

Pursuant to Art. 2 (*Bodies and internal structure of universities*), paragraph 4, of Italian Law no. 240 of 30 December 2010, Bocconi has adopted the following:

BOCCONI FACULTY CODE OF CONDUCT

*Issued with Rectoral Decree no. 29, 25 March 2021
In effect as of 9 April 2021*

PART I - PRINCIPLES AND GENERAL PROVISIONS

PART II - CITIZENSHIP

PART III - RESEARCH

PART IV - TEACHING

PART V - DISCIPLINARY SANCTIONS

PART VI - IMPLEMENTATION PROVISIONS

PART I PRINCIPLES AND GENERAL PROVISIONS

Art. 1

(Definition of faculty and researchers)

1. This Code of Conduct is applicable to:

- a) professori ordinari, professori associati, permanent university researchers (ricercatori universitari di ruolo);
- b) full professors, associate professors, assistant professors;
- c) senior professors;
- d) lecturers, professors of practice, adjunct professors;
- e) non-tenured professors, research fellows, junior research fellows, PhD students, PhD candidates, PhD fellows, academic fellows;
- f) visiting professors.

2. The “Code of Conduct for Faculty and Researchers of SDA Bocconi School of Management” is applicable to faculty and researchers of SDA Bocconi School of Management.

3. Faculty and researchers referred to in letters b), c), d), e), and f) of paragraph 1 expressly agree to this Code of Conduct when signing their contract. The principles and duties established by this Code of Conduct are therefore integrated into their contractual obligations towards Bocconi University.

Art. 2

(General principles)

Faculty and researchers undertake to respect the general principles established by the Bocconi University Honor Code, which is published on the University’s website.

PART II CITIZENSHIP

Art. 3

(Fairness duties of faculty and researchers regarding their academic role or contractual position)

1. Faculty and researchers have a specific duty not to represent in an inappropriate or otherwise misleading way their academic role or contractual position towards Bocconi University.
2. These duties are particularly strict with regard to the media (including social networks) and in any academic or professional context, including business cards and letterhead.

Art. 4

(Specific duties of professors and permanent researchers)

1. The faculty and researchers referred to in letters a), b) of Art. 1, paragraph 1, have a specific duty to:
 - a) attend the meetings of the Department Council (Consiglio di Dipartimento) and of the Faculty Council (Collegio dei Docenti), unless they have previously communicated a just cause for their absence;
 - b) participate in the other academic bodies or commissions to which they have been appointed by Bocconi University, or by the MIUR, or by other universities for the performance of activities falling within the institutional duties related to a public role;
 - c) behave in a civil and responsible manner towards others, at all times and in all situations;
 - d) behave in a manner that respects the functionality and decorum of the workplace and the areas of research and study.

Art. 5

(Specific duties of non-tenured faculty and researchers)

1. The faculty and researchers referred to in letters c), d), e) of Art. 1, paragraph 1, have a specific duty to:
 - a) participate in other academic bodies or public commissions to which they have been appointed by Bocconi University;
 - b) behave in a civil and responsible manner towards others in any situation;
 - c) behave in a manner that respects the functionality and decorum of workplaces and of the areas of research and study.
2. The faculty and researchers referred to in letter f) of Art. 1, Paragraph 1, have the specific duties referred to in letters b), c) of Paragraph 1 of this Article.

Art. 6

(Sexual or moral harassment)

Faculty and researchers have the duty to refrain from any sexual or moral harassment, i.e. any conduct that is objectively discriminatory or harmful to the personal dignity of others, and that is unwanted.

Art. 7

(Conflict of interests)

1. Faculty and researchers are required to act both academically and, in case, professionally not in conflict of interest with Bocconi University.
2. In agreement with the Rector, a faculty member or researcher may request that the Disciplinary Committee make an advance determination as to whether a specific academic or professional context may potentially put them in conflict of interest with Bocconi University.

