ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

CODE OF ETHICS AND CONDUCT

Annex to Rectoral Decree, File no. 1408/14 of 01/10/2014

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PREAMBLE

1. Aware of the important social and educational function of the university institution, Alma Mater Studiorum – University of Bologna recognises the fundamental principles and ethical values shared by the international scientific community underlying scientific and technological research, teaching and all other university activities.
2. The University promotes a high level of institutional and individual social responsibility and commitment. It considers ethics and responsible behaviour to be fundamental values for the pursuit of institutional aims, for fostering merit and excellence, for exchanges with the national

and international scientific community, in creating a professional environment that is open to dialogue, correct interpersonal relations and protects all aspects of personal values.
3. Through the issue of this Code of Ethics and Conduct, hereinafter referred to as the "Code", the University requires that all its community of persons, each within their own roles and specific tasks, comply with and promote:
I – The fundamental principles recognised by the Conventions and Charters of Human Rights adopted internationally, in Europe and in Italy; the ethical principles of the Magna Charta Universitatum, referred to in the *Guidelines for an Institutional Code of Ethics in Higher Education;* the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers;* the Charter of Rights of University Students;
II – The constitutional laws and provisions of national laws concerning the transparency and dissemination of information by Public Administrations; the prevention and combating of corruption and illegality; the Code of Conduct for public employees;
III – The founding principles and guidelines laid down in Part I of the University Statute, to which reference is made in full.

SECTION I - ETHICAL PRINCIPLES OF THE UNIVERSITY

CHAPTER I - GENERAL PROVISIONS

Art. 1
Purpose

1. The Code identifies the fundamental values of the university community, promotes the recognition of and compliance with personal rights and freedoms, as well as the acceptance of ethical and social duties and responsibilities towards their institution. It defines the rules of conduct within the community and towards all persons who directly or indirectly enjoy relations with the University.
2. The Code governs internal relations between the members of the university community and the relations with all external stakeholders, in order to avoid all forms of discrimination and abuse, govern conflicts of interest, improve the organisational climate and the working environment, fostering virtuous behaviour and preventing ethically improper or illegal conduct.
3. The principles laid down in the Preamble shall guide the interpretation of each provision of the Code and shall be referred to for all relevant ethical matters in all university activities.
4. The adoption of and compliance with the provisions of the Code in no way prejudice the application of the laws concerning civil, criminal, administrative and accounting liability and disciplinary matters.
5. The use in this Code of the male gender to indicate members of the university community, persons and legal statuses, refers to all persons working within that community and is used merely for the purpose of simplification.

Art. 2
Field of application

1. Without prejudice to the provisions of paragraph 3 of this article, the Code applies to the whole university community, identified as follows:
a) Permanent teaching staff and researchers, assistants, fixed-term language assistants and experts, managerial, technical and administrative staff on permanent or fixed-term contracts;

b) fixed-term researchers, within the limits of their contractual provisions;
c) Staff from other public administrations holding positions of control at or detached to the University;
d) 1st, 2nd and 3rd cycle students and students on vocational programmes;
e) Research fellows and scholarship holders performing their activities at the University;
f) Members of the academic bodies, boards and committees of the University, in compliance with the provisions of their appointment;
g) Adjunct and untenured professors and research staff, collaborators and consultants with any kind of salaried or unpaid appointment, performing teaching and research activities, in the limits of and in the methods laid down in the specific clauses and provisions of their relative contracts or appointments.
2. For the purposes of the application of this Code the following terms are deemed to have the following meanings:
a) "teaching staff": includes visiting professors from other universities and teaching staff of the University visiting other universities, Alma Mater professors and researchers, Professors Emeriti of the University;
b) "students": all participants in any study programme, from the date of registration until the completion of their studies or as long as they use the services of the University. The provisions of this Code also apply to participants of international and exchange programmes between universities.
3. The provisions of Section III - *Rules of Conduct in Service Activities* - of this Code:
a) constitute general principles of conduct for staff working according to public law, as laid down in art. 3, paragraph 2, of Legislative Decree no. 165 of 30 March 2001 and apply where compatible with the provisions of the respective legal systems;
b) for managerial, technical and administrative staff, fixed-term language assistants, collaborators and experts, the Regulations laid down in the "Code of Conduct for public employees" pursuant to art. 54, Legislative Decree no. 165 of 30 March 2001 shall apply;
c) where compatible, this shall also apply to research fellows, adjunct staff, persons contracted for institutional cooperation, teaching and research, as laid down in paragraph 1, letters e), f), g) of this article;
d) without prejudice to the provisions of Art. 3 of this Code, they shall not apply to students.
4. Without prejudice to the provisions of paragraph 1, letter g) of this article, the provisions of Section III of the Code apply, where compatible, to collaborators and consultants working on behalf of the University for any purpose whatsoever. These provisions also apply to collaborators of organisations performing works or supplying services or goods to the University, in the methods approved by the Board of Governors and published on the University portal.

Art. 3
Care services provided in Regional Health Service facilities

1. The provisions of this Code apply to care services provided in Regional Health Service Facilities by:
a) Professors, researchers, assistants and technical and administrative staff under formal agreements;
b) Research fellows and PhD researchers authorised by the Health Boards to perform care services;
c) Specialist medical students;
d) Students on degree programmes in the Medical and Health Professions.

