



Student Code of Conduct

HUMANITAS UNIVERSITY

March 23th, 2021

<p style="text-align: center;">1. Introduction</p>	<p>General principles The Student Code of Conduct (hereinafter the Code) of Humanitas University (hereinafter University) underpins the values and principles included in Humanitas University's Code of Ethics.</p> <p>For the purposes of this Code, Humanitas University members are:</p> <ul style="list-style-type: none"> • Collectively referred to as the "Students": Students of Degree Programmes, Master Programmes, Postgraduate Programmes, PhDs and Resident programmes; • Collectively referred to as "Study Programmes": Undergraduate programmes, PhD programmes, Postgraduate programmes and Medical Specialty Schools; • Collectively referred to as "Interested Parties": Students, Professors, Administrative Staff of the University, Doctors, Nurses, Patients, Staff of Humanitas University's Hospital training network and the entire community. <p>The student academic and training programmes must always be inspired and based on the principles of loyalty, honesty and non-discriminatory behaviour towards faculty, other students, medical doctors, and staff of Humanitas Hospitals, where the students perform their internship and clinical activities.</p> <p>The rules of conduct, regulations and integrity standards of this Code apply, therefore, to all Students at Humanitas University.</p> <p>The principles and rules of behaviour set out in the present Code apply to all students on enrolment at Humanitas University.</p> <p>Observance of the Code of Conduct will therefore be considered as a part of the ethical obligations towards the University.</p> <p>Students should be aware that the University may choose to apply additional sanctions to those applied by the Law, where there is a breach of the present Code.</p> <p>The Judicial Authority and/or Public Safety Authorities will be informed by the University where a breach of the Code constitutes an offence punishable by Law or if legally required.</p>
<p style="text-align: center;">2. Dissemination of the Code</p>	<p>Dissemination and knowledge of the Code The University will implement appropriate measures to ensure the knowledge of the Code and its application.</p> <p>Students should read and download an electronic copy of this Code when enrolling for the academic year through the registry software Cineca Esse3. The software will keep the log of students accepting this Code.</p> <p>The acceptance of this code is a primary students' obligation. Should students not accept this Code, they will be not allowed to enroll. Continuing students will lose their student status.</p>
<p style="text-align: center;">3. Fighting, violence and harassment</p>	<p>Fighting, violence and harassment Humanitas University promotes the inclusion of all students, both during study and recreational activities, advocating a safe and healthy study environment.</p> <p>Any form of aggression or harassment is prohibited and not tolerated. Any physical and/or psychological violence and, in general, any behaviour that may harm students' well-being is condemned.</p> <p>Penalties:</p> <ul style="list-style-type: none"> • Suspension from any University activities (including class attendance and exams) from a minimum of one (1) month up to a maximum of one (1) year in case of aggression or fights; • Suspension from a minimum of one (1) year to expulsion from the University, in cases where violent behaviour causes serious injuries or in cases of sexual or racial harassment.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">4. Community relations and political activity</p>	<p>Community relations and political activity The University promotes activities aimed at achieving community progress. It promotes and supports the initiatives of students, who, individually or in association, work for the protection of the socially weaker categories, the environment and, in general, the advancement of the community.</p> <p>Students may not engage in any political activity on behalf of the University nor take part in conflicts based on religious, racial or ethnic discrimination.</p> <p>Penalties: If students engage in political activity on behalf of the University without having received prior authorization, sanctions will involve suspension from any didactic activities from a minimum of one (1) month up to a maximum of one (1) year. In serious cases, suspension from one (1) month up to (3) years will be applied.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">5. Examinations and assessment</p>	<p>Rules of conduct for examination and assignments subject to assessment Students must carry out examinations in accordance with the principles of loyalty and integrity towards other students, teaching staff and tutors. Examinations and assessment tasks conducted remotely at home and subject to evaluation must be carried out in compliance with the rules and instructions given by the teaching staff.</p> <p>Students must refrain from behaviour that violates the principles of loyalty or which prevent the fair assessment of the acquired competences.</p> <p>With regard to examinations, the following acts violate the principles of loyalty and integrity stated in the Code:</p> <ul style="list-style-type: none"> • Fraudulently acquiring and/or disseminating any material regarding the examination before it takes place; • Disturbing, speaking or reflecting out loud during written examinations and when observing oral examinations; • Acquiring any information and assistance during the examination from other students present in the classroom by reading their papers or by any other means, including any form of spoken interaction; • Providing information and assistance during the examination to other students present in the classroom by allowing them to read one's own examination paper or by any other means, including any form of spoken interaction; • Using any type of electronic device during the examination (unless specifically authorized by the teaching staff) to store and display information and/or communicate with subjects outside the examination room in order to obtain information and help with the examination; • Using any type of electronic device or any other tool to provide information and/or help from outside the examination room to one or more students in the examination room; • Continuing the exam after the time limit established by the teaching staff or supervisors; <p>With regard to assignments subject to assessment carried out remotely at home, individually or in groups, the following acts are in conflict with the loyalty and honesty principles stated in the Code:</p> <ul style="list-style-type: none"> • Fraudulently acquiring and/or disseminating any material related to the assignment without permission from the teaching staff member; • Asking other students for support or collaboration without permission from the teaching staff member including students belonging to other groups - in the case of group work - or third parties; • Acquiring the solutions from unauthorized sources (e.g. internet, books, etc.); • Submitting the assignment after the deadline. <p>Penalties: If students act in conflict with the principles stated above, sanctions will be applied according to the seriousness of their action, with the disqualification from the examination in which the act was carried out. In the most serious cases, students will be debarred from taking the subject related examination for a period ranging from six (6) months up to one (1) year. If students sitting the examination fail to behave correctly, they will be immediately asked to leave the room. A formal reprimand may also be issued to the student.</p>

