



**CODE OF CONDUCT
FOR THE STUDENTS OF
HUMANITAS UNIVERSITY**

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This is an English courtesy translation of the original documentation prepared in Italian language. Please consider that only the original version in Italian language has legal value.

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Article 1 - General principles and definitions

1. The Code of Conduct for Students (hereinafter the Code) of Humanitas University (hereinafter also University) is inspired by and respects the values and principles of the Humanitas University Code of Ethics.
2. For the purposes of this Code:
 - a "students" refers collectively to the students of Humanitas University's undergraduate and postgraduate degree programmes, master's programmes, advanced-level programmes, research doctorate programmes and residency schools
 - b "degree programmes" refers collectively to Humanitas University's undergraduate and postgraduate degree programmes (research doctorates, master's and advanced-level programmes), and the residency schools
 - c "university community" refers collectively to the students, the teaching staff, and the University's technical and administrative staff
 - d "stakeholders" refers collectively to the students, the teaching staff, the University's technical and administrative staff, the physicians, the nurses, the patients, the staff in the hospitals of the Humanitas University educational network, and the entire community
 - e "sanctions" refers collectively to the disciplinary sanctions that may be imposed on students for violating this Code. The sanctions that may be imposed are as follows: a) a warning, b) temporary debarment from one or more courses, c) suspension from one or more examinations for one or more sessions, d) temporary exclusion from the University with consequent non admission to exam sessions, e) expulsion from the University
 - f "student ombudsman" refers to an independent institutional figure appointed by the Rector, chosen from full and associate professors to function as an impartial reference point for students in their relations with the University
3. The students' academic and training pathway must always be inspired and characterised by principles of fairness, honesty and non-discrimination towards the teaching staff, the students, the administrative staff, the physicians and the medical staff of the partner facilities where the students conduct their internship and clinical training.
4. The rules of conduct, regulations and standards of integrity of this Code shall therefore apply to all students.
5. Enrolment on Humanitas University's degree programmes implies acceptance by students of the principles and rules of conduct expressed in the Code.

6. Compliance with the Code's rules must therefore be considered an essential part of the ethical obligations assumed towards the University.
7. Students must be aware that, should they violate the rules of this Code, disciplinary sanctions may be applied by the University in addition to those provided for by law.
8. If such violations constitute an offence that is automatically prosecutable, and certainly in cases where there is an obligation to do so under current legislation, the University shall inform the judicial and/or public security authorities.

Article 2 – Dissemination and awareness of the Code

1. The University shall introduce appropriate measures to ensure awareness of the Code and its implementation.
2. Students must read, accept and undertake to comply with this Code when they enrol in the first year of a programme, or in subsequent years, through the Cineca Esse3 IT platform. The software will maintain a log of students who have accepted the Code. An updated version of the Code will always be accessible through the University portal.
3. Acceptance of this Code constitutes an essential obligation of students. Refusal to comply with this obligation will make it impossible to enrol in the first year and in subsequent years, with consequent loss of student status.

Article 3 – Fighting, violence and harassment

1. The University promotes the inclusion of all students in study and recreational activities and encourages a safe and healthy study environment.
2. The University prohibits and does not tolerate any form of aggression or harassment, condemning any behaviour that results in physical and psychological violence and in general any act that may harm the health of students and stakeholders.
3. Sanctions: exclusion from the University for a minimum of six (6) months up to permanent exclusion from the University for acts of fighting that result in serious or very serious injury, and for harassment and violence of a sexual, racial or political nature.

Article 4 – Actions harmful to the dignity of others

1. Students are required to behave and always act with respect for the dignity of all stakeholders.
2. Students must always respect the dignity of the stakeholders in how they behave, communicate, and share information, whether in person or online.
3. The University considers this provision to be an essential obligation of students.
4. Sanctions: should students fail to comply with the obligations to protect the dignity of stakeholders, they will be subject to exclusion from

the University for a minimum of six (6) months up to permanent exclusion from the University for particularly serious acts.

Article 5 – Simulated offences, perjury and disrepute

1. Students are required to act in accordance with the truth at all times.
2. The University considers this provision to be an essential obligation of Students.
3. Sanctions: should students report untruthful facts amounting to the simulation of a crime and/or bring the University, other students and stakeholders into disrepute, they will be subject to exclusion from the University for a minimum of six (6) months up to permanent exclusion from the University for particularly serious acts.