2. Without prejudice to their own legal status, the Code of Conduct in force in the health facility where the work, study, teaching and research activities are performed, including all consequences of any breach, shall also apply to the persons listed in the previous paragraph. Such consequences may however not exceed the limits laid down by the rules and agreements in force with the Regional Health Service. The University shall in any case hold disciplinary authority and the prerogative to assess the conduct referred to in the Code of Conduct of the Health Services also according to its own regulations.
3. In the event of any deformity or conflict between the Code of Conduct of the Health Board and that of the University, and any negative consequences deriving there from, the persons listed in the previous paragraph may report the matter to the Rector, who shall take the appropriate measures.

CHAPTER II - ACADEMIC INTEGRITY AND ETHICAL CONDUCT IN RESEARCH AND TEACHING

Art. 4
Freedom, autonomy and excellence in research and teaching

1. The University recognises the autonomy of scientific research and freedom of teaching as a fundamental value for the creation and dissemination of knowledge. It undertakes to promote a scientific and institutional context suited to incentivising lifelong learning, exchanges among the national and international scientific and academic community, which are assumptions for achieving excellence.
2. The University promotes high quality, responsible teaching and research activities through the pursuit of the highest internationally acknowledged standards, enhancing individual skills and experiences and the continuous enrichment of knowledge. It guarantees the development of learning programmes aiming to strengthen and defend ethical values and academic integrity; it incentivises discussion and debate on ethical matters of interest to the community.
3. The correct fulfilment of institutional duties by all members of the university community prevails over all other professional and extra-institutional activities, however legitimate they may be.

Art. 5
Teaching activities and student relations

1. The University acknowledges that students are the central members of its system, for whom the activities are designed and implemented, promoting learning paths of the highest cultural and professional level and considering the needs expressed by society as a whole. It supports access to higher education and works to remove all barriers, also in collaboration with national and international universities and educational institutes.
2. The relations between teachers and students are inspired by the principles of integrity, trust, cooperation and mutual correctness, personal respect, equal opportunities and non-discrimination.
3. In its relations with students, the University promotes:
a) Effective guidance, aiming to
- support aware choices concerning university careers, facilitating preparation for entrance exams and the completion of any additional learning requirements (incoming guidance);
- Define the most appropriate personal learning programme, also through international and professional experiences (ongoing guidance);

- Create opportunities for entering the labour market, through outgoing guidance services (job placement and careers guidance);

b) The organisation of teaching activities, entrance exams and course exams according to criteria of transparency and recognition of merit;
c) The right of the students to make use of common spaces for socialising and debate;
d) The high quality of services supporting teaching and the right to higher education;
e) The removal of architectural barriers preventing the full use of the services by disabled students;
f) A transparent, common procedure for measuring students' opinions on the contents and organisation of the teaching programmes.

Art. 6
Quality and transparency of scientific and research activities

1. Members of the university community are responsible for the quality and transparency of their own scientific and research activities, complying with the highest ethical standards in terms of methodologies, dissemination and use of the results. Research activities shall not pursue any aims or objectives which are in contrast with the principles and values promoted in this Code and by other bodies with competence in ethical matters established in the organisation of the University.
2. In the allocation of resources destined for funding research, the University considers the needs and specific character of each subject area, as well as the individual and group contributions to the scientific field.
3. The University undertakes to guarantee the full dissemination of the results of its scientific research and promotes access to knowledge using all suitable means, in compliance with the provisions of article 18 of this Code.

Art. 7
Protection of Intellectual Property

1. The University considers excellence in research and the applications of inventions as fundamental elements for the progress of the whole community and for the improvement of the quality of life. The members of the university community share the aim of managing the results of the research, intellectual property and technology transfer in the public interest. This objective is pursued in its institutional activities, in its cooperation with public and private bodies and in the performance of extra-institutional activities in the various scientific and subject fields.
2. Referring to patents and other intellectual property rights, the rights of exploitation are held by the University and/or the individual inventors, pursuant to law, the University regulations and the contractual relationship between the inventors and the University. The University promotes the enhancement and management of intellectual property, in cooperation with the inventors and in compliance with the legal principle of fair recognition.

CHAPTER III - MERIT, FAIRNESS, NON DISCRIMINATION AND EQUAL OPPORTUNITIES

Art. 8
Recognition of merit

1. The University recognises and promotes personal merit as an essential criterion for personal and professional enhancement. Concerning recruitment and career advancement, merit constitutes a parameter of evaluation and selection, according to ability, knowledge and experience.
2. Merit is a criterion on which students are assessed in relation to their study programmes, and is rewarded in the forms and manners laid down in the University regulations.
3. The University promotes learning initiatives to increase the professional competences and experiences of its staff, to the advantage of the whole university community. It adopts internal and external staff and structure evaluation procedures based on set objectives, aiming to promote the improvement of organisational and individual performance.

Art. 9
Protection of persons and well-being in the working environment

1. The University promotes physical and mental well-being and a serene organisational climate in its work environments. It designs and uses surveys and opinion-gathering tools to understand the needs of its staff, to assess the impacts of organisational changes and, where necessary, to implement improvements, aids, integration, accompaniment and support for persons in situations of distress and vulnerability, in order to support their full inclusion in the university community.
2. Members of the university community are required to base their interpersonal relations on principles of correctness, fairness and mutual respect, which are the fundamental values of fellowship, understood as a bond of belonging to the Institution whatever the role covered. They shall avoid all forms of conduct which may even potentially harm the personal honour, reputation, freedom and dignity of others.

