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The Italian language version issued by Rector's Decree on 15/03/2024 has regulatory value and is to be considered binding”*

CODE OF ETHICS AND CONDUCT

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PREAMBLE

1. The Alma Mater Studiorum - Università di Bologna, aware of its important social and educational role, recognises the fundamental principles and ethical values shared by the international scientific community and underlying its scientific and technological research, its teaching work, and every other academic activity.
2. The University promotes a high level of social, institutional and individual responsibility and commitment. It considers ethics and responsible behaviour as fundamental values for the pursuit of institutional goals, to foster merit and excellence, exchanges with the national and international scientific community, the creation of a professional environment open to dialogue and fair interpersonal relations, and all-round protection of human values.
3. By issuing the Code of Ethics and Conduct, hereinafter referred to as the 'Code', the University requires its community of people, while respecting their roles and specific competences, to observe and promote:
 - a) the fundamental principles recognised by the Conventions and Charters of Human Rights adopted at the international, European and national level; 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 University Students' Rights;
 - b) the constitutional provisions and those of the national legislation on transparency and the dissemination of information by public administrations; the prevention and repression of corruption and illegality; the national code of conduct for public employees; and the anti-money laundering rules on the reporting of suspicious transactions;
 - c) the constituent and guiding principles set out in Title I of the University Statute, which are hereby referred to in full;
 - d) **the ethical use of artificial intelligence-based technologies in favour of social and environmental well-being, respecting European principles and values, fundamental human rights, non-discrimination, and privacy and copyright law;**

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- e) a culture of awareness and responsibility with regard to the dual use of research results, in order to identify the relevant risks and minimise any damage, in compliance with national, European and international regulations.

TITLE I
THE UNIVERSITY'S ETHICAL PRINCIPLES

SECTION I
GENERAL PROVISIONS

Art. 1
(Purposes)

1. This Code identifies the fundamental values of the University community, promotes the recognition of and respect for individual rights and freedoms, as well as the acceptance of ethical and social duties and responsibilities towards one's institution, and defines the rules of conduct within the community and towards all those who directly or indirectly enter into relations with the University.
2. This Code governs internal relations between members of the University community and relations with external stakeholders, in order to avoid all forms of discrimination and abuse, to regulate conflicts of interest, and to improve the organisational climate and the working environment, encouraging the emergence of virtuous behaviours and the prevention of ethically incorrect or illegal conduct.
3. The principles set out in the Preamble guide the interpretation of the individual provisions of this Code and the resolution of relevant ethical issues in all University activities.
4. The adoption of and compliance with the provisions of the Code shall be without prejudice to the application of the legal rules on civil, criminal, administrative, accounting and disciplinary liability.
5. **As part of the awareness-raising work aimed at countering gender stereotypes, launched by the University of Bologna in line with the Guidelines for Gender Visibility in Institutional Communications, whenever possible these Rules and Regulations shall use neutral terminology, it being understood that when only the masculine form is used for the sake of synthesis, this is to be understood as referring inclusively to all the people working in the academic community.**

Art. 2
(Scope of application)

1. Subject to the provisions of paragraph 4 of this Article, this Code shall apply to the entire University community thus identified:
 - a) teaching staff, tenured senior researchers, foreign language instructors, management and professional staff, both permanent and temporary;
 - b) fixed-term tenure track researchers, within the limits of contractual regulations;
 - c) staff from other public administrations in positions of command or secondment at the University;
 - d) students;
 - e) research fellowship and scholarship holders carrying out their activities at the University;
 - f) members of the academic and collegial bodies of the University, as defined in the relevant deeds of office and appointment;
 - g) holders of teaching and research contracts, collaborators and consultants with any type of assignment, including free of charge, for the performance of teaching and research activities, within the limits and in the manner defined by specific clauses or provisions included in the relevant contracts or deeds of appointment.
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, professors and researchers of the University, Emeritus Professors of the University;
 - b) **“students”**: **by way of example, those enrolled in a degree programme, a professional programme, a PhD, a specialisation, or individual learning activities, regardless of the academic year of last enrolment, as well as those enrolled and registered at the University of Bologna under exchange programmes with foreign universities.**
3. The provisions of Title II, Section II - Rules of conduct in service activities - of this Code:
 - a) constitute general principles of conduct for staff under public law as referred to in Art. 3(2) of Legislative Decree No. 165 of 30 March 2001, and apply insofar as they are compatible with the provisions of the respective regulations;

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- b) constitute - for management staff, professional staff and foreign language instructors - an integration and specification of the Regulations on the "Code of Conduct for Public Employees" (Presidential Decree no. 62/2013, as amended and supplemented), pursuant to Art. 54 of Legislative Decree no. 165 of 30 March 2001
 - c) shall be extended, as compatible, to research fellowship holders and holders of contracts, appointments and institutional collaboration, teaching and research relationships, as per paragraph 1(e)(f)(g) of this Article;
 - d) shall not apply to students, without prejudice to the provisions of Art. 3 of this Code.
4. Without prejudice to the provisions of Paragraph 1(g) of this Article, the rules contained in Title II, Section II of this Code shall apply, as compatible, to collaborators or consultants acting in whatever capacity for the University. These provisions also extend to the collaborators of entities performing works or supplying goods or services on behalf of the University, in the manner approved by the Board of Governors and published on the University website.