Art. 6 – Use of language and behaviour that is disrespectful, offensive or detrimental to the image or reputation of the University

1. When exercising their right of expression and criticism, students must be respectful of the name and reputation of the University, the University community and the stakeholders. This also applies to the use of communication channels, profiles, social media pages or personal digital tools, even if not immediately traceable to the University. Students must use every care to ensure that their opinions or judgements on events, things or persons, are in no way directly attributable to the University.
2. It is forbidden to use disrespectful or offensive language towards the University or individual members of the University community and the stakeholders or, where the deed occurs in public, to use expressions or exhibit behaviour likely to damage the honour, image or reputation of the University or its stakeholders.
3. Sanctions: a warning or, in cases of repeated misconduct, suspension from one or more examinations for one or more sessions.

Article 7 – Relations with the community and political activity

1. The University promotes activities aimed at achieving the community's progress. It promotes and supports the initiatives of students who, individually or in association, undertake to protect the socially weaker categories and the environment, and in general to achieve the community's progress.
2. Students must not engage in political activity on behalf of the University or take part in conflicts or demonstrations based on religious, racial and ethnic discrimination.
3. Sanctions: should students engage in political activity in the University's name without being expressly authorised to do so, they will be sanctioned with exclusion from the University for a minimum of six (6) months up to permanent exclusion from the University for particularly serious acts.

Article 8 – Protecting privacy

1. Students are required to treat as confidential and not to disclose to anyone any data concerning the state of health of patients in the partner hospital structures, or of their colleagues, that they become aware of during their training.
2. The University considers this provision to be an essential obligation of students.
3. Sanctions: should students fail to comply with their obligations to protect the confidentiality of the health status of patients and/or their colleagues, they will be subject to exclusion from the University for a minimum of six (6) months up to permanent exclusion from the University for particularly serious acts.

Article 9 – Behaviour at risk of spreading viruses

1. Students who attend the University and its educational establishments must comply with the recommendations and guidelines issued to avoid the risk of infection and contagion, reporting to the Student Office any questionable situation that could compromise stakeholders' health. Therefore, students attending classes and professionalising activities will be subject to sanctions if they:
 - a are aware of being positive for Covid or infected with other viruses that are transmissible by contact or proximity
 - b violate the quarantine requirement or specific guidelines for limiting infection
2. Sanctions: students who engage in the behaviour referred to in the above points will be subject to exclusion from the University for a minimum of six (6) months up to permanent exclusion from the University for particularly serious acts.

Article 10 – Rules of conduct for tests and examinations subject to evaluation

1. Students' behaviour in examinations must accord with the principles of fairness and honesty towards other students, the teaching staff and the tutors. Tests and examinations held at a place other than the University and subject to evaluation must be taken in accordance with the rules indicated by the teaching staff responsible.
2. Students must refrain from performing acts contrary to fairness and aimed at preventing the fair evaluation of skills acquired.
3. With specific reference to examination papers, the following are considered acts contrary to the principles of fairness and honesty expressed in the Code:
 - a acquiring and/or disseminating examination material before the examination is held or afterwards and in any case without the authorisation of the teaching staff responsible
 - b acquiring solutions from unauthorised sources while carrying out the assignment (e.g. internet, manuals, etc.)

- c causing a disturbance by talking or thinking aloud during written examinations and when attending oral examinations
 - d acquiring information and help during the examination from the other students present in the room by reading their papers or by any other means including talking to other students
 - e providing information and assistance during the examination to other students present in the examination room by reading their own work or by any other means, including talking to other students
 - f using any type of electronic device during the examination (unless specifically authorised by the teaching staff) to store and display information and/or to communicate with parties outside the classroom to acquire information, solutions and aids to help with the test
 - g using any type of electronic device or any other instrument during the examination to provide information from outside the examination room to one or more students present in the examination room
 - h continuing to work after being advised by the teaching or invigilating staff that the examination has ended
 - i taking away the examination paper
4. Sanctions: should students commit the dishonest acts specified above, they will be sanctioned according to the seriousness of the act committed, with exclusion from the examination in which the act was committed up to and including suspension from one or more examinations for one or more sessions for a period of six (6) months to one (1) year. In the event of misconduct on the part of students attending examinations, they will be immediately required to leave the room and issued with a warning.