Art. 10
Refusal of all discrimination and the culture of equal opportunities

1. The University recognises the equal dignity of all persons and refuses all forms of personal or social prejudice. It does not allow any form of direct or indirect discrimination, of individuals or groups, based on gender, age, characteristics, personal status or conditions, territorial origin or background, personal beliefs or orientations and any other discriminatory factors considered by the laws in force.
2. The University undertakes to prevent discrimination, enhancing personal protection, ensuring compliance with equal conditions and roles in all institutional activities, and disseminates the culture of equal opportunities.

Art. 11
Moral and sexual abuse

1. The University combats moral and sexual abuse, also considering it as discriminatory and damaging to human dignity. It refuses all aggressive, hostile, defamatory, persecutory and harassing behaviour, and takes all steps to protect victims of such conduct. It takes all appropriate

measures to prevent such unlawful behaviour and promotes a culture of respect also through training and educational initiatives.
2. Moral and sexual abuse refers to all forms of unwanted conduct by the recipient, as defined by the laws in force. Aggravating circumstances apply when such conduct occurs in a position of asymmetry or hierarchical subordination between the abuser and the victim, in particular when such conduct is imposed as a condition for access to employment or career advancement. Moral harassment, abuse and unwanted sexual attention towards students is considered particularly serious.
3. Without prejudice to the duty to report such conduct to the judicial authorities, the University encourages anyone with direct knowledge of abusive conduct or harassment to report the matter.

Art. 12
Nepotism and favouritism

1. The University disapproves and combats all forms of nepotism and favouritism, which are damaging to personal dignity, professional integrity, impartiality and the recognition of individual merit and academic freedom.
2. Nepotism refers to any case in which a member of the university community directly or indirectly uses his own position or authority to grant benefits or facilitate the undue appointment of his spouse, partner, other blood relatives[1] or other relations up to the fourth degree[2] or any other persons with a personal relationship to him. Nepotism includes the undue use of influence in competitive or selection procedures or in any case aiming to obtain other benefits, also with recourse to external funding and, in particular, concerning the initial phase of a university career and access to employment.
3. Nepotism may be at risk in career advancement in the university, related to the competition sector of the professor and that of the persons indicated in paragraph 2 above and the performance of institutional activities by the above persons in the same Department or university structure. The University demands that its staff avoid all situations of nepotism and refrain from taking part in decision-making processes or activities which may involve the interests of the persons referred to in paragraph 2.
4. Public selection procedures for professors and researchers as referred to in article 18, Italian Law no. 240 of 30 December 2010 are not open to the spouse, partner or any relation or blood relative up to the fourth degree of any professor or researcher belonging to the Department or Structure issuing the procedure.
5. Nepotism also covers all forms of favouritism towards students and collaborators, also in subordinate positions, where this is understood as unjustified and arbitrary conduct that is contrary to the rules on discrimination and recognition of merit and may damage the prestige of the University.

Art. 13

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[1] Blood relatives: all direct and collateral relatives of the 1st degree (children and parents), 2nd degree (siblings, grandchildren and grandparents), 3rd degree (nephews, nieces, aunts and uncles, great-grandchildren and great-grandparents), and 4th degree (cousins) . Pursuant to articles 74, 75 and following of the Italian Civil Code, kinship is the legal relationship between persons from the same family, linked by blood ties.
[2] Other relations: Relations between a spouse and the kin of the other spouse. 1st degree relatives in this case are parents in law, son- and daughter-in-law. 2nd grade relatives are brothers and sisters-in-law. 3rd grade relatives are the husband's uncle, the wife's uncle, etc. 4th grade relatives are the spouse's cousins. Spouses are neither blood relatives nor relations.

Abuse of position in internal and external relations

1. The University disapproves and fights the use of institutional functions for private purposes. Members of the university community are not permitted to use their hierarchical, academic or organisational position to obtain advantages in internal or external relations, demanding the performance of services which are not considered to be the fulfilment of legal obligations by others, nor shall they unduly interfere in the exercise of functions and tasks assigned to others.
2. Abuse of position also refers to conduct aiming to obtain services from others which, although not explicitly forbidden by the laws in force, are contrary to the principles of this Code.

CHAPTER IV - RESPONSABILITY, INDEPENDENCE AND CONFLICT OF INTERESTS

Art. 14
Responsibilities and conflict of interests

1. In compliance with its own founding principles, the University is autonomous and pluralist, free of all conditioning and independent from all external interests. In the performance of their institutional tasks, it demands that its members comply with the principles of correctness and impartiality, working in the exclusive interests of the Institution and avoiding situations of conflict of interests.
2. Conflict of interests occurs when private, personal or professional interests of the person in charge of taking a decision are in contrast to the principle of impartiality, and in particular when the private interest is placed before that of the University. This situation may be unrelated to any economic advantage or other benefit.
3. In application of the legal provisions in force, the University identifies the situations of conflict of interests concerning the holding of extra-institutional positions, and for the staff listed in article 3, paragraph 1, letter a) of this Code, also assesses the existence of care functions held in the referred Health Board or Hospital. This provision also applies to activities performed in accredited companies, subsidiaries or other bodies referred to in article 35 of the University Statute. The University identifies potential conflicts of interests and incompatibility that prevent or exclude persons from holding institutional appointments in the University.
4. When appointing its representatives in bodies, companies and other organisations, even where it does not hold interests, the University undertakes to avoid all possible conflict and to act exclusively in the interests of the Institution.
5. The University encourages the reporting of situations of conflict of interests, in line with the provisions of article 31 of this Code.