Art. 3

(Healthcare activities performed at Regional Health Service facilities)

1. The provisions of this Code apply to healthcare activities performed at Regional Health Service facilities by:
 - a) teachers, researchers and professional staff under the national healthcare system;
 - b) research fellowship holders and PhD students authorised to perform healthcare activities by the health authorities;
 - c) specialist medical students;
 - d) students of degree programmes in the medical and healthcare fields.
2. The persons referred to in paragraph 1 above, without prejudice to their legal status, shall also be subject to the Code of Conduct of the Healthcare Facility at which they carry out their work, study, teaching or research activities, including any set consequences for any breach thereof. These consequences may not, however, exceed the limits established by the rules and agreements in place with the Regional Health Service. This is without prejudice to the University's disciplinary power and its prerogative to assess, according to its own regulations, conduct deemed relevant under the Code of Conduct for Healthcare Facilities.

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3. The persons referred to in paragraph 2, should they find any discrepancy or conflict between the Facilities' and the University's Codes of Conduct, and should this give rise to negative consequences, may report this to the Rector so that appropriate measures may be implemented.

SECTION II ACADEMIC INTEGRITY AND ETHICAL CONDUCT IN RESEARCH AND TEACHING

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

1. The University recognises autonomy of scientific research and freedom of teaching as fundamental values for the creation and dissemination of knowledge; it undertakes to promote a scientific and institutional context that is suitable for encouraging lifelong learning and exchanges with the national and international scientific and academic community as prerequisites for the achievement of excellence.
2. The University promotes responsible, high-quality teaching and research through the pursuit of the best internationally recognised standards, the enhancement of individual skills and experience, and the continuous enrichment of knowledge; it ensures the development of training programmes aimed at strengthening and defending ethical values and academic integrity; it encourages discussion and debate on ethical issues of interest to the community.
3. The proper performance of institutional duties by each member of the academic community takes precedence over the exercise of any other, albeit legitimate, professional and extra-institutional activity.

Art. 5 (Teaching activities and relations with students)

1. The University sees students as the central component of the system towards which it directs its activities, promoting training courses of a high cultural and professional level, and taking into account the needs expressed by society as a whole; it supports access to higher education by working to remove obstacles, also in cooperation with other universities and national and international training institutes.

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2. The relationship between teachers and students is inspired by the principles of integrity, trust, mutual collaboration and fairness, respect for the individual, equal opportunities, and the absence of any discrimination.
 3. In its relations with students, the University promotes:
 - a) effective guidance activities, aimed at:
 - ∴ a conscious choice of University pathway, facilitating preparation for admission tests in terms of the fulfilment of any additional educational obligations (entry guidance);
 - ∴ defining the most appropriate personal training pathway, also through curricular experiences in an international and working environment (ongoing guidance);
 - ∴ creating opportunities for entering the labour market through outgoing guidance services (job placement and work 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 students to the use of common spaces, socialising and discussion;
 - d) a high quality of services to support teaching and the right to study;
 - e) the removal of architectural barriers that prevent full use of services by students with disabilities;
 - f) a transparent and shared procedure for collecting students' opinions on the content and organisation of teaching.

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 scientific and research activities, in accordance with the highest ethical standards regarding methodologies, dissemination and use of results. Research activities must not pursue aims and objectives that conflict with the principles and values promoted by this Code and by other bodies with competences in ethical matters established by the University.
2. In allocating resources to research funding, the University considers the needs and specific character of each subject area, as well as individual and group contributions to the scientific field.

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3. The University is committed to ensuring the widest possible sharing and dissemination of scientific research results and promotes access to knowledge through all appropriate means, in accordance with Art. 18 of this Code.

Art. 7
(Intellectual property protection)

1. The University regards excellence in research and applications of inventions as fundamental to the advancement of the community and to the improvement of quality of life. Members of the University community share the aim of managing research results, intellectual property and technology transfer in the public interest. This aim is pursued through institutional activities, collaborations with public and private institutions, and the performance of extra-institutional activities in the various subject fields falling within their purview.
2. With regard to patents and other intellectual property rights, exploitation rights are granted to the University and/or the individual inventors, in accordance with the law, the University's regulations and the contractual relationship between the inventors and the University. The University promotes the enhancement and management of intellectual property, in cooperation with inventors and in compliance with the fair recognition due by law.

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

Art. 8
(Recognising merit)

1. The University recognises and promotes individual merit as an essential criterion of personal and professional development. With regard to recruitment and career advancement, merit constitutes an **objective** assessment and selection parameter, based on skills, knowledge and experience.
2. Merit is the criterion by which students are assessed in relation to their degree programmes and rewarded in the form and manner laid down in the University's regulations.
3. The University promotes training initiatives that enhance the professional skills and experience of staff, for the benefit of the entire University community. It also implements internal and external assessments of Structures and staff in relation to pre-defined

objectives, suitable for fostering the improvement of organisational and individual performance.

