

LUISS



# Code of Conduct for Luiss University Students

**(approved by the Executive Commission at its meeting of 15 June 2022, after consultation with the Academic Senate at its sitting of 31 May 2022 modified by the Executive Commission at its meeting of 10 September 2024, after consultation with the Academic Senate at its sitting of 5 September 2024)**

## **Code of Conduct for Luiss University Students**

### **Article 1 - General principles.**

Aware of the social and educational function played by universities – today more fundamental than ever to support young people in adopting as their own some basic characteristics of common life – and with a view to fostering mutual respect and care for the environment and university infrastructure, Luiss Libera Università Internazionale degli Studi Sociali Guido Carli requires all students to adhere to the rules of conduct set out herein.

The University has established the rules set out in this Code of Conduct in order to promote respect for values such as the culture of sustainability, integrity, rigor, decorum, non-discrimination, legality, equality and other values enshrined in the University's Code of Ethics, considering those aspects to be fundamental in order to ensure a civil and environmentally friendly coexistence, an informed use of the University's spaces and equipment, the protection of health and the fight against waste.

This Code of Conduct applies to students enrolled in bachelor's degree, master's degree and PhD programs as well as in first-level and second-level university master's programs, post-graduate programs in general and summer education courses provided by the University, including students from other universities attending courses at Luiss under the Erasmus program or joint academic programs.

### **Article 2 - Decorum and integrity in places of study and work.**

Students' behavior must be informed by the principles of dignity, decorum and respect.

The wearing of unseemly and undignified attire as well conduct that is unbecoming in the University's classrooms and physical and digital facilities is prohibited. In such cases, the applicable sanction is a warning or, in cases of repeated conduct, a suspension from sitting one or more official exams for one exam session.

Entry to university premises and appurtenances under the influence of drugs or alcohol is forbidden. In such cases, the applicable sanction is a warning or, in cases of repeated conduct, a suspension from exam sessions for a period ranging from one month to two years.



Likewise, bringing in and/or consuming alcohol or drugs on university premises and appurtenances is not permitted. In such cases, the applicable sanction is a warning or, in cases of repeated conduct or bringing in and/or consuming drugs, the applicable sanction is being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from one month to two years.

Students are required to clear the tables in the canteens and bars of books and study materials at mealtimes.

Students must use the classrooms only for learning and research purposes and, in any case, in compliance with the rules of good behavior, aimed at ensuring that the facilities and learning aids present there (computers, video projectors, etc.) can be used by all students.

### **Article 3 - Obstruction or disruption of academic activities.**

It is forbidden to delay, interrupt or obstruct in any way the access of others to the University's campus and premises, to utilize usernames in academic activities that do not allow identification of the account, to make distracting noises or cause a racket in any physical or virtual place or classroom of the University or to engage in any other conduct likely to disrupt or impede the carrying on of any academic activity in person or remotely. In such cases, the applicable sanction is a warning or, in cases of repeated conduct, a temporary ban of one month to seven months from the course or courses in the context of which the breach was committed or being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from one to seven months.

### **Article 4 - Misuse of the Luiss logo or images or video/audio materials of the University.**

It is forbidden to use the University's logo or brand identity in public communications and social media networks without express authorization. In such cases, the applicable sanction is a warning or, in cases of repeated conduct, the applicable sanction is being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from one month to one year and six months.

It is also forbidden to record, create or disseminate images or any digital, video or audio material pertaining to events, lessons, spaces and persons related to the University, without express authorization from those concerned or the University itself, except for events open to the general



public in accordance with the uses permitted by law. In such cases, the applicable sanction is a warning or, in cases of repeated conduct or episodes, including single incidents, aimed at damaging the professionalism or dignity of the recorded persons, suspension from sitting one or more official exams for one exam session or ensuing inability to attend exam sessions for a period ranging from one month to two years.

**Article 5 - Conduct contrary to the principles of sustainability and environmental protection.**

It is forbidden to dispose of waste anywhere other than in the appropriate containers or in violation of the University's rules on separating waste for collection purposes.

At the end of meals, tables and spaces dedicated to eating meals should be cleaned.

Smoking cigarettes (including electronic cigarettes or the like) outside the permitted spaces is prohibited.

In case of repeated breach of one or more of the principles set out in the preceding paragraphs, the applicable sanction is a warning.

