the suspected misconduct. The parties involved have the right to inspect the records in accordance with the general provisions.
The German version of this document is the only legally binding version. This English translation is for your convenience only.

Preliminary remark
The following guidelines are based on the recommendations of the German Rectors' Conference (HRK) "on the handling of scientific misconduct at universities" ("Zum Umgang mit wissenschaftlichem Fehlverhalten in den Hochschulen") as of July 1998. These recommendations are based on resolutions of the Max Planck Society's senate on suspected scientific misconduct titled "Verfahren bei Verdacht auf wissenschaftliches Fehlverhalten in Forschungseinrichtungen der Max-Planck-Gesellschaft - Verfahrensordnung", as well as on the DFG recommendations for safeguarding good scientific practice, published in December 1997. Wordings from the texts mentioned above have been included directly or indirectly in the following guidelines.

General
To meet its responsibility in research, in teaching and in the advancement of junior researchers, the university must take precautions as required by law to deal with cases of scientific misconduct to satisfy the expectations placed in a university and to prevent the misuse of tax money or private donations.

Scientific misconduct
Scientific misconduct includes providing false information in research, intentionally or due to gross negligence, infringing the intellectual property of others or otherwise sabotaging their research work. Misconduct includes above all:

a) False information
   - inventing data,
   - falsifying data, e.g.
     ● through omitting unwelcome results without stating this fact,
     ● through manipulating a chart or picture;
   - incorrect information in an application letter or an application for funding (including incorrect information about the publication organ and publications in print).

b) Infringement of intellectual property
   - relating to copyrighted work created by another person or essential scientific findings, hypotheses, teachings or research approaches of other persons:
     ● using content without authorisation and feigning authorship (plagiarism)
     ● exploiting research approaches and ideas, particularly as a reviewer (theft of ideas),
     ● claiming authorship or co-authorship without reason,
   - falsifying the content,
   - deliberately delaying the publication of research work, particularly as publisher or reviewer, or
   - publishing or giving access to third parties without authorisation while the work, findings, hypothesis, teachings or research approach have not yet been published;

c) Claiming the (co-) authorship of another person without this person's consent.

d) Sabotaging research activities (including damaging, destroying or manipulating experimental set-ups, devices, documents, hardware, software, chemicals, cell cultures and cultures of microorganisms or other components another person needs to carry out an experiment).

e) Destroying original data, inasmuch as this act infringes on legal provisions or the guidelines for scientific work accepted in that discipline.

Shared responsibility for misconduct can result, among other things, from
- participation in the misconduct of others,
- co-authorship in publications containing falsifications,
- gross negligence of supervisory duties.

Individual rules
1. All researchers are obliged to comply with the rules of good scientific practice. These rules shall be a fixed component in the training of junior researchers. The person responsible for a research project is responsible for assuring these rules are complied with.

2. All persons responsible have to suitably organise the tasks and the team they supervise to ensure that the tasks of management, supervision, conflict regulation and quality assurance are clearly assigned. It must also be guaranteed that these tasks are actually fulfilled.

3. Special emphasis is to be placed on the training and advancement of junior researchers. Appropriate supervision has to be ensured. This includes regular meetings and the supervision of the work progress.

4. Performance and assessment criteria for examinations, the awarding of academic degrees, promotions, recruitments, appointments and the allocation of funds shall be determined in such a way that originality and quality are always given priority to quantity.

5. The person responsible for a research project must ensure that the original data used in publications are saved on durable and secure media for 10 years. Further legal obligations to preserve records as well as measures to protect personal data remain unaffected.