



Code of Ethics

of the Libera Università di Lingue e Comunicazione IULM

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INTRODUCTION

The *Libera Università di Lingue e Comunicazione IULM*, hereafter referred to as IULM University, was founded in 1968, and has as its mission the advancement of learning and research in disciplines encompassing activities and tools that in any way relate to the use of languages and communication aimed at cultural, social and economic development.

To this end IULM University has established an educational programme over recent years centred on courses structured to fulfil the needs of the worlds of business and industry. It is a centre of excellence in university and post-graduate education in the fields of communication, consumer culture, media, marketing, public relations, international relations, tourism, artistic heritage and art, and foreign languages and literature, striving to combine culture and innovation, knowledge and know-how.

IULM University has legal personality with statutory, educational, organizational, administrative and accounting autonomy pursuant to art. 33 of the Constitution of the Italian Republic and Law no.168 of 9th May 1989.

IULM University is a university community which includes teaching staff, technical and administrative staff, students and all those who, whatever their role, spend time there for research, teaching or study. All members of the community participate in university life with equal human and professional dignity, respecting not only their own duties to the university, as set out in the regulations, but also the rights and duties of others, in order to develop and direct their professional goals towards achieving and enhancing common objectives and values. The university community constantly considers its role in the area where it is located, responding to the demands and opportunities arising at both local and international levels.

As a community, IULM University is called upon to spread the values of solidarity and cooperation inside and outside the university grounds, through the promotion of close relations between institutions of higher education and research, by fostering the education of the new generations as regards individual and social responsibility, including the enhancement and capitalization of technical, professional and scientific skills, and the promotion of educational models respectful of the principles of freedom, dignity and equality.

SECTION 1: CODE OF ETHICS AND GUIDELINES

Whereas the Libera Università di Lingue e Comunicazione IULM is an organization set up according to the laws in force, in accordance with the constitutional principles that provide for freedom of research and teaching, and is composed of individuals of different age, origin, sex and economic status holding different positions and different professional roles;

Considering that IULM University is aware of the function that it performs within the social fabric, at a local, national and European level, acting with awareness and responsibility, as certified by its current Statute;



Acknowledged that IULM University operates in various fields of public and private interest, promoting interaction between different parties, both public and private, in pursuit of research and the development of knowledge;

The guidelines for the university Code of Ethics are thus formulated:

This Code of Ethics identifies the principles of correct behaviour that must be respected in order to best achieve the objectives set out in the educational and scientific mission of the University. It calls on the sense of responsibility that must accompany the carrying out of one's duties and the exercising of one's rights within the University community.

This Code of Ethics applies to all members of the University community, including those working for or collaborating with the University on a temporary basis. Where applicable it may also be extended to guests of the University.

This Code of Ethics does not substitute legal provisions but is in addition to the regulations governing members of the University community and provides for their rights and duties.

The IULM University Code of Ethics is founded on three basic principles:

1. equity and justice;
2. respect for the individual and their dignity;
3. personal and professional responsibility.

1) All people working in various roles at IULM University shall be treated with human dignity, they may not be discriminated against or be subjected to abuse or undesired attention.

Disciplinary action in accordance with the law will be taken in cases of discrimination and abuse, with the aim of preventing rather than punishing.

2) Members of the University shall be treated as bearers of values, and as such shall be respected and safeguarded. Within the university community all members have access to the many opportunities for socialisation, in order to guarantee full and shared participation in the community.

The University and its members have the fundamental duty to respect others so that each individual feels part of the community and accepts their responsibilities towards the University. Participating in a community means that each single individual must be responsible for their own rights and the duties and liabilities that this involves, in particular towards others, in order to make their actions transparent and honest.

3) Each member of the University shall in all ways and at all times avoid causing offence to any other individual and shall adopt correct and respectful behaviour in the interest of the community as a whole. In a mutual commitment to pursuing shared goals, each member of the University shall defend the rights of others in respect of personal diversity.



SECTION 2: GENERAL PRINCIPLES

Art. 1 Academic freedom

IULM University is committed to promoting intellectual freedom and sees the free exchange of intellectual ideas as essential to fulfilling its institutional and academic mission. It also undertakes to protect its members from any attempt to restrict or violate this freedom.

The freedom to teach and conduct research is recognized by the university as being essential to the proper conduct of the University's activities. The teaching staff must adopt intellectual behaviour that is ethically and legally in line with the freedom of judgment and interpretation, inspired by honesty and responsibility for the values of research in the pursuit of knowledge.

Art. 2 Name and reputation

The entire university community is obliged to respect and ensure the good name of the University. Each member of IULM University is obliged to behave in a manner consistent with the good name of the University. No member is allowed:

- to make unlawful or improper use of the name of IULM University, its logo or any symbols belonging to it;
- to exploit or use the reputation of IULM University outside the university, especially if associated with external professional activities, including unpaid ones;
- to express personal and subjective opinions that could injure or harm the good name of IULM University.