Art. 15
Protection of the name and image of the University

1. The University demands that all members of the community respect the name and prestige of the Institution and refrain from behaviour which could damage its image. It is forbidden to use the name and logo of the University for non-institutional purposes or in a manner that is not contemplated in the University regulations.
2. The members of the university community shall not issue any public statements in the name of the University using any means of communication and information, except for such cases provided

for by the laws in force or where expressly authorised to do so. They shall not express strictly personal opinions using the name of the University.
3. The members of the university community shall use all means of communication correctly and respecting the Institution and personal confidentiality, refraining from disseminating information, texts or images which could damage the name and prestige of the University.
4. The University demands that all members of the community adopt conduct that respects the constitutional freedoms, prestige and image of the Institution, also in the use of "social media".

Art. 16
Confidentiality and protection of personal data

1. In the processing of personal data, the University ensures the compliance with the rights, fundamental freedoms and dignity of the persons concerned. It demands that the members of the community use information concerning university activities within their appointed roles and in compliance with professional secrecy, ensuring the confidentiality of any information obtained during the exercise of their activities that is not bound by any obligation of transparency in compliance with the statutory provisions in force.
2. The University undertakes to ensure the balance between the fundamental personal freedoms and the need to measure and monitor institutional activities.

CHAPTER V – INSTITUTIONAL COMMUNICATION AND FREE AND OPEN DISSEMINATION OF KNOWLEDGE

Art. 17
Internal and institutional communication

1. Through its institutional communication and the instruments dedicated to this activity, the University promotes the dissemination of its image, identity and values, institutional functions and activities inside and outside of the university, also with a view to social reporting to its stakeholders.
2. The University manages external relations according to the principles of transparency and correctness. In any case, external information and communication shall be truthful, complete, unequivocal and disseminated in compliance with the University guidelines.

Art. 18
Dissemination of knowledge

1. Aware of the social importance of research, the University promotes and incentivises all forms of dissemination of knowledge and scientific results in order to contribute to the development and well-being of the community.
2. The University promotes the dissemination of knowledge not only through traditional means but also via access to the institutional archives for the consultation and possible re-use of scientific

literature and the results of research, within the limits of the laws protecting the cultural heritage, intellectual property, confidentiality and protection of personal data.

Art. 19
Autonomy and freedom of criticism

1. The University promotes a context that facilitates opportunities for debate and recognises freedom of thought, opinion and expression, even where critical, in order to guarantee full personal fulfilment, without prejudice to the provisions of article 15 of this Code.

CHAPTER VI – ENVIRONMENT, EXTERNAL RELATIONS, INTERNATIONAL RELATIONS

Art. 20
Use of institutional resources and respect for the environment

1. The University demands that all members of the community use the institutional resources, from both public and private sources, based on criteria of responsibility and transparency, ensuring their effective and efficient use.
2. The University does not allow the use of research or teaching equipment, premises, human, material or financial resources for any personal or other purposes other than institutional purposes, unless explicitly authorised to do so.
3. The members of the community shall ensure the environmental sustainability and compatibility of the university activities with the need to safeguard public assets and resources.

Art. 21
Respect of places of work and study

1. The University ensures and promotes a study and work environment that helps to contribute to the improvement of the quality of life and personal activities.
2. All members of the university community are bound to adopt civil and responsible behaviour, preserving the functionality and decorum of the place of work and study.

Art. 22
Relations with bodies participated in, controlled and accredited by the University

1. The bodies and organisations referred to in article 35 of the Statute, controlled directly or indirectly by the University, are bound to adopt rules of conduct that are consistent with the principles referred to in this Code.
2. Among public and private bodies, accredited bodies and subordinate organisations, the University promotes the adoption of ethical rules and conduct that are consistent with the principles of this Code.

3. The members of the university community performing their activities in companies that are university spin-offs and start-ups and bodies in which the University holds interests are bound to work in compliance with the provisions of this Code.

Art. 23
International relations

1. The University recognises the importance of international relations and their contribution to the development of scientific research and academic freedom. It undertakes to promote an appropriate institutional context for incentivising mutual exchanges and the international dimension of research and education.
2. Members of the university community take part in the international scientific community through research, educational and "capacity building" projects. In the implementation of these projects, they communicate their institutional role in the University correctly and clearly, coordinating their activities with the competent Administration offices.
3. The University incentivises the international mobility of its students aiming to increase the quality of learning and guarantees the full recognition of the learning activities undertaken abroad, consistently with their study programme. It adopts policies and actions aiming to prevent the dispersion of knowledge and promotes equal opportunities in access to international mobility.
4. The members of the university community promote international mobility, sharing the relations and knowledge of foreign partners in its own structures and promoting the joint evaluation of the students' experiences abroad. They respect the various forms of organisation of the partner universities and promote the knowledge and appreciation of the University of Bologna abroad.
5. The University promotes international mobility projects and access to higher education by international students, removing all barriers to exchange relations; through agreements and networking activities, it promotes the circulation of both students and researchers, avoiding one-way flows of persons and knowledge. The members of the university community agree with the Administration on the use of any agents or intermediaries to promote educational paths and recruitment for international students, in order to guarantee high quality standards; they strive to ensure that promotional literature and information disseminated abroad is complete, correct and suited to the context, particularly concerning access requirements, costs, forms of financial support, language requirements, procedures.
6. The University collaborates with international partners according to the principle of equal treatment, enhancing diversity and complementarity of scientific and teaching skills. In the delivery of its programmes, the implementation of workshops and scientific projects and other institutional activities undertaken in foreign countries and education systems, the University works according to the principles established by international organisations. The members of the university community comply with the international principles and codes of ethics.