Art. 8

(Responsible use of the media)

1. Faculty and researchers undertake to use the media (including social networks) responsibly, avoiding that their personal opinions can be seen as attributable to Bocconi University, its professors, researchers and students.
2. When faculty or researchers mention their affiliation to Bocconi University or it becomes apparent in any way from their media presence, they have a specific duty:
 - a) not to discredit Bocconi University, its faculty and researchers, or its students;
 - b) not to disseminate information subject to confidentiality, or to violate the legal regulations that protect personal data or intellectual or industrial property;
 - c) not to publish insulting, defamatory, or discriminatory texts;
 - d) not to echo or support illegal activities;
 - e) not to express or encourage, negligently or intentionally, offensive or provocative comments;
 - f) not to use Bocconi University's distinctive logos or trademarks or other elements that identify it towards the public in a manner that is detrimental to Bocconi.
3. These rules also apply when faculty and researchers participate in electoral campaigns or political activities in general.

Art. 9

(Incompatible Activities)

1. The faculty and researchers referred to in letters a) and b) of Art. 1, paragraph 1, may not carry out commercial or industrial activities; however, they may set up companies with spin-off or start-up features, including assuming formal responsibilities within them.
2. If they violate this prohibition, the Rector will report the situation to the Disciplinary Committee, activating the procedures set out in Section V of this Code. If the Disciplinary Committee finds that a situation of incompatibility exists, the individual will be warned by the Rector to cease the incompatible activity.
3. Compliance with this warning does not preclude disciplinary action.

Art. 10

(Specific incompatibilities for full-time professors)

1. Subject to compliance with their institutional obligations, faculty and researchers referred to in letters a) and b) of Art. 1, paragraph 1, who are employed under a "full time" contract, may freely carry out evaluation and referral activities, occasional lectures and seminars, academic collaborations and occasional consultancy activities, academic and cultural communication and information dissemination activities, as well as public and editorial activities.
2. They may also carry out, with the prior authorization of the Rector, teaching and research functions, as well as institutional and management tasks (non-tenured) to public and private non-profit bodies, provided that there is no conflict of interest with Bocconi University and provided that such activity is not detrimental to the teaching, academic and management activities entrusted to them by Bocconi University.
3. With the prior authorization of the Rector, they may also serve on boards of directors, boards of statutory auditors and review bodies for companies with share capital, provided that they have no operational or managerial powers, and limited to no more than three appointments at the same time. However, they are required to cease these activities if a conflict of interest with Bocconi University arises, or if it is detrimental to the teaching, academic, and management activities entrusted to them by Bocconi University.
4. In accordance with the law, they may not carry out regulated professional activities that require enrollment in a special professional register, where they shall be enrolled in the special section of full-time professors and researchers. Further, full-time professors and researchers cannot carry out paid external activities under the VAT registration system.

5. In cases of a violation of the prohibitions set forth in the previous paragraphs, the Rector will report the situation to the Disciplinary Committee by activating the procedures set forth in Section V of this Code of Conduct.

Art. 11

(Specific incompatibilities for professors with a defined time)

1. Faculty and researchers referred to in letters a) and b) of Art. 1, who have opted for the “defined time” regime (with or without the “Bocconi regime”) may carry out other professional activities. The free professional activities of professors and researchers with a defined time (with or without the “Bocconi regime”) is always and exclusively carried out in a personal capacity, with the individual assuming full responsibility for these activities, and is in no instance to create a conflict of interest with the University.
2. They may also carry out teaching and research activities at other universities or research organizations, subject to the authorization of the Rector, who will assess the compatibility of this activity with the fulfilment of their institutional obligations as well as the possibility of “dual affiliation”.
3. If they violate the conditions set forth in the previous paragraphs, the Rector will report the situation to the Disciplinary Committee by activating the procedures set forth in Section V of this Code. If the Disciplinary Committee finds that a situation of incompatibility exists, the individual will be warned by the Rector to cease the incompatible activity. If within fifteen days of its dissemination the warning has not been complied with, the individual will be removed from his or her position.
4. Compliance with this warning does not preclude disciplinary action.

Art. 12

(Authorization procedure)

1. When the previous Articles require the authorization of the Rector, the written request by the interested party must indicate:
 - a) the nature of the appointment and the amount of the remuneration, as specified or estimated;
 - b) the appointment’s compatibility with the activities of the interested party’s Department and with the performance of institutional activities, and also the duration of the appointment and the commitment required;
 - c) the number and nature of any other authorized external appointments held by the applicant during the same period.
2. Following receipt of the request, the Rector will ask the Director of the Department to which the applicant belongs to formulate his/her opinion within ten days. To this end, the Director of the interested party’s Department must assess the compatibility of the appointment with his/her the teaching, research and other activities.
3. The Rector must give his/her opinion within thirty days of receipt of the request for authorization.

