

Bocconi

**BOCCONI
STUDENT
CODE OF
CONDUCT**

Fairness, loyalty and honor are fundamental principles of conduct for Bocconi University students. They must fulfill the educational commitments they undertake by enrolling at the University with scrupulousness and diligence and, in particular, they must take their learning assessments (individual or group assignments, quizzes, tests, exams and other evaluations, thesis discussions and other final exams) seriously and with adequate preparation. They must also respect the personality and dignity of others and behave in a civil and decorous manner in places where learning, research and university life in general take place. They must also undertake to comply with the provisions of the Code of Ethics (Honor Code) and promote the fundamental values of Bocconi University (Article 6 of the Statute), as well as the protection of fundamental rights and freedoms, which includes the prohibition of discrimination (Article 7 of the Statute).

For example, academic misconduct and dishonesty include behaviors intended, or reasonably likely, to deceive, copy, plagiarize, deliberately misrepresent facts or make unauthorized use of artificial intelligence tools in violation of this Code or contrary to the provisions of the course program and syllabus. Any form of academic misconduct or dishonesty will be subject to disciplinary sanctions in accordance with the University Academic Regulations (Regolamento didattico di Ateneo). Such sanctions are without prejudice to any additional penalties provided for under applicable law.

DECEPTIVE BEHAVIOR IN CONTINUOUS ASSESSMENT, EXAMS, THESES AND THEIR DEFENSE, OTHER FINAL WORK

Deception is defined as behavior aimed at obtaining an undue advantage for oneself or others during a learning assessment test in any form (written test, exam or other form of assessment). Students must not attempt to appropriate, reproduce, circulate or access in any way the test texts before authorized personnel give their consent. They must not, in any way, attempt to breach or circumvent the security measures of the electronic platform or the University's computer systems. In particular, they may not attempt to do so by maliciously downloading or installing on their devices any programs designed to, or capable of, compromising the security of installed software, including through modification of the operating system. They are required to comply with the instructions of faculty, assistants and administrative staff regarding the conduct of exams, and must refrain from using materials or aids not expressly authorized.

Students may not substitute or be substituted by others during exams. Exams must be taken and completed in person.

While sitting an exam or another test, students must:

1. **Not disturb others.** In particular, but not limited to, students must not talk to each other or to other people in the classroom, nor make any other noise that disturbs those present. This also applies to students who have finished the exam, until they leave the classroom.
2. **Not use devices or aids of any kind (paper or electronic) that have not been explicitly authorized by the instructors or assistants.** They may not copy from other students, move from their assigned seats, look at other students' work or talk or attempt to talk to anyone else without authorization, including people outside the classroom. Any devices other than the one expressly authorized for the test — if capable of storing, reproducing, transmitting data or enabling communication — must be switched off and placed in a location inaccessible to the candidate. Likewise, any other media, whether paper or electronic, that has not been expressly authorized must also be stored in a separate location not accessible to the candidate.

3. **Respect the time limit set by the instructor.** If a student exceeds the time limit, the test will be considered invalid and will be collected but not assessed.
4. **Remain in the classroom for the entire duration of the exam, but no longer (unless authorized by the instructor).** In particular, students must not interrupt the exam except in cases of force majeure, in which case they must inform the instructor and request authorization to interrupt the exam. If the exam is conducted via an Internet connection, students must connect exclusively through the University network dedicated to students and may not connect to or use other networks to access the Internet during the entire duration of the exam. They must not disconnect from this network without the instructor's permission, nor reconnect to resume the exam they have interrupted: if this happens, the exam will be considered invalid. At the end of the exam and before leaving the classroom, students must return all materials received or produced during the exam (including drafts). Once they have left the classroom at the end of the exam, they may not re-enter without the express permission of the instructors or assistants.
5. **Follow the instructions of instructors and administrative staff.**

In order to ensure the regularity of tests in whatever form they are carried out (written test, exam or other form of assessment) and compliance with the Code of Ethics and this Code of Conduct, in order to ascertain the attempted or actual use by students of artificial intelligence tools or software that are not expressly authorized, accessed through devices or computer systems, whether authorized by the University or unauthorized, the University may, before finalizing the final assessment, carry out the verification activities deemed appropriate in the manner and within the limits indicated below.

- During the exam, the instructor conducting the exam and/or the staff in charge may verify, using methods that are effective and proportionate to the case, and in compliance with the law as well as Bocconi's rules and procedures, the correct use of the computer devices and systems permitted for the exam and the possible use of those not permitted.
- At the end of the exam verification process, in the event of reasonable suspicion regarding its authenticity, the instructor grading the exam may request the intervention of the University IT Function to check the University's network traffic generated during the exam, for the sole purpose of detecting the use of and/or access to the aforementioned artificial intelligence tools and/or other unauthorized software or websites.