Art. 9

(Protecting individuals and well-being in the working environment)

1. The University promotes conditions of psychophysical well-being and a serene organisational climate in the working environment. It uses surveys and listening tools to understand people's needs, assessing the impact of organisational changes and initiating, where necessary, processes of improvement, help, work integration and support for people in situations of discomfort and vulnerability, in order to promote their full inclusion in the University community.
2. Members of the University community are required to conduct their interpersonal relations in accordance with the principles of fairness, loyalty and mutual respect, which are inherent in the spirit of fellowship, understood as a bond of belonging to the institution regardless of the roles held, and to refrain from any behaviour potentially detrimental to the honour, reputation, freedom and dignity of individuals.

Art. 10

(Rejecting all discrimination and promoting a culture of equal opportunities)

1. The University recognises the equal dignity of all persons and rejects all forms of personal or social prejudice. It does not allow any form of discrimination, whether direct or indirect, of individuals or groups, based on gender, **nationality, ethnic or social origin, age, gender identity, sexual orientation, disability, personal or health conditions, personal or political beliefs, characteristics or other discriminatory factors.**
2. The University undertakes to implement measures to prevent discrimination, valuing the protection of individuals, ensuring - in all institutional activities - equal treatment under equal conditions and roles, and spreading a culture of equal opportunities.

Art. 11

(Sexual and moral harassment)

1. The University shall never countenance harassment of a sexual and moral nature, also in view of its discriminatory nature and harm to human dignity. It rejects any behaviour that is

aggressive, hostile, denigrating, persecutory and harassing, and shall ensure the full protection of any victim thereof. Moreover, it adopts appropriate measures to prevent such unlawful behaviour and promotes a culture of respect for people, also through training and educational initiatives.

2. Sexual or moral harassment is any behaviour that is unwanted on the part of the receiving person, as defined by current legislation. An aggravating circumstance is given by the existence of a position of asymmetry or hierarchical subordination between the person who harasses and the victim, in particular when such conduct is imposed as a condition for access to employment and career progression. Sexual and moral harassment, abuse and unwanted attention of a sexual nature towards students are 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 or harassing conduct to report the matter.

Art. 12
(Nepotism and favouritism)

1. The University disapproves of and opposes the phenomena of nepotism and favouritism, which it considers detrimental to personal dignity, professional integrity, impartiality, recognition of individual merit and academic freedom.
2. Nepotism occurs when a member of the University community uses, directly or indirectly, his or her role or authority to grant benefits or facilitate the undue conferral of appointments for the benefit of his or her spouse, cohabiting partner, relations or in-laws up to the fourth degree of kinship, and other persons to whom he or she is linked by relations of a personal nature. Nepotism includes undue influence on competition and selection procedures or in any case aimed at obtaining other benefits, including by recourse to external funding and concerning, in particular, the initial phase of a university career and access to employment.
3. During the advancement of a university career, any overlap between the professor's competition sector and that of the persons indicated in paragraph 2 above, and the simultaneous performance of institutional activities by the aforesaid persons in the same University Department or Structure, may constitute nepotism. The University requires its

members to avoid situations of nepotism and to refrain from taking part in decision-making processes or activities that might involve the interests of the persons referred to in paragraph 2.

4. Any public selection procedure for professors and researchers pursuant to Art. 18 of Italian Law no. 240 of 30 December 2010 shall **not be open to any relations or in-laws** up to the fourth degree of kinship with any professor or researchers 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 that may damage the prestige of the University.

Art. 13

(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.

SECTION IV

LIABILITY, INDEPENDENCE AND CONFLICT OF INTEREST

Art. 14

(Liability and conflict of interest)

1. In accordance with its founding principles, the University is autonomous and pluralist, free from conditioning and independent of any external centre of interest. It requires its members to observe, in the performance of their institutional duties, the principles of fairness and impartiality, in the exclusive interest of the Institution and avoiding any conflict of interest.

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2. A conflict of interest arises when the private, personal or professional interest of the decision-maker conflicts with the principle of impartiality and, in particular, when the private interest comes before that of the University. This may be irrespective of the existence of an economic advantage or other benefit.
 3. In accordance with current legislation, the University also takes into account conflicts of interest relating to the performance of extra-institutional duties, also assessing, for the staff referred to in Art. 3(1)(a) of this Code, the existence of healthcare functions held in the applicable healthcare facilities. This provision also applies to activities carried out in accredited companies, in subsidiaries or in the bodies referred to in Art. 39 of the University Statute. The University identifies potential conflicts of interest and incompatibility that prevent access to institutional appointments or lead to disqualification.
 4. When appointing its representatives in bodies, companies and other organisations, including non-invested ones, the University undertakes to avoid any possible conflict and to act in the exclusive interest of the Institution.
 5. The University encourages the reporting of conflicts of interest, in accordance with Art. 32 of this Code.