Art. 3 Forms of discrimination

In a legal system which promotes equal opportunities and equality there exists discrimination against an individual or a group of people when such persons are treated less favourably compared to other individuals or groups of people in the same or similar circumstances, because of one or more factors such as age, colour, nationality, ethnic origin, gender, disability, or political and religious convictions.

IULM University believes that indirect discrimination exists even when an apparently neutral requirement, such as a provision or rule, has negative effects because of the aforementioned discriminatory factors.

Furthermore, IULM University, in compliance with the above and in order to safeguard the safety and health of its employees and students, considers unacceptable all forms of violence and aggression, whether physical or verbal, as well as any form of abuse or bullying, as such conduct is considered prejudicial to the dignity and rights of the person.

IULM University and its members are interpreters and guarantors of the protection of equal opportunities in employment and education.



Art. 4 Sexual harassment

IULM University does not tolerate any form of harassment, violence or abuse of a sexual nature nor any similar behaviour.

Molestation and sexual harassment cover a wide range of behaviours that constitute either verbal or visual offence, as well as offences that affect the physical sphere of a person, however, always in relation to their sexual nature.

The distinctive features of sexual harassment are those which include the imposition of even implicit references of a sexual nature when they are not consciously and freely shared.

Sexual harassment includes:

- unwelcome verbal comments of a sexual nature;
- unwanted and deliberate physical contact;
- gratuitous, public exhibition of sexually explicit written or audio-visual materials;
- transmission or projection of offensive emails, screen savers or pornographic images;
- offensive gestures or actions of a sexual nature;
- persistent and unwanted attention to third parties, together with a persecutory attitude;
- explicit or implied requests to receive or offer sexual favours.

Some forms of sexual conduct may be considered offensive by some and harmless by others. To be precise, the University considers the following to be forms of harassment:

- the implicit or explicit imposition of conditions on students regarding admission to, evaluation of and passing of exams, or any action which might in some way limit a student's academic career;
- the implicit or explicit imposition of conditions on teaching and administrative staff regarding their recruitment and selection, or any action which might in some way limit a person's professional career;
- interference with academic achievement or performance at work;
- the creation of an intimidating and offensive working and learning environment.

Given the educational role of the University, abuse or sexual harassment on the part of teachers against students shall be treated as particularly serious offences.

Art. 5 Intellectual property and plagiarism

IULM University complies with intellectual property and plagiarism laws, and all faculty members, administrative staff and students are required to respect current regulations on the matter.

The law protects copyright over intellectual property. The University holds the rights to use, for economic purposes and otherwise, creative works and inventions produced by teaching staff and/or students, in the case of products deriving from institutional activities and explicitly commissioned by the University.

Individual intellectual property is recognized by the University and as such must be protected.



Total or partial plagiarism, defined as the attribution of authorship of a work and ideas of a third party to oneself or others, regardless of the language in which it is expressed, and, in any case, without explicit reference to the sources, is a criminal offence. Each single academic activity of scientific importance for the University must refer specifically, whenever possible, to the member of the community to whom the parts are attributable. IULM University shall create the conditions for its members to operate always with integrity and honesty, in order to enhance individual merits and personal responsibility, while also supporting and encouraging a methodological and structured multidisciplinary approach to research, and dialogue between members of the university community.

Art. 6 Conflict of interests

A conflict of interests includes any circumstance that arises from the discrepancy between actions performed in the interest of the University and the personal interests of a single individual. It occurs, moreover, whenever there is the illegitimate expectation of receiving direct or indirect benefit for a job or activity carried out on the University's behalf.

A conflict of interests emerges whenever the private interests of a member of the university community contrasts in a real or potential manner with the interests, not only financial, of IULM University.

IULM University, the academic and administrative staff and students shall take the most appropriate measures to avoid any situation or relationship that could lead to a conflict of interests, or directly or indirectly compromise the carrying out of their duties. Whenever members of the University become aware of such a situation, they shall take the appropriate measures to dissolve any real or potential conflict.

Moreover, IULM University disapproves of any form of nepotism or favouritism that unfairly elevates one individual over others, regardless of that person's individual merits, professionalism or knowledge, if this is in conflict with the principles of fairness, justice and impartiality.

Art. 7 Research ethics

Research must be carried out in full compliance with relevant ethical standards both in terms of methodology and in the exploitation of the results. Researchers have the duty to ensure that their work is consistent with the values and principles underlying the Statute of the University and their respective professions. Researchers must also participate only in research projects which conform to the shared ethical standards of the field of reference.

The University and its researchers have the duty to respect and protect all those who are involved in ethically sustainable research.

Scientific misconduct includes falsification, plagiarism and any other practice that deviates from those commonly accepted by the scientific community as regards the management, development and processing of research. The following practices are to be considered particularly reprehensible:



- taking credit for a work, project or any kind of research belonging to a third party, including through the use of confidential information or the intentional omission of parts of the work carried out by a third party;
- interference in the work of others with no specific intention or authorization, regarding in particular the wrongful appropriation of material for the purposes of the research itself;
- poor and malicious diffusion of research carried out by third parties by altering or only partially using research material.