PART III RESEARCH

Art. 13

(Legality and safety of research)

1. Faculty and researchers must respect the legal provisions applicable to their contractual or service relationship with Bocconi University, particularly those relating to work safety, and they must also be compliant with the guidelines established by the Bocconi Research Ethics Committee.
2. They must take the necessary health and safety precautions and do all that is necessary to avoid the consequences of unintended information-technology incidents, in particular by adopting appropriate back-up practices for the data used.
3. Furthermore, they have a specific duty to respect the laws governing intellectual and industrial property, the processing of personal data, and the privacy of individuals.

Art. 14

(Prohibition of plagiarism)

1. Faculty and researchers have a specific duty to ensure that their work does not illegally or incorrectly reproduce research that has already been carried out elsewhere.
2. Both in research carried out as an individual author and research carried out in collaboration with others, faculty and researchers have a specific duty to avoid plagiarism and to comply with legislation on intellectual property and on the processing of personal data. Reproductions or adaptations of previous research do not infringe the prohibition of plagiarism, provided that intellectual property and personal data processing laws are abided by and that previous research is expressly attributed to the respective authors.
3. Where faculty and researchers delegate any element of their work to others, they are accountable for the work of the individuals to whom they have delegated it.
4. The same rules apply to the writing of computer code. In particular, if faculty and researchers make use of coding belonging to an open-source project, they have a specific duty to credit the source and to comply with the pertaining license requirements, if any.

PART IV TEACHING

Art. 15

(Freedom of teaching and fundamental values)

1. In exercising their freedom of teaching, faculty and researchers undertake to promote respect for fundamental human rights, diversity, freedom and democracy, as well as to reject any form of discrimination in accordance with the general principles of the Bocconi University Code of Ethics.
2. They also undertake to strictly observe the guidelines on Responsibilities and Duties of Bocconi Teaching Staff published in the Faculty Agenda for each academic year.

Art. 16

(Objectivity and correctness of examinations)

1. Faculty and researchers undertake to carry out exams with objectivity in the evaluation and with a willingness to provide students any appropriate clarification at the time of the assignment's review.
2. They also undertake to strictly observe the Exam Guide published in the Faculty Agenda for each academic year, in particular promoting the active and participatory inclusion of students with disabilities and learning disabilities.

Art. 17

(Specific duties relating to teaching)

1. Faculty members have the specific duty to:

- a) observe the lesson timetable and conduct classes personally;
- b) observe office hours when they are available to students and publish office hours with reasonable notice;
- c) conform the content of their teachings to the teaching and training requirements determined by each School, without prejudice to their freedom of teaching;
- d) publish the teaching plan and the syllabus of the courses they are responsible for in accordance with the established deadlines;
- e) notify, in accordance with the established deadlines, the final and partial exam dates and not change them, except for a just cause;
- f) supervise the exams of the courses they are responsible for or in which they teach;
- g) observe the general rules of exam management and the specific rules set forth in the syllabus, in accordance with the general program published on the website of Bocconi University;
- h) accept a reasonable number of students' request to act as advisor/tutor, or discussant of a thesis, or final paper;
- i) guarantee their availability to sit in the graduation committees on a regular basis; when serving on a graduation committee as advisor/tutor, or discussant of a thesis, and prevented from sitting personally in it due to a just cause, communicate that impediment with reasonable advance notice to the competent office.

Art. 18

(Student Ombudsman)

1. The Student Ombudsman is proposed by the Rector and appointed by the Faculty Council after hearing the student representatives serving on the same Council. He/she remains in office for three years and can be re-appointed.
2. If a student believes that teaching duties have been violated, he or she may submit a written request to the Ombudsman seeking intervention within thirty days of the incident. After having tried to reconcile the parties, which is to be done within 60 days of receipt of the written request, the Ombudsman will make his/her own written assessment, giving a copy of it to the student and to the faculty member concerned.
3. Where necessary, the Student Ombudsman will inform the Rector and the Disciplinary Committee of any further investigation and/or sanction to be undertaken.