Art. 15
(Protecting the name and image of the University)

1. The University requires all members of the community to respect the name and prestige of the Institution and to refrain from any behaviour likely to harm its image. The use of the University's name, seal or distinguishing marks for non-institutional purposes or in a manner not provided for in University regulations is not permitted.
2. Members of the University community shall not make public statements in the name of the University, through any means of information and communication, outside the cases provided for by the regulations in force or without express authorisation. Moreover, they shall not express strictly personal opinions in the University's name.
3. Members of the University community shall use all means of communication, **including social media**, fairly and with respect for the Institution and for the confidentiality of individuals, refraining from disseminating information, texts or images that may harm the name and prestige of the University. **Members of the University community shall verify in advance the**

correctness and completeness of any information communicated, also with a view to preventing the dissemination of biased or incorrect information.

4. The University requires all members of the community to behave in a manner that respects constitutional freedoms and the prestige and image of the Institution, also via social media.

Art. 16
(Safeguarding privacy and protecting personal data)

1. When processing personal data, the University guarantees respect for the rights, fundamental freedoms and dignity of all persons concerned. Moreover, it demands that members of the community use information concerning university activities within the scope of their appointed roles and in compliance with the principle of professional secrecy, ensuring the confidentiality of any information, obtained while exercising their activities, which is not bound by any obligation of transparency in compliance with current legislation.
2. The University undertakes to ensure a balance between fundamental personal freedoms and the need to measure and monitor institutional activities.

SECTION V
INSTITUTIONAL COMMUNICATIONS; FREE AND OPEN DISSEMINATION OF KNOWLEDGE

Art. 17
(Internal and institutional communications)

1. Through its institutional communications and the tools dedicated to these activities, the University promotes the dissemination of its image, identity, values, institutional roles and work inside and outside of the university, also with a view to fulfilling its duty of social reporting to its stakeholders.
2. The University manages its external relations according to the principles of transparency and fairness. In any case, information and communications to the outside world shall be truthful, complete, unambiguous and disseminated in compliance with the University's guidelines.

Art. 18
(Dissemination of knowledge)

1. Ever aware of the social importance of research, the University promotes and encourages all forms of dissemination of knowledge and scientific results so as to contribute to the development and welfare of the community.
2. The University promotes the dissemination of knowledge not only through traditional means, but also by accessing institutional archives for the purpose of consultation and possible reuse of scientific literature and research results, within the limits of the regulations on the protection of cultural heritage, intellectual property, confidentiality and personal data protection.

Art. 19
(Autonomy and freedom of criticism)

1. The University promotes an environment conducive to opportunities for debate and recognises freedom of thought, opinion and expression, even where critical, in order to guarantee full personal development, without prejudice to the provisions of Art. 15 of this Code.

SECTION VI
ENVIRONMENT, EXTERNAL RELATIONS, INTERNATIONAL RELATIONS

Art. 20
(Using institutional resources and respecting the environment)

1. The University requires members of the community to make use of institutional resources, whether from public or private sources, in accordance with the criteria of accountability and transparency, ensuring their efficient and effective use.
2. The University does not allow the use of research or teaching equipment or premises, or of human, material or financial resources, for personal or non-institutional purposes, unless explicitly authorised.
3. Members of the community shall ensure the environmental sustainability and compatibility of the University's activities with the need to safeguard public assets and resources.
4. **Managing the University's resources for the purpose of carrying out administrative activities shall take place in compliance with environmental and occupational health and**

safety regulations. Such management shall be based on the rationale of cost containment, also in terms of energy efficiency, without however compromising on the quality of the results of such administrative activities.

Art. 21

(Information technology, media and social networks)

1. The University promotes the coordinated use of information technology, media and social networks to foster:
 - a) widespread knowledge of the University, its history and the way it works;
 - b) access to clear, complete and intelligible information on the services offered;
 - c) the dissemination of broad and in-depth knowledge on topics of significant public and social interest, also by giving visibility to institutional events;
 - d) the transparent circulation of information within the University, within the limits of current legislation on confidentiality;
 - e) the use of simplified and/or accessible technologies and procedures, also with a view to encouraging the modernisation of administrative activities.
2. All the IT and online services made available by the University are to be considered working tools through which the above-mentioned purposes can be achieved and the institutional activities of the University carried out.
3. Every member of the University community is expected to contribute to the implementation of the provisions set out in the preceding paragraphs, in line with the activities falling within their purview, and shall refrain from any conduct that may cause damage or harm to the University or to third parties.
4. Every member of the University community is fully responsible for the activities carried out using the institutional credentials assigned to them, as well as for any data transmitted and/or made public using IT tools and/or the media.

Art. 22

(Decorum of study and work environments)

1. The University ensures and promotes a study and work environment that helps to improve the quality of life and work.

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2. Every member of the University community is required to adopt a civil and responsible behaviour, preserving the functionality and decorum of the places of work and study.

Art. 23

(Relations with bodies controlled, participated in and accredited by the University)

1. The entities and bodies referred to in Art. 39 of the University Statute, directly and indirectly controlled by the University, are required to adopt rules of conduct consistent with the principles referred to in this Code.
2. Among public and private, accredited and participated organisations, the University promotes the adoption of ethical rules and conduct that are consistent with the principles of this Code.
3. Members of the University community who carry out their activities in University spin-offs and start-ups and in organisations in which the University has a stake are required to comply with the rules of this Code.