**Article 6 - Conduct in breach of the University's rules on the protection of the health and safety of members of the academic community.**

Students are required to comply with all measures adopted by the University for the prevention of contagion and disease as well as, in general, for the protection of the health and safety of members of the academic community.

In case of repeated breach of the measures referred to in the preceding paragraph of this article, the applicable sanction is a warning or a suspension from sitting one or more official exams for one exam session.

**Article 7 - Misuse of the University's physical and digital classrooms and equipment. Damage.**

Students must behave in way consonant with the orderly conduct of university life, respecting the university environment, maintaining places in good condition and using university resources and equipment responsibly, diligently and with due care.

The use of classrooms, computers, additional physical facilities, tools or digital software of the University for purposes inconsistent with those of study and research is prohibited.

The use of university facilities for printing materials for purposes other than study and research is forbidden and likewise the printing of materials for such purposes that are not strictly essential.

The applicable sanction is being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from one month to one year and six months where the University's physical and digital premises, facilities and tools have been used for illegal purposes or in an illegal manner.

Soiling, defacing, ruining or in any other way damaging the University's physical and digital premises, facilities and tools is prohibited. In such cases, the applicable sanction is a warning or, in cases of repeated conduct, being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from fifteen days to one year. Where the misconduct renders the University's physical and digital premises, facilities, and tools permanently unusable, the applicable sanction is being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from six months to two years.

**Article 8 - Use of language and behavior that is disrespectful, offensive and detrimental to the image or prestige of the University or members of the academic community.**

Freedom of thought and criticism must be exercised with respect for the name and prestige of the University.

It is forbidden to use disrespectful or offensive language towards the University or individual members of the academic community or, in the public arena, to use expressions or exhibit conduct likely to harm the honor, image or prestige of the University or members of the academic community. In such cases, the applicable sanction is a warning or a temporary ban of one month to one year from the course or courses in the context of which the breach was committed and a suspension from sitting the associated official exams for one exam session or being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from one month to one year.

The sanction shall be increased by one third where the conduct under this article is carried out against a faculty member or a member of the management bodies of the University.

**Article 9 - Harassment, discrimination and assault on other members of the academic community.**



It is forbidden to engage in conduct detrimental to the principles of personal dignity, integrity, equality and non-discrimination, and confidentiality enshrined in the University's Code of Ethics.

Threats, harassment or any violent or discriminatory behavior against any member of the University are prohibited. In such cases, the applicable sanction is a temporary ban of two months to two years from the course or courses in the context of which the breach was committed or, in the most serious cases, being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from two months to two years.

The sanction shall be increased by one third where the conduct referred to in the first paragraph of this article is carried out against a faculty member of the University.

**Article 10 - Offering undue gifts, compensation or other benefits to members of the academic community.**

It is forbidden to give or promise members of the academic community gifts, benefits or other advantages for the purpose of influencing the conduct of university business. Customary gifts of a modest entity are excluded. In such cases, the applicable sanction is being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from one year to two years and six months.

The sanction is reduced by two-thirds in cases of mere instigation, when the offer or gift is not accepted.

**Article 11 - Plagiarism and fraudulent behavior in official assessments. Fraudulent behavior in the University's administrative procedures.**

Plagiarism, copying, the use of any form of outside help, artifice, deception or any other fraudulent act directed at altering the outcome of official assessments, gaining undue advantage or otherwise violating the principles of fairness and propriety in the conduct of tutorials and official assessments, whether in person or remotely, are all forbidden. In such cases, the applicable sanction is a suspension from sitting one or more official exams for one exam session or for one or more exam dates or, in the most serious cases, being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from two months to two years.



It is forbidden to make false statements, deliberately omit mandatory information or perform any other fraudulent act in competitions, comparative evaluations and any other administrative procedure of the University other than an official exam. In such cases, the applicable sanction is being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from six months to two years.

Likewise prohibited is any conduct aimed at preventing or obstructing in any way the carrying out of controls or checks by the academic bodies in charge, faculty and staff in the context of official assessments and the procedures referred to in first and second paragraphs of this article. In such cases, the applicable sanction is a temporary ban of one month to one year from the course in the context of which the breach was committed and suspension from sitting the associated official exams for one exam session.

Disciplinary proceedings for the application of the sanctions provided for in the preceding paragraphs of this article may be initiated, conducted and concluded regardless of the cancellation of the task by the member of faculty teaching the course where the breach occurred.

