

## BOCCONI STUDENT CODE OF CONDUCT

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Academic integrity must be a guiding behavior 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 are no substitute for legal sanctions contained in Italian law.

The same rules apply to copying verbatim text or images, paraphrasing, and summarizing material from the Web. Information and quotations from electronic resources must be properly acknowledged, including personal e-mail correspondence.

### **Misconduct (Cheating) on Assignments, Exams, and Other Kinds of Testing**

Misconduct occurs when a student does something to gain an unfair advantage, either during a written exam or in class test 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 (the person conducting the lesson: professor, lecturer, teaching assistant, tutor, monitor - hereafter **instructor**).
- ✓ Students must respect the guidelines specified by course instructors for assignments or take-home tests, and refrain from using materials or study aids which the instructor has forbidden.
- ✓ Students cannot take the place or be replaced by other students while taking exams and answering tests.
- ✓ During an exam, students must:
  - a) Remain silent. Specifically, but not exclusively, students must not speak to each other or any other person in the classroom, 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 exam room.
  - b) Not use any aid or device of any form or type (paper or electronic) that is not expressly authorized by the instructor. Students must not use any type of learning aid or electronic device in the exam room, unless expressly authorized by the instructor (for example, manuals, lecture notes, personal notes, books or publications, mobile phones, web sites, social media, computer tables or any other digital device). For example, students must not copy from other candidates, must not move from their assigned places, must not look at other students' exam answers, 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 instructor in charge of supervising the exam. In the event that a student exceeds the time limit, the exam will be automatically considered void and invalid (it 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 set by the instructor.

## Plagiarism

Plagiarism means to present the work of someone else as one's own. Bocconi is committed to combating all forms of plagiarism. The papers produced must be the result of student's personal output, 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 list is not exhaustive):

- Using sentences, arguments, and ideas of another person 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 results, or exam answers from a solutions manual, textbook or web site.
- Failing to use quotation marks properly when needed.
- Failing to give a citation for quoted materials.
- Failing to provide a source for paraphrases.
- Failing to cite sources correctly and completely.

## Unauthorized Collaboration

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

Collaboration can include: jointly solving homework problems, working in a group on an assignment, sharing of materials and resources for a class assignment.

While collaboration can sometimes be a valuable way of learning, at 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.
- Share notes, books, calculators, phones, images, PCs, websites, social media or other kinds of media with a student during a quiz or exam when it is not allowed by the examiner.
- Provide materials, information or assistance to another person with the awareness or reasonable expectation that it can be used for purposes not in line with academic integrity.
- Helping peers in tests to be done at home or any other class assignment, when it is not allowed by the course instructor.

- Writing a final paper or thesis for others, or have others write a paper or dissertation on one's behalf.
- Purchasing and/or downloading documents or theses from websites featuring academic or research papers or research and/or providing editorial services. The use of these services by a student will be considered an academic fraud.
- Allowing others to view answers or copy parts of homework, quiz answers, answers to exam questions, and other related work, when it is not allowed to do so by the examiner or instructor.
- Submitting a group project for evaluation without having contributed adequately to it.
- Presenting group work as if it had been done by the whole group members equally, when there is someone who has not given his/her contribution.
- Taking another student's exam or quiz by answering the student's exam or filling the answer sheet, or any other way of taking the exam in place of another student

### **Willful Misrepresentation**

Willful misrepresentation means behavior meant to deceive so as to obtain an undue advantage. The following is a non-exhaustive list of examples of willful misrepresentation.

- Fabricating quotations.
- Fabricating sources and data.
- Fabricating, tampering with, omitting, or otherwise misrepresenting research findings, results, information, data, and statistics.
- Engaging in selective reporting or omission of conflicting data with deceptive intent.
- Providing false information about reasons for class absenteeism or late work when requesting a make-up quiz or exam or a deadline extension for a homework assignment.
- Untruthful registration of class attendance and exam enrolment.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade certificate, visa records, clinical records, student ID card, or any other official document.
- Providing false information to others about academic performance, or any other academic or non-academic activities, or membership in student organizations.
- Providing untruthful or incomplete fiscal information (such as documents concerning family income and assets).
- Altering a score in a test, or a grade on an academic record.
- Forging the signature of an instructor, advisor, dean, or of another student.
- Providing false school and college certificates, as well as other kinds of official documents (such as medical files).