Art. 24

(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 with a view to increasing the quality of learning, and guarantees full recognition of the learning activities undertaken abroad, consistently with their degree programme. It adopts policies and actions aiming to prevent the dispersion of knowledge and promotes equal opportunities in access to international mobility.

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4. Members of the University community promote international mobility, sharing relations with and knowledge of foreign partners in their own Structures and promoting the joint evaluation of students' experiences abroad. They respect the various forms of organisation of partner universities and promote 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. Members of the University community agree with the Administration on the use of any agents or intermediaries to promote educational pathways and the recruitment for international students, in order to guarantee the highest 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 and 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, in the implementation of scientific workshops and projects, and in other institutional activities undertaken in foreign countries and education systems, the University works according to the principles established by international organisations. Members of the University community comply with international principles and codes of ethics.

**TITLE II
RULES OF CONDUCT**

**SECTION I
RULES OF CONDUCT IN TEACHING AND RESEARCH ACTIVITIES**

**Art. 25
(Responsibility of teachers in the training process)**

1. Members of the University community undertake to carry out their teaching activities in accordance with the overall organisation and planning needs of the University.

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2. Teachers are bound to the responsible and correct observance of their educational role, aimed at fostering the cultural growth of students, who are guaranteed teaching and training also inspired by the principles of the *Charter of University Students' Rights* approved by Italy's National Council of Students.
 3. Student assessment is performed according to pre-established procedures notified in advance, in a timeframe compatible with study and organisational needs. Personal teaching and training interactions with students, in set times and places, are an essential part of the teachers' academic duties.
 4. Teachers shall guarantee individual student counselling services, listening to their ideas, respecting their personal specificities and encouraging the defence of ethical values and moral integrity, a sense of responsibility, and self-discipline.

Art. 26
(Students' responsibilities under the degree programme)

1. It is the right and duty of students to actively participate in teaching and training activities, adopting a collaborative, fair and respectful conduct towards teachers and those who work or study in the University's Structures, as well as sharing a culture marked by honesty of behaviour, responsibility and respect for the Institution.
2. In course unit tests and final examinations, students shall abstain from all conduct that disrupts, obstructs or is detrimental and/or dishonest to other students and the Institution. Plagiarism or copying of other people's texts, or other conduct that may prevent the proper evaluation of tests, are contrary to the principles of this Code.

Art. 27
(Responsibility in research)

1. In their research activities, members of the University community are required to adopt correct and responsible conduct, also through the adoption of self-discipline practices and protocols aimed at illustrating methods, results and ethical impact to the scientific community.
2. Teaching staff and researchers are required to constantly update their own knowledge, guaranteeing the links between research and teaching. They shall 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 proper management of the intellectual property of the research results.

Art. 28
(Research results and combating plagiarism)

1. Members of the University community are required to comply with intellectual property laws, also pursuant to Art. 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 required not to make use of it for private purposes, 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, must not include anyone who has not contributed to it.
3. The University does not condone 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 of 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.

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4. The University requires every member of the community to counter and report any cases of plagiarism of which they become aware.

SECTION II
RULES OF CONDUCT IN SERVICE ACTIVITIES

Art. 29
(General provisions)

1. Without prejudice to the provisions of the Code of Conduct for Civil Servants, issued by Presidential Decree No. 62 of 16 April 2013, as amended and supplemented (hereinafter the National Code of Conduct), and without prejudice to the scope of application as defined in Art. 2(4) of this Code, the provisions of this Section II supplement and specify the provisions of the National Code of Conduct.

Art. 30
(Membership of associations and organisations)

1. Without prejudice to the recognition of the right of association and freedom of thought, employees shall inform the Head of the Structure 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. 31
(Disclosure of financial interests)

1. Without prejudice to the transparency obligations provided for by the relevant legislation, upon being assigned to a Structure, employees shall inform the Head of said Structure of any paid collaboration with private parties, that is currently ongoing or that took place in the previous three years, which may interfere with work activities and decisions, limited to the procedures entrusted to them. In so doing, employees shall specify whether said collaboration involves themselves, relations or in-laws up to the second degree of kinship, or their spouse or partner.

Art. 32
(Conflict of interest and obligation to abstain)

1. Employees shall abstain from making decisions or performing activities relating to their tasks in situations of conflict of interests, for themselves, their spouse or partner, relations and in-laws up to the second degree of kinship, 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 also abstain in all other cases in which there are significant grounds of self-interest.
2. Employees shall report any conflicts of interest to the Head of their Structure. Such conflicts may concern interests of any nature, related or unrelated to assets.
3. Without prejudice to the University's regulations concerning incompatibility and extra-institutional appointments, employees covering managerial or representational roles in private and public bodies, whether or not the University has an interest in these, shall abstain from participating in or making decisions in such bodies that may be in conflict of interest or in contrast to the University, and shall notify the Administration of such conflicts **Employees shall not take on the role of legal counsel or legal assistant - including through third parties or by participating in professional associations or firms - in legal disputes against the University or against the Bodies controlled by the University, or the role of technical consultant in disputes in which the University or the Bodies controlled by the University are involved. Appointments undertaken in breach of the rules on the use of the University's seal or distinguishing marks, which cause damage to the University's image, are contrary to its institutional aims, or are otherwise unsuitable, are also prohibited.**
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 activities referred to. Having obtained the necessary information, the competent body or office shall decide on the abstention and shall adopt all consequent provisions, providing written notice to the employee. If the conflict of interest concerns a manager, the decision is taken by the Director General; **if it concerns the Director General or a Head of Department, the decision is taken by the Rector.**