#### **Article 12 - Plagiarism and fraudulent behavior in writing the degree thesis.**

Plagiarism, copying, the use of any form of outside help, artifice, deception or any other fraudulent act directed at gaining undue advantage or otherwise violating the principles of fairness and propriety in writing the degree thesis is forbidden. In such cases, the applicable sanction is a temporary ban from two months to two years from the course where the breach occurred and being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from six months to three years.

Likewise prohibited is any conduct aimed at preventing or obstructing in any way the carrying out of controls or checks by the academic bodies in charge, faculty and staff in the context of thesis writing and associated administrative procedures. In such cases, the applicable sanction is a temporary ban of one month to one year from the course in the context of which the breach was committed and suspension from sitting the associated official exams for one exam session.

Disciplinary proceedings for the application of the sanctions provided for in the preceding paragraphs of this article may be initiated, conducted and concluded regardless of the measures adopted by the member of faculty teaching the course where the breach in connection with the degree thesis occurred.



## **Article 13 - Sanctions.**

In accordance with Royal Decree No. 1071 of 1935, the applicable sanctions for breach of this Code of Conduct are as follows:

- warning (*ammonizione*);
- temporary ban (*interdizione*) from one or more courses;
- suspension (*sospensione*) from sitting one or more official exams for one of the two exam sessions;
- being temporarily barred (*esclusione*) from the University with ensuing inability to attend exam sessions.

In proposing a disciplinary measure to the Rector pursuant to Article 21 in relation to all the disciplinary breaches covered by this Code, the Investigative Commission may suggest a reduction of the disciplinary sanction, including to a degree lower than the minimum sanction envisaged, in cases where the breach is of negligible harm, taking into account all the circumstances of the specific case and also the conduct following the breach.

## **Article 14 - Recidivism.**

The commission of an additional disciplinary breach by a student against whom disciplinary action had previously been taken may lead to:

- 1) in the case of a previous warning, a temporary ban of one to six months from one or more courses or being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from one to six months;
- 2) in the case of a previous temporary ban from one or more courses, a temporary ban from one or more courses increased by one-third to two-thirds of the standard duration of such measure;
- 3) in the case of a previous suspension from sitting one or more official exams for one exam session, being temporarily barred from the University with ensuing inability to attend exam sessions for a period ranging from six months to one year;
- 4) in the case of having previously been temporarily barred from the University with ensuing inability to attend exam sessions, being temporarily barred from the University with ensuing





inability to attend exam sessions increased by one-third to two-thirds of the standard duration of such measure.

The sanctions referred to in the preceding paragraph may be further increased by one-third to two-thirds if:

- 1) the student has been previously declared a repeat offender;
- 2) what is involved is a disciplinary breach of the same nature as the previous one;
- 3) the new breach was committed within eighteen months of the establishment of the previous breach.

**Article 15 - Relationship between disciplinary proceedings and criminal, civil or administrative proceedings.**

Disciplinary proceedings to impose disciplinary sanctions under this Code of Conduct may be initiated, conducted, and concluded regardless of the initiation and outcome of any criminal, civil, and administrative proceedings related to breach of this Code.

**Article 16 - Repentance.**

Disciplinary proceedings for the application of disciplinary sanctions under this Code of Conduct may be suspended by the Rector for up to six months, after consulting with the Investigative Commission, where the student who has admitted the breach shows his or her repentance by engaging in socially useful activities for the benefit of the academic community on the basis of a detailed plan of action established in advance.

At the end of the period of suspension provided for in the plan referred to the preceding paragraph of this article, the disciplinary proceedings shall be permanently terminated and the disciplinary breach extinguished if it appears that the student has complied with all the commitments and conditions provided for in the plan. In such cases, the opening of disciplinary proceedings shall not be noted in the student's personal file.

In case of non-compliance with the conditions and commitments set forth in the plan referred to in the first paragraph of this article, the procedure for the application of disciplinary sanctions shall resume its course and the student may no longer avail, even for subsequent disciplinary proceedings, of the repentance process governed by this article.



When proposing a disciplinary measure to the Rector in accordance with Article 21, the Investigative Commission may suggest that the student be allowed to avail himself or herself of the procedure set out in paragraphs 1, 2 and 3 of this article, with an indication of the deadline for so doing.

**Article 17 - Reporting of events that may constitute a disciplinary breach.**

Any member of the academic community who becomes aware of any event that, due to its gravity, may constitute a disciplinary breach shall immediately notify the Rector at the following e-mail address [rettore@luiss.it](mailto:rettore@luiss.it), in a non-anonymous form and with information of use in identifying the offender. The University shall take all necessary measures to ensure the protection of the privacy of the complainant.