6. Writing a theses and a paper	<p>Rules of Conduct for the writing of a thesis and academic papers</p> <p>A thesis or an academic paper (any paper subject to evaluation or publication) must be written in accordance with the principles of loyalty and intellectual honesty as stated in the Code. Students should prove their ability to organize and connect the acquired knowledge, showing their full mastery of the subject as well as the ability to produce original and innovative content.</p> <p>When writing a thesis or any other academic paper, the following actions are in conflict with the principles of loyalty and honesty stated in the Code:</p> <ul style="list-style-type: none"> • Copying content from other publications, the Internet or other sources; • Quoting without citing the author; • Presenting contents taken from other experts as one's own work. <p>Penalties: In cases where students act dishonestly when writing a thesis or an academic paper, sanctions will prohibit the discussion of the thesis or the sitting of the examinations which the papers had been written for. In cases of plagiarism or in cases of recurrent misconduct, students may be suspended for a period ranging from three (3) months up to one (1) year.</p>
7. Safeguarding University areas, furniture, equipment and resources	<p>Safeguarding University areas, furniture and equipment, as well as appropriate use of resources and instruments.</p> <p>Students may use the areas, furniture and equipment owned by the University for study and social activities.</p> <p>Students must use such facilities and resources diligently, taking care not to intentionally, recklessly or negligently cause damage. Students must refrain from using materials, equipment and spaces without authorization.</p> <p><u>Under NO circumstances should any equipment or resources used for didactic purposes or simulation activities be introduced into the hospital or any other environment within Humanitas Hospitals.</u></p> <p>Penalties: In cases of vandalism, students will be sanctioned with suspension from the study programme from a minimum of three (3) months to a maximum of one (1) year. In more serious cases, suspension may be applied for a period from a minimum of three (3) months to a maximum of three (3) years. If students introduce any equipment or resources used for didactic purposes or simulation activities into environments dedicated to medical care, they will be suspended from any didactic activities from a minimum of three (3) months to a maximum of three (3) years.</p>
8. Dress code and University identification badge	<p>Dress Code and University identification badge</p> <p>Students are required to dress appropriately both within the University and within Humanitas Hospitals.</p> <p>Students are not allowed to wear scrubs or uniforms in classrooms or study environments. When the students are on the wards or in any environment dedicated to health care activities, they must comply with the prescribed dress code, respecting health and hygiene standards.</p> <p>For security reasons, students are required to display the University identification badge both in the University and in Humanitas hospitals.</p>

