

## CODE OF ACADEMIC INTEGRITY FOR BOCCONI STUDENTS<sup>1</sup>

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<sup>1</sup> This document borrows from the academic codes of other international institutions and in particular from University of Iowa Code of Academic Honesty (<https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code>)

Academic integrity must be a pillar for all Bocconi students. All Bocconi students must fulfill the educational commitments they assume when they enroll. They must also exhibit conduct leading to the fruitful undertaking of study and tests (whether quizzes, tests, assignments, final exam or thesis), they must respect the personal integrity and the dignity of others, and the places in which learning, research and university life generally take place, as stated in the Honor Code.

Academic dishonesty includes, but is not limited to, cheating, plagiarism collusion, and willful misrepresentation. All forms of academic dishonesty will be sanctioned. Academic sanctions do not substitute other sanctions implied by Italian law.

### **Cheating on assignments, exams and other tests**

Cheating means doing something to gain or produce an undue advantage, either during an written exam or in quiz or assignment.

- Students must not attempt to steal, reproduce, circulate, or otherwise gain access to a quiz, written exam, or homework materials prior to the time authorized by an instructor.
- Students must respect the guidelines specified by the instructor for an assignment or for a “take home” test and refrain from using materials or study aids that the instructor has forbidden.
- Students must not substitute or been substituted by other fellow students during exams and quizzes.
- During an exam, students must:
  - a. Remain silent. Specifically, but not exclusively, students must not speak to each other nor to other persons in the room, nor think aloud or otherwise make noise, so as not to disturb other students. This also applies to students who have finished their exam, for as long as they remain in the room.
  - b. Not use any aid or device of any type (paper or electronic) that is not expressly authorized by the instructor. Students must not use any type of learning or electronic aid in the exam room, if not expressly authorized by the instructor (for example, manuals, lecture notes, personal notes, books or publications, mobile phones, web sites, social media, hand-held computers or other electronic devices). For example, students must not copy from other exam candidates, must not move from their assigned places, must not look at other students’ exam paper, and must not contact or attempt to contact any other person in any way, including persons not in the room.
  - c. Comply with the time limit set down by the faculty member in charge. In the event that a student exceeds the time limit, the exam will be automatically considered invalid (and will be collected, but not corrected).
  - d. Remain in the room for the whole of the time and only for the time set for taking the exam. For example: students must remain in the room throughout the exam, unless the instructor says otherwise; students must not interrupt the exam except for causes of force majeure, in which case they should inform the instructor, and seek authorization to interrupt the exam. At the end of the exam and before leaving the room, students must return all materials received for or produced in the exam (including drafts);
  - e. Comply with the instructions from the instructor.

## Plagiarism

Plagiarism means to present as one's own the work of someone else. Bocconi is committed to combating all forms of plagiarism. The papers produced must be the result of each student's personal contribution, with particular attention given to citations and making sure that text retrieved from other sources is not copied. In particular, the final project and thesis are concluding activities for a degree program and they represent the tool students use to demonstrate their growth and ability to organize the concepts and ideas they learned during their years of study. Bocconi University utilizes a software to verify any copied text or improper use of citations. Students can avoid the risk of plagiarism by clearly attributing and indicating the source of any idea or wording that they did not invent.

In order to avoid plagiarism, students must refrain from (the following list is not exhaustive):

- Using sentences, arguments, and ideas of another without proper citation and acknowledgment.
- Copying data, facts, graphs, computer programs, spreadsheets, images, or other materials and using them without proper citation or acknowledgment.
- Copying homework, quiz, or exam answers from a solution manual, textbook or web site.
- Failing to use quotation marks properly or when needed.
- Failing to give a source for quoted materials.
- Failing to give a source for paraphrases.
- Failing to cite sources correctly and completely.

## Collusion and unauthorized collaboration

Collaboration is working with another or receiving assistance from someone (e.g., a classmate, friend, whether in person or by electronic media) to complete course work for a grade.

Collaboration can include: jointly solving homework problems, working in a group on an assignment, sharing sources for an assignment .

While sometimes collaboration is a valuable way of learning, other times collaboration it is not permitted. "Unauthorized Collaboration" means working with others without the specific permission of the instructor on assignments submitted for a grade. The following list contains examples of unauthorized collaboration.

- Receiving help with homework, reports, paper, data collection, or other activities when not allowed by the instructor.
- Sharing homework with another student when collaboration is not allowed.

- Sharing with other students notes, books, calculators, phones, photos, computers, web sites, social media, or other aids during a quiz or an exam when not allowed by the instructor.
- Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes.
- Helping others with their homework or other assignments when not allowed by the instructor.
- Writing a paper or the final dissertation for others, or accepting that others write a paper or a dissertation on one's behalf.
- Buying papers or dissertations from websites that offer academic papers or to do the research and writing for you. Any use of such services by a student will be considered an academic fraud.
- Allowing others to view your answers or copy part of your homework, quiz answers, exam answers, or other related work when not permitted to do so by the instructor.
- Accepting credit for a group project without doing your share of the work.
- A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally.
- Completing another student's exam or quiz by filling in the student's exam or other answer sheet or by attending the exam in place of the other student.

### **Willful Misrepresentation**

Willful misrepresentation means intending to deceive in order to receive an undue advantage. The following is a non-exhaustive list of examples of willful misrepresentation.

- Fabricating quotations.
- Fabricating sources and data.
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics.
- Engaging in selective reporting or omission of conflicting data for deceptive purposes.
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework.
- Untruthful registration of class attendance and exam enrolment.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, visa, clinical record, student ID cards, or any other official document.

- Providing false information to others about academic performance, other academic or non-academic activities, or membership in student organizations.
- Falsification of information records (such as documents concerning family income and assets).
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student.
- Creating false university, college, or other official correspondences (such as medical documentation).