**Article 18 - Disciplinary Commission.**

The Rector appoints a Disciplinary Commission, composed of at least three full or associate professors belonging to various teaching structures of the University. Three alternate members, likewise belonging to various teaching structures, are also appointed

The Disciplinary Commission serves for one year.

**Article 19 - Investigative Commission.**

Within ten days after communication of news of the alleged breach, the Rector, if he or she deems that a sanction more serious than a warning cannot be imposed, shall inform the student – by means of a communication sent to the student’s institutional e-mail account whose receipt or viewing can be proved or by registered mail with return receipt – of the events complained about, the date on which the student will be heard by the Rector or the latter’s representative, the right to inspect and extract a copy of the documents that form the file of the disciplinary proceedings and the right to be assisted by a person of the student’s choosing.

If, within the same period of ten days after the communication of news of the alleged breach, the Rector considers that a sanction more serious than a warning may be imposed, he or she shall arrange for the convening of the Disciplinary Commission, composed as specified above and supplemented by the following:



- the student representative on the Board of Directors, who may delegate a student representative from the academic program in which the student against whom the proceedings are brought is enrolled;
- the head of the university office responsible for teaching and student records management or the latter's representative, who assumes the duties of the recording secretary.

Members of the Commission are obliged to abstain in the cases referred to in Article 51 of the Civil Procedure Code.

The Commission may acquire documents, hear witnesses, obtain the opinion of experts appointed by it and do whatever it deems necessary for the purpose of ascertaining the facts as alleged against the student. It may also, if it deems it useful for the purposes of the investigation, pursue any lines of inquiry requested by the student against whom the disciplinary proceedings have been brought.

### **Article 20 - Notice of opening of proceedings.**

Within twenty days after its appointment, the Commission shall notify – by means of a communication sent to the student's institutional e-mail account whose receipt can be proved or by registered mail with return receipt – the student against whom the disciplinary proceedings have been brought of the opening of the said proceedings. That notice shall state:

- (a) the alleged facts in a clear and precise manner;
- (b) the right of the student to view and take copies of the documents forming the file of disciplinary proceedings;
- (c) the right of the student to be assisted by a person of his or her choosing;
- (d) the right of the student to submit defense briefs and documents or other exculpatory evidence and to request that the Commission pursue specific lines of inquiry;
- (e) the date of the hearing before the Commission.

The Rector's order appointing the Investigative Commission must be attached to the notice.

In any case, the hearing must be scheduled at least ten days after the notice of the opening of the proceedings is served.



A student subject to disciplinary proceedings may file an application for recusal against one or more members of the Commission within five days after receiving the notice of the opening of the proceedings. The Rector shall decide on the said application for recusal.

While the investigation is pending, if he or she deems it necessary to prevent the repetition of events of the same nature, the Rector may adopt an interim measure that may not be harsher than the sanction that the alleged breach would attract. The period of application of the interim measure shall be taken into account in the final sanction.

### **Article 21 - Conclusion of disciplinary proceedings.**

Within thirty days after the hearing, the Investigative Commission shall forward the records of the proceedings to the Rector, together with a written report reconstructing the facts of case allied to a proposal to impose a disciplinary sanction or to drop the case.

Within the next ten days, the Rector imposes the disciplinary sanction or orders the case to be dropped.

The Rector shall arrange for communication of the disciplinary sanction to the student, either by means of a communication sent to the student's institutional e-mail account whose receipt can be proved or by registered mail with return receipt. The Rector shall monitor implementation of the sanction.

Disciplinary sanctions are noted in the student's personal file and are taken into account when compiling rankings. Adoption of the sanction of temporary suspension from the University is communicated to all Italian universities.

Sanctions imposed on students who are enrolled in other universities and who are registered for courses taught by Luiss, including temporarily or under the Erasmus program or other joint academic programs, are communicated to their home universities.

### **Article 22 - Annulment of administrative acts or measures adopted as a result of the breach.**

If the breach is directed at or has the effect of altering, modifying or falsifying the student's university record, exam records and the register of official exams, the Rector shall on his or her own initiative annul the altered, modified or falsified administrative acts or measures and those that flow therefrom.

# LUISS



If the breach is directed at altering the sitting of an exam or the course attendance record, the member of faculty teaching the course shall annul the exam or the attendance record if he or she has not already done so.