SECTION II – RULES OF CONDUCT IN TEACHING AND RESEARCH ACTIVITIES

Art. 24
Responsibilities of teaching staff in the learning process

1. The members of the university community undertake to perform their teaching activities in compliance with the general organisation and planning of the University.
2. Teaching staff are bound to the responsible and correct compliance with their educational role, promoting the cultural growth of their students, who are guaranteed teaching and learning

activities that are also inspired by the principles of the *Charter of Rights of University Students* approved by the National Board of Students.
3. Student assessment is performed according to pre-established procedures notified in advance, and is performed compatibly with study and organisational needs. Personal teaching and learning interactions with students, in the set times and places, are an essential part of the professors' academic duties.
4. Professors shall guarantee individual student counselling services, listening to their ideas and respecting their personal specificities, encouraging the defence of ethical values and moral integrity, a sense of responsibility and self-discipline.

Art. 25
Responsibilities of students in their studies

1. Students have the right and the duty to actively participate in teaching and learning activities, and shall work in a cooperative, correct and respectful manner towards the teaching staff and all other persons working or studying in the University structures, and shall comply with the culture of honest conduct, responsibility and respect for the Institution.
2. In course unit and final examinations, students shall abstain from all conduct that may be damaging to and/or dishonest towards the other students and the Institution. Plagiarism and reproduction of other people's texts or other conduct which may prevent the correct evaluation of the test are contrary to the principles of this Code.

Art. 26
Responsibilities in research

1. In their research activities, the members of the university community are bound to adopt correct and responsible conduct, also through the adoption of self-discipline practices and protocols, aiming to illustrate to the methods, results and ethical impact to the scientific community.
2. Teaching staff and researchers are bound to constantly update their own knowledge, guaranteeing the links between research and teaching. They participate in the monitoring and evaluation of individual research activities with a spirit of cooperation, correctly and truthfully certifying their own scientific products.
3. Within research groups the task of the coordinator or supervisor is to:
a) Promote the conditions which allow each member to work professionally and with integrity;
b) Enhance individual merits and define the responsibilities of each member;
c) Expedite dialogue, cooperation, the development of personal skills and ideas, particularly in the performance of scientific activities demanding a multi-disciplinary methodological approach;
d) Ensure the correct management of the intellectual property of the research results.

Art. 27
Results of research and combating the phenomenon of plagiarism

1. The members of the university community are bound to comply with the intellectual property laws, also pursuant to article 7 of this Code. The author of an original work or patent owned by the University and/or susceptible to application and enhancement for the good of society, is bound not to make use of it for private means, to comply with the confidentiality of results until official dissemination and to cooperate with the University to manage the results in the public interest.

2. In joint scientific productions, the contributions of each member of the research group must be recognised and enhanced. The list of co-authors must not exclude any persons who have cooperated in the work and, vice versa, include anyone who has not contributed to it.
3. The University does not permit any form of plagiarism or intellectual dishonesty, whether intentional or deriving from negligent behaviour or the abuse of hierarchical positions or academic influence. Plagiarism includes the partial or total personal attribution or appropriation of ownership of projects, ideas, results of research or inventions belonging to others, or the paternity of original works to an author other than the actual author. Plagiarism includes the omission and falsification of sources in citations, whatever language the scientific products are presented or disseminated in.
4. The University demands that all members of the community combat and report any cases of plagiarism they become aware of.

SECTION III – RULES OF CONDUCT IN SERVICE ACTIVITIES

Art. 28
General provisions

1. Without prejudice to the provisions of article 2, paragraph 3, of the Code, the regulations laid down in this Section implement the provisions of the Code of Conduct for public employees issued by Decree of the President of the Republic, D.P.R. no. 62 of 16 April 2013, hereinafter referred to as the National Code of Conduct.

Art. 29
Membership of associations and organisations

1. Without prejudice to the recognition of the right of association and freedom of thought, employees shall inform the Structure Manager of their membership of associations and organisations where the fields of interest may interfere with the correct performance of their working activities. In any case, the protection of religious, political and trade union opinions is guaranteed.

Art. 30
Communication of financial interests

1. Without prejudice to the obligations of transparency, when employed by the Structure staff shall inform the Manager of any paid collaboration with private parties still in progress or existing within the previous three years which may interfere with their working activities and decisions, limited to the procedures they are responsible for. This information shall specify whether such collaboration involves themselves, relations and blood relatives up to the second degree, their spouse or partner.

Art. 31
Conflict of interests and the obligation to abstain

1. Employees shall abstain from taking decisions or performing activities relating to their tasks in situations of conflict of interests, for themselves, relations and blood relatives up to the second

degree, spouse or partner, or which may involve the interests of persons they frequent habitually, in the case of pending lawsuits, serious enmity, significant financial or corporate relations.
Employees shall abstain in all other cases in which there are significant grounds of self-interest.
2. Employees shall report any situations of conflict of interests to their Structure managers. This conflict may concern interests of any nature, related or unrelated to assets.
3. Without prejudice to the University regulations concerning incompatibility and extra-institutional appointments, employees covering managerial or representational roles in private and public bodies, whether or not the university has interests in these, shall abstain from participating in or taking decisions in such bodies that may be in conflict of interests or in contrast to the University, and shall notify the Administration of such situation of conflict.
4. The notifications referred to in paragraphs 2 and 3 of this article shall be made in writing and, where possible, prior to the performance of the referred activities. Having obtained the necessary information, the competent body or office shall decide on the abstention and adopt all consequent provisions, providing written notice to the employee. If the conflict of interests concerns a manager, the decision is taken by the Director General; if it concerns the Director General, a Head of Department, Dean or Vice-Dean of a School, the decision is taken by the Rector.