ILLEGAL COPYING AND PLAGIARISM

Plagiarism is defined as the act of presenting the work of others as one's own. Bocconi University is committed to combating all forms of illegal copying and plagiarism. Work produced must be the result of each student's personal contribution, with particular attention to citations and ensuring that text taken from other sources is not copied. In particular, the final paper and thesis are activities that crown an educational path and represent the tool used by students to demonstrate their growth and ability to organize the concepts and ideas they have learned during their years of study. Bocconi University reserves the right to use software to verify that any text has not been copied or that there has been no misuse of citations. Students can avoid the risk of plagiarism by clearly attributing and indicating the source of any ideas or text that they have not produced themselves.

In particular, students must refrain from:

1. using texts, arguments or ideas without clearly citing and acknowledging the source;
2. copying data, facts, graphs, computer programs, spreadsheets, images or other materials without clearly citing and acknowledging the source;

3. copying individual assignments, quizzes or exam answers from manuals, textbooks or websites;
4. neglecting to use quotation marks when necessary;
5. failing to indicate the source of cited materials;
6. failing to indicate the source of paraphrased texts;
7. failing to cite sources correctly and completely.

The same rules apply to both textual copying of text or images and paraphrasing or summarizing materials taken from the web. Information and quotations taken from electronic sources must be correctly attributed, including in email correspondence.

Irrespective of issues of unlawful copying or plagiarism, any student submitting a thesis or other written work for evaluation must, under their own responsibility, declare whether they have used artificial intelligence tools and, if so, specify the purpose (e.g. bibliographic research, linguistic revision, preparation of abstracts or formatting).

UNAUTHORIZED COLLABORATION

Collaboration occurs when work is done jointly with others or with assistance from others (e.g. a classmate or friend, either in person or through other forms of communication) in order to complete work required for assessment.

Collaboration may include: group problem solving, group work on a project or sharing resources for an assigned task.

While collaboration is sometimes a valuable way to study, in other cases collaboration is not permitted. “Unauthorized collaboration” means working in a group without the explicit permission of the instructor to solve an assessment task. In particular, students must refrain from:

1. receiving help with assignments, reports, articles, data collection or other activities when not permitted by the instructor;
2. sharing work that is subject to verification with another student when collaboration is not permitted;
3. sharing notes, books, calculators, phones, photos, computers, websites, social media or other media with other students during a quiz or test when it is not permitted by the examiner;
4. providing materials, information or assistance to another person with the knowledge or reasonable expectation that it may be used for purposes not in line with academic integrity;
5. helping others with tests to be taken at home or other assigned work when not permitted by the instructor;
6. writing a paper or final thesis for others, or accepting that others write a paper or dissertation on your behalf;
7. purchasing papers or theses from websites that offer academic papers or research and writing services. The use of such services by a student will be considered academic fraud;
8. allowing others to view your answers or copy part of your homework, quiz answers, exam answers or other related work when not permitted by the examiner or instructor;
9. submitting a group project for evaluation without having contributed adequately to it;
10. presenting group work as if it had been done equally by the whole group, when someone did not work on it;

11. taking another student's test or quiz by filling out the student's exam or answer sheet or participating in the test in place of the other student.

DECEPTIVE OR FRAUDULENT BEHAVIOR

Deceptive or fraudulent behavior is characterized by the desire to mislead others in order to gain an unfair advantage. In particular, students must refrain from:

1. inventing citations;
2. inventing sources and data;
3. inventing, dishonestly adapting, omitting or otherwise misrepresenting research results, information, data or statistics;
4. using data selectively and omitting data that conflicts with the arguments presented in order to deceive;
5. providing false information regarding the reasons for absences or late submissions when requesting a supplementary exam or an extension of the submission date;
6. falsifying enrollment in an exam or proof of attendance in class;
7. altering documents relevant to the academic curriculum, for example by falsifying information on an official academic document, form, academic certificate, visa, medical record, identity document or any other official document;
8. providing false information about one's academic background, other academic or non-academic activities, or membership in student organizations;
9. providing incorrect information (such as documents on the family's financial situation);
10. altering a grade or evaluation;
11. forging the signature of an examiner, instructor, assistant or another student;
12. producing false academic or other documentation (e.g. medical documentation).