Art. 33
(Preventing corruption)

1. Employees comply with the measures **for the prevention of corruption and crimes contained in the 'Corruption Risks and Transparency' section of the University's Integrated Activity and Organisation Plan**; moreover, they cooperate with the **University's Corruption Prevention and Transparency Manager in conducting risk management, in implementing measures, and in related monitoring activities.**
2. **Without prejudice - in the presence of the necessary conditions and prerequisites - to the obligation to report crimes to the competent Authorities and to the possibility of forwarding the report to Italy's National Anti-Corruption Authority (ANAC), employees shall report any crimes they may become aware of in the work context to the Corruption Prevention and Transparency Manager. The reporter (or "Whistleblower") shall be protected by the system of guarantees and protections provided for by current legislation.**
3. **The 'Corruption Risks and Transparency' section of the University's Integrated Activity and Organisation Plan provides for the reporting methods referred to in paragraph 1.**
4. **Employees who believe they have suffered retaliation as a result of a report made pursuant to this article shall notify the National Anti-Corruption Authority (ANAC).**

Art. 34
(Gifts, payments and other benefits)

5. 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 the context of institutional relations and acts of courtesy, in line with international customs.
6. 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. In any case employees shall not accept, for themselves or for others, money or any other means of payment in lieu of money.
7. Any gifts or benefits received beyond those permitted by this article shall be returned to the giver by the employee who received them. If it is not possible to return the gift, it shall be donated to the University for institutional purposes.

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8. Employees shall not accept collaboration 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's regulations.

Art. 35

(Transparency in institutional activities and traceability)

1. Employees shall fulfil all obligations concerning transparency towards the Public Administration in line with current laws, 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 Heads of Structures and Units ensure the regular notification of data and documents that must be published pursuant to paragraph 1, coordinated by the Corruption Prevention and Transparency Manager.

Art. 36

(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 that 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. 37

(Conduct in service)

1. Employees **work in the interest of the community, contributing to Public Value**. Without motivated grounds, employees shall not delay, hinder or pass on to others any activities or decisions that are their own responsibility. They shall adopt an attitude of respect, **non-discrimination** and fair cooperation with colleagues.

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2. Employees are responsible for the **furnishings** and equipment provided to them for work purposes and shall use them as established by the Administration in its internal regulations. Moreover, they shall use any means of transportation made available by the University solely to perform their institutional tasks.
 3. In line with current laws 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 the web.

Art. 38
(Public relations)

1. In relations with the public, employees shall:
 - a) promote the establishment of relationships of trust and cooperation;
 - b) respond to requests, using the means of communication at their disposal, in a comprehensive and, as far as possible, timely manner;
 - c) **refrain from any preferential treatment, in any case adopting behaviour aimed at ensuring the user's satisfaction, in compliance with the principles of equal treatment and good performance;**
 - d) ensure compliance with the deadlines and quality standards set by the Administration in the relevant regulations, directives and service charters. When dealing with files, they shall respect the order of priority established by the Administration in compliance with the principles of impartiality and efficiency.
2. **Employees shall abide by the principles of integrity, correctness, good faith, transparency and fairness, refraining from making public statements or adopting conduct that is offensive to the University, colleagues and/or other persons, or that may damage the prestige, decorum, image or impartiality of the University. This is without prejudice to the right to express opinions and disseminate information to protect trade union rights.**

Art. 39
(Use of information technology)

1. **The use of institutional accounts is permitted for work-related and institutional purposes only. This is without prejudice to the information/consultation activities of workers' trade**

union representatives. In any case, the use of institutional accounts shall in no way compromise the security or reputation of the Administration.

2. The use of non-institutional personal e-mail accounts shall, as a rule, be avoided for service-related activities or communications, except in cases of force majeure due to circumstances in which employees, for whatever reason, cannot access their institutional account.
3. Employees are responsible for the content of messages sent and shall take all useful security measures to prevent others from gaining knowledge of the credentials for accessing the University's IT systems.
4. Employees shall comply with the methods for signing service-related e-mails identified by the Administration. Every outgoing message shall allow for the identification of the sending employee and shall include institutional contact details at which he or she can be reached.
5. Without prejudice to the provisions of Art. 20(2) of this Code, employees are permitted to use the IT tools provided by the Administration for personal reasons without having to leave their place of employment, provided that these activities:
 - a) are not time consuming;
 - b) are in no way detrimental to their institutional tasks;
 - c) do not compromise the security or reputation of the Administration.
6. Employees shall, in any case, refrain from frequent private telephone conversations and repeated access to social networks and other web platforms for reasons unrelated to their institutional activities, also via their own tools.
7. It is forbidden to send e-mails or other electronic messages, inside or outside the Administration, which are insulting, discriminatory or could in any way be a source of liability for the Administration.