Art. 32
Prevention of corruption

1. Employees comply with the measures necessary to prevent crimes in the Administration, in line with the provisions of the Plan for the prevention of corruption, and cooperate with the University Prevention Manager.
2. Without prejudice to the obligation to report crimes to the judicial authorities, employees shall report any crimes they may become aware of as laid down in the previous paragraph. In this case, the employee protection regulations laid down in article 54–bis, Legislative Decree no. 165 of 30 March 2001 shall apply.
3. The Plan for the prevention of corruption indicates the methods for reporting the crimes listed in the previous paragraph, ensuring personal confidentiality.

Art. 33
Gifts, payments and other benefits

1. Under no circumstances shall employees request, solicit, accept for themselves or others any gifts or other benefits for performing professional acts. This excludes gifts of moderate value or use, gifts received within institutional relations and acts of courtesy, in line with international custom.
2. As a guideline, for the purposes of this article, gifts and other benefits of moderate value are those that do not exceed the provisions of art. 4 of the National Code of Conduct[3]. In any case

[3] Art. 4 – paragraph 5 – National Code of Conduct (DPR 62/2013): "as a guideline, for the purposes of this article, gifts and other benefits of moderate value refer to those that do not exceed 150 EUR, also in the form of discounts"…

employees shall not accept, for themselves or for others, money or any alternative forms of payment.
3. Any gifts or benefits received beyond the permitted cases shall be returned to the giver by the employee. If it is not possible to return the gift, it shall be made available to the University and used for institutional purposes.
4. Employees shall not accept appointments from private parties who have or in the past two years have had significant economic interests in the decisions or activities concerning their institutional tasks. For the purposes of this paragraph, appointments refer to extra-institutional appointments as identified in the University regulations**.**

Art. 34
Transparency in institutional activities and traceability

1. Employees shall fulfil all obligations concerning transparency towards the Public Administration in line with the laws in force, cooperating in the processing, retrieval and transmission of data that must be published by law on the institutional website.
2. In order to guarantee the traceability and sharing of information, employees shall, where foreseen, use the computer tools of the University, complying with the archiving methods laid down in internal procedures.
3. The Structure and Unit Managers ensure the regular notification of data and documents that must be published pursuant to paragraph 1, coordinated by the Transparency Manager**.**

Art. 35
Conduct in private relations and abuse of institutional roles

1. In private relations, including extra-institutional relations with public officers in the performance of their duties, employees shall not use the position covered in the University to obtain undue benefits and shall not adopt conduct which may damage the interests and image of the Institution.
2. Unless expressly authorised, employees shall not use the University logo for any external professional activities or appointments, even those which are performed free of charge.

Art. 36
Conduct in service

1. Without motivated grounds, employees shall not delay, hinder or pass on to others any activities or decisions that are their own responsibility. They shall act respectfully and cooperate fairly with colleagues.
2. Employees are responsible for the work equipment provided to them and shall use them in the methods established by the Administration in its internal regulations. They shall use any means of transportation made available by the University solely to perform institutional tasks.
3. In line with the laws in force and within the limits of the provisions of the University, employees shall cooperate with other Public Administrations to exchange and transmit information and data in any format, also via web.

Art. 37
Relations with the general public

1. Employees shall establish cooperative relations with users and with the general public. They respond to requests, using the means of communication made available to them, fully and, as far as possible, promptly.
2. Employees shall comply with the schedules and quality standards set by the Administration in the various regulations, directives and service charters. In handling files, they comply with the order of priorities laid down by the Administration in compliance with the principles of impartiality and effectiveness.

Art. 38
Special provisions for managers

1. Without prejudice to the application of the referred CCNL (national collective bargaining contract) the provisions of this article apply to managers, including holders of offices pursuant to article 19, paragraph 6, of Legislative Decree no. 165 of 30 March 2001.
2. Managers shall perform their functions diligently, pursuing the assigned objectives and adopting conduct aiming to improve the organisation and achieve the standards of efficiency and effectiveness of services established by the Administration.
3. Before taking office, managers notify the Administration of any shares or financial interests which could constitute a conflict of interests. They also declare if they have any relations or blood relatives, up to the second degree, spouse or partner performing activities which place them in frequent contact with the office to be managed or if they are involved in any relative decisions or activities. They provide information on their own asset and income situation, notifying of any updates and variations**.**
4. Managers act fairly and impartially in their relations with colleagues, collaborators and the recipients of their administrative activities. They ensure that the resources assigned to their office are used for institutional purposes, and under no circumstances for personal needs.
5. Compatibly with the available resources, managers promote organisational well-being in their structure, ensuring respectful relations among collaborators, the circulation of information, staff training, inclusion and a gender balance.
6. Managers assign the management of tasks on the basis of the fair allocation of the work load, considering the abilities and professionalism of the staff. They assign additional appointments on the basis of professionalism and, as far as possible, using criteria of rotation. They assess the staff assigned to the structure impartially and in compliance with the prescribed times.
7. Managers promptly take all measures required to combat crimes; they adopt disciplinary proceedings and report the crime to the competent disciplinary authority, collaborating where requested, without prejudice to the mandatory reporting of crimes. When receiving the report of a crime, they adopt all measures to protect the reporting person pursuant to article 54-bis, Legislative Decree no. 165 of 30 March 2001.