ANNEX 1

DISCIPLINARY MEASURES

	REASON FOR THE MEASURE	SEVERITY OF THE MEASURE
1.	Absence from class of a student who had registered as present (verified by roll call)	Warning, if it is the first time and the student provides reasonable explanations In more serious cases or in the event of a repeat offense: suspension from participating in exams and/or graduation exams for up to six months
2.	Possession and/or use of unauthorized notes during an exam or other assessment	Suspension from participation in exams and/or degree exams for up to six months
3.	Possession and/or use of unauthorized electronic devices during exams or other assessments (e.g. cell phones, smart watches, smart glasses, tablets, notebooks or similar devices)	Suspension from participation in exams and/or degree exams for up to six months or exclusion from the University for up to one year
4.	Copying, in whole or in part, of papers, written exams, final projects/theses, assignments or other performance assessments	Suspension from participation in exams and/or degree exams for up to six months or exclusion from the University for up to one year. Students who have collaborated in or facilitated copying in any way will also be punished.
5.	Plagiarism and other violations of copyright and related rights (e.g. photocopying books and magazines beyond the limits permitted by law)	Suspension from exams and/or graduation for up to six months or expulsion from the University for up to one year.
6.	Unauthorized or improper use of artificial intelligence tools during exercises, exams or other learning assessments (including final projects/theses)	Suspension from participating in exams and/or degree exams for up to six months or exclusion from the University for one to three years
7.	Papers, written exams, final projects/theses, assignments or other assessments written in whole or in part by third parties	Exclusion from the University for one to three years
8.	Impersonation in an exam or other assessment	Exclusion from the University for one to three years

	REASON FOR THE MEASURE	SEVERITY OF THE MEASURE
9.	Other misconduct during learning or assessment activities (e.g. lectures, exercises, office hours, exams, viewing assignments, degree exams), such as, for example: (I) unauthorized audio and/or video recordings; (II) unauthorized acquisition of the content of performance assessments (exam questions, tests, etc.) through photographs, screenshots and other image capture tools; (III) conduct that disrupts the regular conduct of lessons or assessments; (IV) unauthorized conversations (e.g. with other students) during tests.	Warning In more serious or repeat cases: suspension from participation in exams and/or graduation exams for up to six months
10.	Unauthorized dissemination of audio and/or video recordings of lessons or their transcripts, even partial ones. Unauthorized dissemination or unauthorized upload of Bocconi University teaching materials (e.g. slides, exercises, case studies)	Suspension from participation in exams and/or graduation exams for up to six months or expulsion from the University for up to one year. If the offense is committed for financial gain: expulsion from the University for one to three years.
11.	Submission of false, untruthful, inconsistent or otherwise inaccurate documentation	Suspension from participation in exams and/or graduation exams for six months or expulsion from the University for one to three years
12.	Damage to University property and/or university residences	Suspension from participation in exams and/or graduation for up to six months or expulsion from the University for one to three years
13.	Behavior or statements (including through the use of social networks or similar communication tools) that discredit the University or cause alarm at the University and/or among university residence managers	Suspension from exams and/or graduation for up to six months or expulsion from the University for one to three years
14.	Behavior or statements of a discriminatory nature or content (including through the use of social networks or similar communication tools in which Bocconi student status is explicit or can be objectively inferred)	Suspension from exams and/or graduation for up to six months or expulsion from the University for one to three years

	REASON FOR THE MEASURE	SEVERITY OF THE MEASURE
15.	Other conduct that is contrary to the principles and rules enshrined in the Honor Code	Suspension from exams and/or graduation for up to six months or expulsion from the University for one to three years

Please note:

- Sanctions relating to exclusion from exams/degree exams expressed in months will be translated into the number of exam sessions that fall within the period of exclusion. The start date of the disciplinary measure will be proposed by the Disciplinary Board. The adoption of a disciplinary measure will result in the revocation of any financial benefits granted by Bocconi University in accordance with the specific regulations for each benefit.
 - The ISU Bocconi scholarship for the Right to University Education, scholarships and/or merit-based exemptions and other forms of assistance granted by Bocconi University (accommodation) will be revoked if the student incurs disciplinary measures greater than a warning.
 - Need-based scholarships and/or exemptions independently defined by Bocconi University will be revoked if the student incurs disciplinary measures resulting in exclusion from the University.
- For students enrolled in Specialized Master programs, which have a different examination system from degree programs, disciplinary measures will be adopted in accordance with the specific structure of their educational programs (for example, in the case of Specialized Master programs, the postponement of the awarding of diplomas and the inability to participate in the graduation ceremony).
- The Disciplinary Board will assess each case individually, taking into account the seriousness of the alleged behavior, whether it was repeated or prolonged 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 contrary to the principles and rules enshrined in the Honor Code may be sanctioned.

Depending on the severity of the cases, the Disciplinary Board will evaluate further consequences such as exclusion from the Exchange Program, Career Service and access to Master of Science programs.

If the conduct referred to in point 1 of the table is ascertained, the Program Director may also revoke the benefits deriving from the student's status as a regular attendee.