Article 11 – Impersonation

1. Students must always take the examinations or any written papers in person without recourse to the assistance of third parties or the aid of instruments whose use in the examination has not been expressly authorised by the teaching staff responsible. Under no circumstances may a third party replace the student either physically or by means of online authentication tools and procedures. Furthermore, students cannot submit as their own a paper prepared in whole or in part by a third party (e.g. paper or thesis).
2. Sanctions: should students commit the dishonest acts specified above, they will be sanctioned according to the seriousness of the act committed with exclusion from the examination in which the act of impersonation took place and/or with suspension from one or more examinations for a period of six (6) months to one (1) year. The same sanctions apply in the case of written papers submitted as a student's own and drawn up in whole or in part by third parties.

Article 12 – Improper use of artificial intelligence

1. Students must always take examinations or any written papers in person. The improper use of AI applications is interpreted under this Code in the same way as impersonation.
2. Sanctions: students who make improper use of AI applications will be sanctioned according to the seriousness of the act committed with exclusion from the examination or by cancellation of the paper to which the improper use refers and with suspension from one or more examinations for a period of six (6) months to one (1) year.

Article 13 – Rules of conduct for writing papers

1. Students must write theses, dissertations and papers and any other written papers subject to evaluation, or for which publication is requested, in accordance with the principles of fairness and intellectual honesty expressed in the Code. In their work, students are required to demonstrate their ability to organise and connect the ideas acquired, and to provide their supervisors with an accomplished expression of their degree of mastery of the subject and their capacity for original and innovative thought.
2. The following are considered to be acts contrary to the principles of fairness and honesty expressed in the Code when producing written works:
 - a being replaced by a third party in the production of the written work or part thereof
 - b copying its contents from other publications, the internet or texts without indicating the source(s)
 - c including quotations without indicating the author
 - d presenting as their own content acquired from experts in the field and from other parties in general
3. Sanctions: should students commit dishonest acts in writing theses or papers, they will be sanctioned with suspension from one or more degree sessions or with suspension from the examinations for which the papers were written for a period of six (6) months to one (1) year.

Article 14 – Correct affiliation

1. In compliance with the codes and rules of professional ethics, students are urged to produce publications in accordance with the Humanitas University Affiliation Policy.
2. Furthermore, in indicating the academic titles held, students must strictly comply with the current regulations. Therefore, they may only use the appropriate title according to the qualification obtained. The use of the title of "professor" is reserved for tenured or contract teaching staff.
3. Sanctions: violation of this article is sanctioned with exclusion from the University for a minimum of six (6) months up to one (1) year, in addition to the provisions of national regulations.

Article 15 – Improper use of the University's logo or images or video/audio material belonging to the University

1. It is forbidden to use the logo or visual identity of the University and of its partner facilities in public communications and on social networks without explicit authorisation.
2. It is also forbidden to record, produce or divulge images or any digital, video or audio material relating to events, lectures, premises and persons related to the University, without the express authorisation of the persons concerned or of the University, except for events open to the public in accordance with the purposes authorised by law.
3. Sanctions: a warning or, in cases of repeated conduct, suspension from one or more examinations for one or more sessions.

Article 16 – Safeguarding the University's premises, furniture and equipment, and proper use of consumables and equipment

1. Students may use the University's premises, furniture and equipment for study and social activities.
2. This use must be made with diligence and care not to cause damage through negligence, inexperience or wilful misconduct. Students must refrain from unauthorised use of material, equipment and premises.
3. The equipment and consumable materials used in the teaching and simulation environment must NOT, for any reason whatsoever, be brought onto the wards or into any other environment dedicated to care.
4. Sanctions: should students commit acts of negligence or vandalism, they will be temporarily excluded from the University for a minimum of six (6) months up to permanent exclusion from the University for particularly serious acts.

Article 17 – University dress code and student ID card

1. Students are required to dress appropriately for attendance at a University and/or Healthcare facility.
2. Students must not wear white coats or uniforms in classrooms and study areas. On the wards and in patient care environments, they must wear the prescribed clothing, taking care to comply with health and hygiene regulations.
3. For security reasons, students are required to display their University student ID card when they are on the premises of the University and of the partner facilities.
4. Sanctions: a warning or, in cases of repeated conduct, suspension from one or more examinations for one or more sessions.