Art. 39
Contracts and negotiations

1. In the conclusion of agreements and the signature of contracts on behalf of the Administration, and in their relative performance, employees shall not make recourse to the mediation of third parties or pay or promise any benefits for such intermediation. This paragraph does not apply in the cases in which the Administration intends to make recourse to professional intermediation.
2. In the drafting of tender documents, no advantage may be offered in the indication of technical and financial requisites or the description of technical specifications. Concerning economic

operators participating in tenders, employees shall limit personal contacts to those strictly needed to handle official matters. Any requests for clarification must be made in writing and the contents of the relative answers, where of general interest, shall be published on the University portal.
3. Employees shall not on behalf of the General Administration or the University structures conclude any tender contracts for supplies, services, funding or insurance with companies with which they have signed private contracts in the two years preceding, with the exception of those concluded pursuant to art. 1342 of the Italian Civil Code. If employees have concluded private contracts or received other benefits in the two years preceding, they shall abstain from taking part in decisions and activities concerning the performance of the contract, notifying the Director or Structure Manager.
4. Employees concluding private contracts or agreements, with the exception of those pursuant to art. 1342 of the Italian Civil Code, with private legal or natural persons with whom they have in the preceding two years signed tender contracts for supplies, services, funding or insurance on behalf of the Administration, shall notify the Director or Structure Manager.
5. If the Director or Structure Manager is in the situations laid down in paragraphs 3 and 4, he shall inform the Director General; if the Director General is in such situation, he shall inform the Rector.

Art. 40
Vigilance, monitoring and learning activities

1. The application of this Section of the Code, implementing the National Code of Conduct as laid down in D.P.R. no. 62 of 16 April 2013, is supervised by the Rector, the Director General, the Heads of Division, the Structure managers and the Disciplinary Proceedings Unit, each in their respective areas of responsibility.
2. Concerning monitoring, information and training on the implementation of the Code, refer to the provisions of art. 15 of the National Code of Conduct.[4]

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[4] Art. 15 Vigilance, monitoring and learning activities
1. Pursuant to *article 54, paragraph 6, of legislative decree no. 165 of 30 March 2001,* the managers in charge of each structure, the internal control bodies and the ethics and disciplinary offices supervise the application of this Code and the codes of conduct adopted by each administration.
2. For the purposes of the vigilance and monitoring activities referred to in this article, administrations use the support of the disciplinary proceedings offices established in accordance with article 55-bis, paragraph 4, of legislative decree no. 165/2001 which also hold the functions of any established ethics offices and committees.
3. The activities performed pursuant to this article by the disciplinary proceedings office comply with any provisions of the plan for the prevention of corruption adopted by the administrations pursuant to *article 1, paragraph 2, of Italian Law no. 190 of 6 November 2012*. In addition to the disciplinary functions laid down in article 55-bis and following of *legislative decree no. 165/2001*, the disciplinary proceedings office updates the code of conduct of the administration, examines reports of any breaches of the code of conduct, records all ascertained and sanctioned unlawful conduct, providing the guarantees laid down in *article 54-bis of legislative decree no. 165/2001*. The person responsible for prevention of corruption ensures the dissemination of knowledge of the codes of conduct of the administration, monitors its implementation on a yearly basis, pursuant to *article 54, paragraph 7, of legislative decree no. 165/2001*, ensures its publication on the institutional website and notifies the National Anti-Corruption Authority, as laid down in *article 1, paragraph 2, of Italian Law no. 190 of 6 November 2012*, of the results of the monitoring activities. For the purposes of performing the activities referred to in this article, the disciplinary proceedings office works in collaboration with the prevention manager referred to in *article 1, paragraph 7, of Italian Law no. 190/2012*.
4. For the purposes of initiating disciplinary proceedings following the breach of the codes of conduct, the disciplinary proceedings office may ask the national anti-corruption authority for its optional opinion, in line with the provisions of *article 1, paragraph 2, letter d), of Italian Law no. 190/2012*.
5. Public administration staff are trained in the subject of transparency and integrity, allowing employees to be fully aware of the provisions of the code of conduct, and systematic refresher courses are delivered annually on the applicable provisions and measures in these fields.
6. Within their own organisational autonomy, the Regions and local authorities define the guidelines required to implement the principles laid down in this article.

IMPLEMENTING PROVISIONS

Art. 41
Implementation of the Code

1. The members of the university community are bound to read and comply with this Code and, considering their own roles and responsibilities, to work to prevent behaviour that could constitute a breach of the rules contained herein.
2. Any person who considers they have been injured or damaged or who knows of any non-compliance with the Code may report the matter in writing to the Manager of their own structure or, depending on the actual case, to the Disciplinary Proceedings office, the Harassment Advisor, the Student Ombudsman or the Rector.
3. Reports are examined impartially, respecting the dignity of the persons involved, the confidential nature of information and the principle of a fair hearing.
4. For reports relating to crimes contemplated in the Plan for the prevention of corruption, please refer to the provisions of article 32 of this Code.