Art. 40

(Use of media and social networks)

1. When using their social media accounts, employees shall take the utmost care to ensure that their opinions or judgements on events, things or persons are in no way directly attributable to the Administration.
2. Without prejudice to their freedom of expression and their right to criticise, employees should, out of respect for the Institutions, refrain from making public statements or

comments that are offensive, insulting or discriminatory – also through the web, social media, blogs, forums or other digital platforms, even if these are open to a limited number of users – and that may be detrimental to the prestige, decorum or image of the University or of the public administration in general. This is without prejudice to the right of each individual to represent situations, facts or actions deemed harmful to their rights in the competent fora, including through reporting to the trade unions.

3. In order to guarantee the necessary confidentiality, communications relating directly or indirectly to the service should not normally be made through public conversations using digital or social media platforms. Excluded from this limitation are activities or communications for which the use of digital platforms and/or social media responds to an institutional need. Employees may not disclose or disseminate, for reasons unconnected with the employment relationship with the Administration, data, documents, including investigative ones, and information they have at their disposal.
4. Employees may not disclose or disseminate, for reasons unconnected with the employment relationship with the Administration, data, documents, including investigative ones, and information they have at their disposal, unless these are already in the public domain. This is without prejudice to the requirements of scientific dissemination and research in compliance with the provisions of Articles 18 and 27 of this Code and specific regulations on the subject.

Art. 41

(Social media policy)

1. Employees are fully responsible for the content and information they post via their personal accounts on social media or other digital/web platforms. Moreover, as these are potentially public spaces, employees shall be respectful towards all users and undertake to adopt proper, ethical behaviour in line with the role of a public employee.
2. Without prejudice to the provisions of Artt. 40 and 33, in using their personal accounts employees shall not disclose:
 - a) confidential information on colleagues or third persons acquired in the performance of their duties and/or available to them for reasons of service;
 - b) decisions to be taken and/or measures relating to ongoing or concluded proceedings, unless they have been made public by the University;

c) **projects, internal correspondence, information and/or documents that are confidential or otherwise not yet made public by the University.**

3. Employees shall not use the University's seal or distinctive marks and shall not publish comments, videos or images that are detrimental to the University's reputation and/or the dignity of persons or that have offensive or discriminatory content.

4. If an employee's personal account shows that he/she belongs to the University, he/she shall make it clear, when publishing opinions, judgements or comments on facts, things or persons, that he/she is expressing him/herself in a personal capacity.

5. The conduct referred to in paragraph 2 is provided merely by way of example, and the University reserves the right to set out further conduct that it considers may damage the reputation of the Administration pursuant to Art. 11-ter(4) of Presidential Decree no. 62/2013.

Art. 42
(Special provisions for managers)

1. Without prejudice to the application of the reference CCNL (National Collective Bargaining Contract), the provisions of this article apply to managers, including holders of offices pursuant to article 19(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 at improving the organisation and achieving the standards of efficiency and effectiveness of services established by the Administration.

3. Before taking office, managers shall notify the Administration of any shares or financial interests which could constitute a conflict of interests. They shall also declare if they have any relations or in-laws up to the second degree of kinship, or a spouse or partner who perform activities which place them in frequent contact with the office to be managed or who are involved in any related decisions or activities. Moreover, they shall provide information on their own asset and income situation, notifying any updates and variations.

4. Managers shall act fairly **and transparently, adopting exemplary conduct in terms of integrity, impartiality, good faith, correctness, equal treatment, fairness, inclusiveness and reasonableness in their relations with colleagues, co-workers and recipients of their administrative activities.** Moreover, they shall ensure that the human and financial

resources assigned to their office are used exclusively for institutional purposes, and under no circumstances for personal needs.

5. **Compatibly with the available resources, managers shall promote: organisational well-being in their structure; respectful relations among co-workers, within and outside the structure, based on loyal cooperation and mutual trust; the circulation of information; training, refresher courses and professional growth for staff members; job inclusion and the enhancement of differences in gender, age and personal conditions.**
6. Managers assign tasks based on the principle of the fair allocation of workloads, considering the abilities and professionalism of the staff. They assign additional appointments based on 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, **measuring the achievement of results and organisational behaviour, in line with the performance measurement and assessment system adopted by the University.**
7. Managers promptly take all measures required to combat crimes **in accordance with current legislation; they promptly report to the competent disciplinary authority any offences of which they becomes aware**, collaborating where requested, without prejudice to the mandatory reporting of crimes. When receiving the report of a crime, they adopt all measures provided for by law to protect the reporting person.

Art. 43
(Contracts and negotiations)

1. In entering into agreements and signing contracts on behalf of the Administration, and in their execution, 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 drafting 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.

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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 previous years, 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 a private capacity in the two previous years, they shall abstain from taking part in decisions and activities concerning the performance of the contract, notifying the Director or Head of the Structure accordingly.
 4. Employees entering into 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 previous two years signed tender contracts for supplies, services, funding or insurance on behalf of the Administration, shall notify the Director or Head of the Structure.
 5. If the Director or Head of the Structure is in the situations laid down in paragraphs 3 and 4, he shall inform the Director General; if the Director General is in said situations, he shall inform the Rector.