Article 18 – Use of IT resources

1. Access to the University's IT resources is by means of a username and password. The login credentials provided are personal and must not be disclosed to anyone. The student is solely responsible for all related use.
2. The user undertakes to:

- a use the service for the study, research and personal purposes for which it has been granted, respecting the rules given to them by Humanitas University staff
 - b not use the service for commercial purposes
 - c not send advertising and/or promotional messages by email
 - d not transfer large amounts of data, unless absolutely necessary
 - e not violate the privacy of personal correspondence and the right to confidentiality
 - f not use ad hoc networks or other tools (e.g. sniffers) in coverage areas that could adversely affect network performance as well as violate the privacy rights of the University's users
 - g respect the rules of good manners in use on the internet, known as "netiquette", which became standard in the document known as RFC 1855
 - h respect the Acceptable Use Policy (AUP) of the Italian national computer network for universities and research, commonly referred to as the GARR network
 - i not transmit material and/or messages that encourage third parties to engage in unlawful and/or criminal conduct that may result in criminal or civil liability
 - j not place on the network information that may present content or forms of a pornographic, obscene, blasphemous, racist, defamatory or offensive nature
 - k not use unlicensed programs or ones for which they have not obtained authorisation for their use
 - l not use PCs equipped with a wireless card by occupying the radio channel for purposes other than receiving the wireless network service provided by Humanitas University
3. Sanctions: should students not comply with the regulations for the use of IT resources they will be subject to exclusion from the University for a minimum of six (6) months up to permanent exclusion from the University for particularly serious acts. For less serious cases, a warning will be given.

Article 19 – Compulsory security training

1. Students must acquire all the skills necessary to protect their own safety, the safety of the teaching staff, the other students and the patients (compulsory training).
2. To this end, they must undertake and successfully pass the compulsory training required by Legislative Decree no. 81/08, concerning the emergency procedures and specific risks associated with the activity performed, infection control and the procedures to be followed to protect patient safety (patient safety goals).
3. Sanctions: exclusion from the University without access to the hospital areas and research laboratories of the partner facilities and it will

not be possible to discuss degree or doctoral thesis, until the training is completed.

Article 20 – Whistleblowing

1. The Code provides for the right and duty of students to report possible breaches of the Code.
2. To facilitate the submission of reports of misconduct, the following whistleblowing channel has been activated: qualityoffice@hunimed.eu.
3. This communication channel guarantees, to those who intend to use it, the adoption of appropriate measures necessary to prevent any form of retaliation against them.

Article 21 – Application of sanctions

1. Disciplinary jurisdiction over student behaviour lies with the Rector and may be exercised with regard to the offences referred to in Articles 3, 4, 5, 6, 7, 8 and 15, also for acts committed by students outside University premises, without prejudice to any sanctions provided for by law.
2. Having become aware of the facts, the Rector may ask, in person or through collaborators, to acquire additional elements to verify the basis of the report and, should he/she consider the report well founded, he/she may convene the Disciplinary Committee or, for breaches of the Code involving a sanction not exceeding a warning, directly provide for a statement of objections within 45 days, setting a deadline of no less than ten days for receipt of defence elements or counter-arguments from the student(s) concerned.
3. The Disciplinary Committee is made up of the Rector, who acts as Chairperson, the CEO, and two members of the faculty appointed by the Rector.
4. The Committee shall meet within 45 days of the notification of the facts to the Rector to ascertain any responsibility and determine the sanction.
5. Students subjected to disciplinary proceedings shall have the right to be heard by the Committee and to produce documents, evidence or a written defence within a deadline established in the letter communicating the statement of objections that is not less than 10 days from its dispatch.
6. To ascertain responsibility and determine the sanction, the Committee shall consider the defence elements or counterarguments provided by the student(s) concerned.
7. The Committee may be assisted in exercising its functions by University personnel.
8. Having assessed the elements necessary to establish any liability, the Committee shall determine the sanction and communicate it to the student(s), as well as informing the Student Office through the Rector's Office.

9. Sanctions shall take effect from the day on which they are established and may be recorded in the student's university career record. The student concerned may appeal to the Student Ombudsman against the Committee's resolution.

10. Disciplinary sanctions imposed by the University will be applied in full by the University and, in the case of transfer to another University, may be recorded on the authorisation paper.

11. In all cases in which a student's conduct is contrary to this Code of Conduct and also constitutes a criminal offence, the University may suspend the disciplinary proceedings if it deems it appropriate, pending the investigations and measures of the relevant judicial authority.