Art. 42
Breach of the Code - Management staff, technical-administrative staff, foreign language assistants and experts

1. The breach of the obligations imposed by this Code, implementing the National Code of Conduct, includes conduct that is contrary to professional duties. The breach of the provisions of this Code and those laid down in the Plan for the prevention of corruption implies disciplinary responsibilities, as ascertained by the outcome of the disciplinary proceedings, in compliance with the principles of legality, gradualness and proportionality of the sanctions. Without prejudice to any criminal, civil, administrative and accounting liability.
2. For the purposes of determining the type and extent of the applicable disciplinary sanction, the breach is assessed in proportion to the gravity of the conduct and the entity of the financial or other forms of damage caused to the University. The applicable sanctions are laid down by law and in the collective agreements.
3. Without prejudice to all further obligations and the hypotheses of disciplinary responsibility of public employees laid down by the law and in the collective agreements.

Art. 43
Breach of the Code - Teaching staff, permanent and fixed-term researchers, assistants

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7. New or increased financial burden on public funds shall not derive from the implementation of the provisions of this article. The administrations shall fulfil all measures within the human, financial and instrumental resources available according to the legislation in force.

1. Breaches of the provisions of this Code by staff working according to public law, as laid down in art. 3, paragraph 2, of Legislative Decree no. 165 of 30 March 2001 and by fixed-term researchers are assessed by the Rector.
2. Pursuant to article 2, paragraph 4, Italian Law no. 240 of 30 December 2010, concerning breaches of the provisions of the Code implying disciplinary responsibility, the Rector refers the disciplinary proceedings to the Disciplinary Board. In all other cases, the Academic Senate decides, at the proposal of the Rector, adopting the measures envisaged in the University Regulations and, in any case, in compliance with the principle of proportionality.
3. The measures provided for in the previous paragraph may include the following types, as established by article 36 of the University Statute:
a) forfeiture of and/or exclusion from membership of the University governing bodies;
b) forfeiture of and/or exclusion from membership of the University Structure bodies;
c) exclusion from the allocation of University funds and contributions;
d) written reprimand.
The sanctions referred to in letters a), b), c) shall not be applied for more than 2 years. Without prejudice to any criminal, civil, administrative and accounting liability laid down by the laws in force.

Art. 44
Breach of the obligations laid down in the Code - Students[5]

1. The breach of the provisions of this Code applicable to students may lead to disciplinary sanctions pursuant to the University Student Regulation.
2. In the case of ascertained activities aiming to unduly modify the outcome of exams or prevent their correct evaluation, the professor or other person responsible for control orders the cancellation of the exam itself and reports the matter to the competent Division or Campus managers, in order to initiate disciplinary proceedings pursuant to the Student Regulation.

Art. 45
Implementation of the Code in institutional relations, research and teaching cooperation

1. The University promotes and disseminates knowledge of the Code in all its institutional, research and teaching relations.
2. In the event of the breach of the provisions of this Code, for the persons referred to in article 2, paragraph 1, letter e)[6], and letter g)[7] of the Code, the measures laid down in the competent University Regulation shall apply. Based on the principle of proportionality, where compatible the provisions of article 43 may apply, as well as the ban from renewal of any teaching, research, collaboration or consulting contracts, even where such services are provided free of charge.
3. For the persons referred to in article 2, paragraph 2, letter a)[8] and paragraph 1 letter f)[9], of this Code, where compatible the provisions of article 43 shall apply. Based on the principle of

[5] 1st, 2nd and 3rd cycle students and students on vocational programmes
[6] Art. 2 paragraph 1 letter e): research fellows and scholarship holders performing their activities at the University
[7] Art. 2 paragraph 1 letter g): adjunct and untenured professors and research staff, collaborators and consultants with any kind of paid or unpaid appointment, performing teaching and research activities, in the limits of and in the methods laid down in the specific clauses and provisions of their relative contracts or appointments
[8] Art. 2 paragraph 2 letter a): visiting professors from other universities and teaching staff of the University visiting other universities, Alma Mater professors and researchers, Professors Emeriti of the University;
[9] Art. 2, paragraph 1, letter f): members of the academic bodies, boards and committees of the University, in compliance with the provisions of their appointment.

proportionality, the sanctions may include the forfeiture of the title and position of Alma Mater professor or researcher.
4. Where not provided for in this article, for the purpose of establishing the type of applicable measures, refer to article 36 of the University Statute, as referred to in article 43, paragraph 3, of this Code.
5. The provisions of this article apply to appointments, nominations and contracts signed subsequent to the entry into force of the Code.

Art. 46
Implementation of the Code in external cooperation and the supply of goods, services and works

1. An extract of Section III of the Code shall be annexed to all contracts and appointments for cooperation and consulting issued by the University for any purpose whatsoever, as specified in article 2, paragraph 4 of this Code.
The breach of the obligations resulting from this Section of the Code may lead to the termination of the contract, considering the gravity of the breach.
2. The link to the University Portal where the "Rules of Conduct" implementing the Code, approved by the Board of Governors of the University, are published, will be included in all contracts signed with subcontractors performing works or supplying services or goods to the University, as laid down in article 2, paragraph 4, of this Code.
The breach of such obligations shall lead to the payment of a fine or the termination of the contract, considering the gravity of the breach.
3. The provisions of this article apply to contracts, appointments and tendering procedures signed and starting after the entry into force of this Code.

Art. 47
Entry in force, effectiveness, dissemination of the Code

1. This Code is issued by Rectoral Decree and enters into force on the day following that of its publication in the Official Bulletin of the University. As of such date, the Code of Ethics of the Alma Mater Studiorum - University of Bologna, approved by the Board of Governors on 04/07/2006, shall be repealed.
2. The University promotes the dissemination of this Code by publishing it on the Portal and the University intranet, as well as by adopting all suitable communication means for such purpose.