Art. 44
(Supervision, monitoring and learning activities)

1. Application of Section II of this Code, which **supplements and specifies the provisions of the National Code of Conduct** referred to in Presidential Decree no. 62 of 16 April 2013, **as amended and supplement**, shall be supervised by the Rector, the Director General, the Heads of Divisions, the Heads of Structures 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, **as amended and supplement**.
3. **The University provides and ensures training and dissemination activities on the issues of public ethics and ethical behaviour, following recruitment, upon promotion to higher roles or functions, and in the case of staff transfers. The duration and intensity of such training shall be proportionate to the person's degree of responsibility, within the limits set by the financial resources available.**

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4. **The University undertakes to strengthen, through training initiatives, awareness on issues and problems related to equal opportunities, in order to generate widespread, shared awareness among all members of the University community and to promote organisational well-being.**

**TITLE III
BEACHES OF THE CODE AND ENTRY INTO FORCE**

**Art. 45
(Breaches of the Code)**

1. Members of the University community are required 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. Anyone who considers they have been injured or damaged or who knows of any non-compliance with this Code may report the matter in writing to the Head of their Structure or, depending on the case, to the Disciplinary Proceedings Unit, the Confidential Counsellor, 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 **Integrated Activity and Organisation Plan**, please refer to the provisions of Art. 33 of this Code.

**Art. 46
(Management staff, professional staff, foreign language instructors)**

1. Breach of the obligations laid down in this Code, **supplementing and specifying** the National Code of Conduct, constitutes conduct contrary to official duties. Breach of the provisions of this Code and those laid down in the **University's Integrated Activity and Organisation Plan** is a source of disciplinary liability, as ascertained by the outcome of the disciplinary proceedings, in compliance with

the principles of legality, gradualness and proportionality of sanctions. This is without prejudice to any criminal, civil, administrative and accounting liability.

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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 collective agreements.
 3. This is without prejudice to all further obligations and cases of disciplinary liability of public employees laid down by law and in collective agreements.

Art. 47

(Teaching staff, tenured senior researchers, and fixed-term tenure track researchers)

1. Breaches of the provisions of this Code by staff working according to public law, as laid down in Art. 3(2) of Legislative Decree no. 165 of 30 March 2001, and by fixed-term tenure track researchers are assessed by the Rector.
2. Pursuant to Art. 2(4) of Law No. 240 of 30 December 2010, concerning breaches of the provisions of the Code implying disciplinary liability, 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's 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 40 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 Bodies of the University Structures;
 - c) exclusion from the allocation of University funds and contributions;
 - d) written reprimand.

The sanctions referred to in letters a), b) and c) shall not be applied for more than 2 years.

This is without prejudice to any criminal, civil, administrative and accounting liability laid down by current laws.

Art. 48

(Students)

1. Breach of the provisions of this Code applicable to students may lead to disciplinary sanctions pursuant to the University's Student Regulations.

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2. In the case of ascertained activities aiming to unduly modify the outcome of an exam or prevent their correct evaluation, the teacher or other person responsible for control shall order the cancellation of the exam itself and shall report the matter to the competent Division or Campus managers, in order to initiate disciplinary proceedings pursuant to the Student Regulations.

Art. 49

(Breach of the Code in institutional, research and teaching relationships)

1. The University promotes and disseminates knowledge of the Code in all its institutional, research and teaching relations.
2. In the event of any breach of the provisions of this Code, the measures laid down in the competent University Regulations shall apply to the persons referred to in Art. 2(1)(e) and (g) of this Code. Based on the principle of proportionality, where compatible, the provisions of Art. 47 may apply, as well as the ban on renewing any teaching, research, collaboration or consulting contracts, even where such services are provided free of charge.
3. For the persons referred in Art. 2(2)(a) and (1)(f) of this Code, the provisions of Art. 47 shall apply where compatible. Based on the principle of proportionality, sanctions may include the forfeiture of the title and position of professor or research of the University of Bologna.
4. Where not provided for in this article, for the purpose of establishing the type of applicable measures, consult Art. 40 of the University Statute, as referred to in Art. 47(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. 50

(Breach of the Code in external collaborations and in the supply of goods, services and works)

1. An extract of Title II, Section II of the Code shall be annexed to all contracts and all cooperation and consulting appointments issued by the University for any purpose whatsoever, as specified in Art. 2(5) of this Code. A breach of the obligations resulting from Title II, Section II of this Code may lead to termination of the contract, depending on the gravity of the breach.
2. A 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 Art. 2(5) of this Code. Breach of these obligations shall lead to the payment of a fine or the termination of the contract, depending on 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. 51

(Entry into force, effectiveness and dissemination of the Code)

1. **This Code, issued by Rector's Decree and published in the Official Bulletin of the University, comes into force on 1 April 2024.** As of that date, **the Code of Ethics and Conduct of the Alma Mater Studiorum - Università di Bologna, issued by Rector's Decree no. 1408 of 01/10/2014,** shall be repealed.
2. The University promotes the dissemination of this Code by publishing it on the University Portal and intranet, as well as by adopting any other means of communication suitable for the purpose.