PART V

DISCIPLINARY SANCTIONS

Art. 19

(Disciplinary sanctions and their application)

1. With regard to the faculty and researchers referred to in letter a) of Art. 1, the violation of any of the duties provided for in this Code of Conduct may result in written censure, or, in proportion to the gravity of the violation, suspension from office and of salary for up to one year, or forfeiture, or dismissal without loss of the right to a pension or allowances.
2. With regard to the faculty and researchers referred to in letter b) of Art. 1, the violation of any of the duties provided for in this Code of Conduct may result in written censure, or, in proportion to the gravity of the violation, suspension from office and of salary for up to one year, or dismissal for just cause.
3. As far as faculty and researchers referred to in letters c), d), e) and f) of Art. 1 are concerned, any violation of the duties provided by this Code of Conduct represents just cause for Bocconi University to withdraw from the contract with the faculty or researcher in question. It may also preclude renewal of the contract with Bocconi University.

4. The disciplinary sanction of written censure is imposed by the Rector, based on the non-binding opinion of the Disciplinary Committee.
5. The more serious disciplinary sanctions are imposed by the University Board, upon proposal by the Rector and the binding opinion of the Disciplinary Committee.

Art. 20

(Investigation and disciplinary proceedings)

1. The preliminary investigation in the proceedings for violation of the provisions of this Code is carried out by the Disciplinary Committee, in accordance with the provisions of Art. 37 of the Statute of Bocconi University.
2. The Rector is responsible for initiating the disciplinary procedure. Within thirty days of learning of the events, he/she is to give detailed notice to the Disciplinary Committee, providing any documents that may be useful.
3. The Disciplinary Committee, having heard the Rector or his/her delegate, as well as the faculty member or researcher subject to the disciplinary action (who may be assisted by a lawyer), will express his/her opinion on the Rector's proposal within thirty days.
4. If the sanction of censure is proposed, the Disciplinary Committee transmits its opinion to the Rector, so that he/she can make the necessary decisions. If the proposed sanction is more serious, the Disciplinary Committee transmits official documentation of its proposal to the University Board, so that it can make its own decisions.
5. Within thirty days of receipt of the documents, the University Board, convening without the student representatives, is to impose the sanction or order the closure of the proceeding, in accordance with the binding opinion of the Disciplinary Committee.
6. The procedure will expire if the decision referred to in the previous paragraph is not taken within 180 days from the date on which the procedure was initiated. This period will be suspended temporarily if the process for the appointment of the University Board or the Disciplinary Committee is in progress and will resume when they return to regular operation. If the Disciplinary Committee deems it necessary to acquire further acts or documents for reasons of investigation, it may suspend this period no more than twice, for a period not exceeding sixty days for each suspension. The Rector is required to execute the investigative requests of the Disciplinary Committee.

Art. 21

(Relationship between disciplinary and criminal proceedings)

1. If the faculty member is prosecuted under criminal law due to the same events that are addressed by the disciplinary procedure, the disciplinary procedure cannot be started until the end of the criminal procedure. If disciplinary proceedings have already been started when criminal proceedings are commenced, they must be suspended. In this latter case, disciplinary proceedings must be resumed within the time limits set out by law from the time when the University was notified of the final verdict in the criminal case.
2. Regardless of the requirements of the disciplinary procedure, the Rector may order the precautionary suspension from service of a faculty member subject to criminal proceedings, taking into account the nature of the crime or its particular gravity, as provided by Art. 91 of Presidential Decree no. 3 of 10 January 1957.
3. The effects of a criminal judgment in disciplinary proceedings against a faculty member are governed by Art. 653 of the Criminal Code and by Italian Law no. 97 of 27 March 2001.

PART VI IMPLEMENTING PROVISIONS

Art. 22

(Posting of this Code of Conduct)

Pursuant to Art. 7 of Italian Law no. 300 of 20 May 1970 (Statuto dei lavoratori), this Code of Conduct will be brought to the attention of faculty and researchers of Bocconi University by posting it in a place accessible to them, and it will also be made available through the IT tools adopted by the University (Faculty Register, Intranet, etc.).