Art. 8 Gifts and benefits

Members of IULM University shall not solicit, encourage or accept gifts or benefits of any nature which could reasonably be attributed to actions which may result, directly or indirectly, in imposing constraints on their professional activities.

Any form of compromise for commercial purposes shall be seen as an aggravating circumstance.

Art. 9 Use of University resources, services and spaces

Members of IULM University must use university services, resources and spaces in compliance with institutional goals and, in any case, in a legitimate way. The use of benefits must be expressly authorized by the competent bodies.

SECTION 3: ETHICS COMMITTEE

Art. 10 Ethics Committee

The Rector appoints a special Ethics Committee comprising one external member and two internal members, all of whom are chosen for their prominent positions and unquestionable moral rectitude. It has the following functions:

- to carry out a preliminary inquiry into anyone who may have violated the provisions of this code, and transmit the documents together with a reasoned report to the Academic Senate;
- to favour an amicable agreement to any dispute, whenever possible, provided that the conduct in question does not constitute a criminal, civil or administrative offence.

The Ethics Committee must duly justify its initiatives and proposals.

Each Ethics Committee has a four-year term.

SECTION 4: ASSESSMENT OF CODE VIOLATIONS. PROCEDURES. SANCTIONS



Art. 11 Principles

Any violation of this Code of Conduct constitutes grounds for the enforcement of specific sanctions.

In cases where proven violation of this Code also includes a disciplinary offence, the regulations provided for disciplinary offences shall apply. Disciplinary action and related sanctions shall prevail over procedures and sanctions arising from violations of this Code.

Any civil or criminal liability for conduct subject to sanctions shall not be affected.

Art. 12 Procedures

The procedure described in this section respects the adversarial principle of hearing both sides.

When the Rector receives a non-anonymous report or comes into possession of information regarding a possible Code violation, he will appoint a special Pre-inquiry Board responsible for carrying out a preliminary investigation into the existence of a violation.

The reports may include any violation committed by any members of the university community, including all those who spend periods at the University, and limited to said periods, carrying out research (for example, but not limited to, PhD students and research fellows), teaching (for example, but not limited to, contracted teaching staff), and study (for example, but not limited to, foreign students or specialists).

The Pre-inquiry Board, in the shortest possible time, must report to the Rector formulating their final conclusion on the nature of the reported behaviour, indicating whether it is to be considered a violation of this Code or a disciplinary offence.

The Rector shall evaluate the Pre-inquiry Board's report and decide whether to instigate proceedings for violation of the Code with the Ethics Committee, or, if the conduct presents grounds for being considered a disciplinary offence, the transmission of the documentation to the governing body responsible for dealing with such matters.

The proceedings begin when the Ethics Committee serves written notice to the person concerned, making reference to the provisions of the Code that have been infringed.

The person concerned shall be given a period of no less than fifteen days to submit a written reply, with the possibility of being heard by the Ethics Committee.

The Ethics Committee, after examining any response and counter-argument from the person concerned, and after having heard the defence in person if requested, shall conclude its inquiry by sending the report to the Academic Senate, including details regarding the notification of the violation, the violation itself, the defence of the person concerned, and any other relevant material.

The Academic Senate, pursuant to art.2, paragraph 4 of Law no. 240 of 30th December 2010, shall deliberate within the next 30 days.



The proceedings must be completed within 60 days from the service of notice of the violation to the person against whom the proceedings have been instigated for violation of the Code.

If a disciplinary procedure is completed without giving rise to sanctions, the Rector shall decide whether to transmit the documentation to the Academic Senate for any further action.

Art. 13 Sanctions

Sanctions shall be applied according to the principle of graduality (or progressiveness).

Thus, the seriousness of the violation and its recurrence must be considered. Recurrence is when, in the previous two years, a person's conduct has been found to violate the values and principles of this Code on multiple occasions.

The following sanctions are envisaged:

- a) a formal warning in the form of a reprimand signed by the Rector;
- b) a formal warning reported to the University community through publication on the University website;
- c) suspension from an academic post or organizational role or Rector-appointed role for up to one year;
- d) forfeiture of the academic post or organizational role or Rector-appointed role;
- e) suspension of the right to be elected or appointed to or hold any academic position, organizational role or institutional position for three years.

If any of the sanctions mentioned above in points c) d) and e) are imposed, the resolution passed by the Academic Senate will be published on the University website.

In any case the resolution of the Academic Senate shall be sent to the person concerned and to the *Nucleo di Valutazione* (Independent Evaluation Unit).

All documentation related to the sanction shall be kept filed in the personal records of the person concerned.

Art. 14 Final and transitory provisions

Any criminal, civil or administrative proceedings initiated regarding the same behaviour which resulted in the violation of this Code shall not cause the suspension of the procedures described above nor the possible application of any sanctions.