9. Use of IT service	<p>Use of IT services Students can access the IT services through a username and a password. The access details are personal and should not be disclosed. Students are considered solely responsible for all IT services related uses.</p> <p>Students must undertake t:</p> <ul style="list-style-type: none"> • to use the service for study, research and personal purposes, respecting the rules provided by Humanitas University staff; • not to use the service for commercial purposes; • not to send advertising and/or promotional messages via email; • not to transfer large amounts of data if not strictly necessary; • not to violate the secrecy of personal correspondence and the right to confidentiality; • not to use Ad-Hoc networks or other tools (such as sniffer) in the common wi-fi areas, as this may have a negative impact on the network performance as well as violate the privacy of the University users; • to use Internet in compliance with the rules and standards known as "Netiquette" and regulated in the "RFC 1855" document; • to respect the Acceptable Use Policy (AUP) of the Italian University and Scientific Research Network, usually referred to as "the GARR Network"; • not to transmit material and/or messages that could encourage third parties to act illegally and / or promote criminal conduct leading to criminal or civil liability; • not to upload any information having pornographic, obscene, blasphemous, racist, defamatory, or offensive forms or contents; • not to use non-licensed programs or programs that have not been authorized; • not to use PCs equipped with a wireless card, occupying the radio channel for purposes other than using the wireless network service provided by Humanitas University. <p>Penalties: If students do not comply with the above requirements when using IT services, they will be banned from using these services for a period ranging from a minimum of one (1) month up to a maximum of two (2) years, and may be suspended from any didactic activities from one (1) month to up to three (3) years depending on the severity and the type of infringement.</p>
10. Mandatory training	<p>Mandatory training: Legislative Decree 81/08 on health and safety at work and Patient Safety Goals Students are required to acquire all the necessary skills to protect their own safety, as well as the safety of other teaching staff, students and patients (Mandatory Training).</p> <p>For this purpose, they must carry out and successfully pass the mandatory training course required by Legislative Decree 81/08, concerning emergency procedures and specific risks related to the activity carried out, infection control (<i>infections control</i>) and procedures to be followed in order to protect patients safety (<i>Patients Safety Goals</i>).</p> <p>Students who do not complete the mandatory training will not be allowed to sit any examinations, discuss their final thesis or access the care areas or research laboratories in Humanitas Hospitals until the training is completed.</p>
11. Privacy protection	<p>Privacy Protection, former Legislative Decree 196/06 Students are required to confidentially manage and not disclose any data concerning the state of health of patients from Humanitas Hospitals or colleagues.</p> <p>The University considers this an overriding obligation of its students.</p> <p>Penalties: If students fail to comply with the obligation to protect the privacy of patients and/or their colleagues, they will be suspended from any didactic activities for a minimum of one (1) month up to a maximum of two (2) years.</p>

12. Harmful behaviour which undermines the dignity of others	<p>Harmful behaviour violating the dignity of others</p> <p>Students are required at all times to behave and act with respect for the dignity of all interested parties. The dignity of all interested parties must be respected through any mode of behavior, actions, interactions, and publications both in person and online, undertaken by the students.</p> <p>Penalties: if students fail to comply with their obligations to protect the dignity of others, they will be suspended from all didactic activities for a minimum of one (1) month up to a maximum of two (2) years.</p>
13. Simulation of an offence and perjury	<p>Simulation of an offence and perjury</p> <p>Students are required to always act with honesty.</p> <p>The University considers this an overriding obligation of its students.</p> <p>Penalties: if students report untrue facts that constitute the simulation of an offence and/or discredits the University or other students and stakeholders, they will be suspended from all didactic activities for a minimum of one (1) month up to a maximum of two (2) years.</p>
14. Dangerous behaviour favouring pandemic spread of SARS-Covid 2	<p>Dangerous behavior favouring pandemic spread of SARS-Covid 2</p> <p>Students attending lectures, small group and professionalizing activities:</p> <ul style="list-style-type: none"> • being affected of Covid Synthoms; • aware of being in Covid positive status; • violating a quarantine status; <p>will be subject to the suspension from all didactic activities for a minimum of six (6) months to the lost of the students status and the expulsion from the University.</p>
15. Reporting of Alleged Misconduct	<p>Reporting of Alleged Misconduct</p> <p>According to the Code, students have the right and duty to report any violation of this Code of Conduct.</p> <p>To facilitate reporting of improper behavior, the following reporting channel is available: qualityoffice@hunimed.eu</p> <p>This communication channel guarantees the adoption of appropriate measures to prevent any form of retaliation against those who use it.</p>

16. Investigation and Application of Penalties	<p>Application of Penalties If a student fails to comply with the Code, a Commission is entrusted to carry out an investigation to establish any liability and apply sanctions.</p> <p>The Commission will consist of the Rector - in the role of Chairman - the CEO of the University and two Faculty members nominated by the Rector.</p> <p>The Rector will convene the Commission within 30 days from the occurrence of any event in conflict with the Code, if he considers the matter to be well-founded. The Commission is entitled to obtain information in relation to findings of the event, either first-hand or through collaborators.</p> <p>The conduct in conflict with the Code must be notified to the student within 20 days of the Rector coming into possession of the facts.</p> <p>Once the Commission has been convened, its members or any collaborators will conduct the inquiry.</p> <p>Students under investigation are entitled to be heard by the Commission and to present their defense documents within the deadline established in the allegation letter not less than 10 days from the sending of the letter.</p> <p>Once sufficient information has been acquired in order to establish any responsibility, the Commission will recommend the sanction to be applied in accordance with this Code to the Faculty Council, stating the degree and nature of the infringements found. The penalties will come into immediate effect from the day in which they are established and will be recorded on the student's curriculum. Students may appeal to the Academic Senate against the decision of the Faculty Council. Disciplinary sanctions imposed in other institutions will be fully applied in any university the student might intend to transfer to or apply to.</p> <p>In all cases where the student's conduct is in breach of this Code of Conduct and also constitutes a criminal offence, the University may suspend any disciplinary action while awaiting investigation and decision of the competent Judicial Authority.</p>
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