### **Annex 1. Table Disciplinary Measures**

## Annex 1 Disciplinary Measures

	GROUNDS FOR DISCIPLINARY ACTION	ASSOCIATED PENALTIES
1.	Classroom absence of a student following an attendance check after the “Attendance” system detected the student’s presence	Admonition, if the first time and the student provides reasonable explanations In more serious cases or for repeat offenders: up to 6-month suspension from exams and/or graduation
2.	Possession and/or use of unauthorized notes during exams or other tests	Up to 6-month suspension from exams and/or graduation
3.	Possession and/or use of unauthorized electronic devices during exams or other tests (e.g. mobile phones, smart watches, tablets and notebooks or similar devices)	Up to 6-month suspension from exams and/or graduation or up to 1-year exclusion from the University
4.	Entirely or partly copied papers, written exams, final papers/degree theses, assignments or other tests	Up to 6-month suspension from exams and/or graduation or up to 1-year exclusion from the University. Students who help or facilitate copying in any way are also penalized.
5.	Plagiarism and other violations of copyright and related rights (e.g. by photocopying books and journals beyond the limits allowed by law)	Up to 6-month suspension from exams and/or graduation or up to 1-year exclusion from the University
6.	Unauthorized or improper use of Artificial Intelligence tools during exams or other tests, including final papers/degree theses	6-month suspension from exams and/or graduation or 1- to 3-year exclusion from the University
7.	Papers, written exams, final papers/degree theses, assignments or other tests written entirely or partly by third parties	1- to 3-year exclusion from the University
8.	Assumption of another student’s identity during exams or other tests	1- to 3-year exclusion from the University
9.	Other examples of misconduct carried out during learning activities or exams (e.g. lectures, exercises, office hours, tests, exam reviews, graduation exams) include:  (i) unauthorized audio and/or video recordings;  (ii) unauthorized acquisition of exam content (questions, tests, etc.) through photographs, screenshots	Admonition In more serious cases or for repeat offenders: up to 6-month suspension from exams and/or graduation

	<p>and other image capture tools;</p> <p>(iii) conduct that causes disturbance of the normal carrying out of lectures or exams;</p> <p>(iv) unauthorized conversations (e.g. with other students) during the course of exams.</p>	
<b>10.</b>	<p>Unauthorized dissemination of audio and/or video recordings of lectures or transcripts of their content, including partial recordings. Unauthorized dissemination of Bocconi University teaching materials (e.g. slides, exercises, case studies)</p>	<p>Up to 6-month suspension from exams and/or graduation or up to 1-year exclusion from the University</p> <p>In the event that the act is committed for profit: 1- to 3-year exclusion from the University</p>
<b>11.</b>	<p>Submittal of documentation that is false, untrue, contradictory or does not correspond to reality in any way</p>	<p>6-month suspension from exams and/or graduation or 1- to 3-year exclusion from the University</p>
<b>12.</b>	<p>Damage to University property and/or residences</p>	<p>Up to 6-month suspension from exams and/or graduation or 1- to 3-year exclusion from the University</p>
<b>13.</b>	<p>Behaviors or statements (also made via social media or similar communication platforms) that defame the University or raise concerns on behalf of the University and/or university residence management</p>	<p>Up to 6-month suspension from exams and/or graduation or 1- to 3-year exclusion from the University</p>
<b>14.</b>	<p>Discriminatory behaviors or statements (also made via social media or similar communication platforms in which the qualification of Bocconi student is explicit or can be objectively inferred)</p>	<p>Up to 6-month suspension from exams and/or graduation or 1- to 3-year exclusion from the University</p>
<b>15.</b>	<p>Other conduct that is in contrast with the principles and rules set out in the Honor Code</p>	<p>Up to 6-month suspension from exams and/or graduation or 1- to 3-year exclusion from the University</p>

**It should be noted that:**

- Sanctions relating to suspension from exams/graduation sessions given in months will be converted into a suspension for the number of sessions included in the suspension period. The starting date of the disciplinary action will be proposed by the Disciplinary Board;
- Disciplinary action will result in the termination of any financial aid granted by Bocconi University in accordance with the specific regulations for each form of

funding:

- the ISU Bocconi Scholarship for the Right to University Study, merit-based waivers and/or scholarships and other forms of aid granted by Bocconi University (e.g. accommodation) will be revoked if the student incurs disciplinary sanctions greater than an admonition;
  - need-based waivers and/or scholarships independently defined by Bocconi University will be revoked if the student incurs a disciplinary sanction of exclusion from the University.
- For students enrolled in Specialized Master Programs whose evaluation system is different from degree programs, disciplinary measures based on the structural features of their educational programs will be adopted (e.g. in the case of Specialized Master programs, postponement of graduation and inability to attend the graduation ceremony);
  - Cases will be individually assessed by the Disciplinary Board, taking into account the seriousness of the disputed conduct, its possible recurrence or prolongation over time, the intent or seriousness of the offense, and the student's cooperation or repentance;
  - According to the same criteria, other conduct that is in contrast with the principles and rules set out in the Honor Code may be sanctioned.

Depending on the cases, the Disciplinary Board will weigh further penalties such as exclusion from Exchange Programs, from Career Services, or prevention of the student's admission to Master of Science graduate programs.

In the event the conduct referred to in point 1 of the table has been established, the Program Director may also revoke the student's status of attending student.