



CODE OF CONDUCT FOR STUDENTS OF UNIVERSITÀ CAMPUS BIO-MEDICO DI ROMA

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UNIVERSITÀ CAMPUS BIO-MEDICO DI ROMA (UCBM)**

Preamble

Università Campus Bio-Medico di Roma (UCBM) promotes integrated structures for teaching, research, and healthcare, with the primary aim of its activities being the well-being of the individual. It offers students an educational experience aimed at their cultural, professional, and personal growth, fostering the acquisition of skills in a spirit of service. It promotes knowledge, the interdisciplinarity of the sciences and research in all areas that contribute to the overall well-being of the individual.

UCBM students freely commit to aligning their conduct with the university's style and work environment, which emphasises respect for the individual, responsibility, honest work, and service.

To achieve its institutional objectives, UCBM adopts the following Code of Conduct (hereinafter also the "Code"), containing rules that students are expected to follow.

In the context of its educational activities, in accordance with university regulations and in line with leading universities and economic and social organisations, UCBM establishes and applies certain essential ethical rules for the effective conduct of these activities, which help to convey and reinforce values of loyalty and integrity essential to the performance of study, research, and professional activities.

The Code systematises and clarifies the rules of conduct and disciplinary procedures currently already provided for by the national university system. From this perspective, the adoption of the Code should be understood as an act of transparency, aimed at emphasising the importance that the university community attaches to certain fundamental principles of loyalty and integrity, and at promoting their awareness and shared understanding.

In line with the above purposes, the Code has been developed and is applied with the contribution of all University members.

The Code is adopted and enforced within the scope of the powers and faculties that UCBM possesses for the organisation and management of its educational activities. While maintaining its binding nature, and the commitment of UCBM and all its components to apply it fairly and rigorously, the primary function of the Code is educational, and its success is also measured by the extent to which its rules are known and shared by its intended recipients. Therefore, it is necessary to ensure that it is disseminated as widely as possible to all members of the UCBM student community.

To this end, UCBM undertakes to take all initiatives useful for spreading knowledge and understanding of the Code and commits to promoting its application, in order to support students in internalising basic principles of communal life, with a view to fostering mutual respect and attention to the preservation of the environment and university facilities.

Art. 1. General principles of conduct

1. In compliance with current legislation, UCBM students commit to observing behaviour that respects the law and university regulations; to act with fairness and integrity, respecting the norms of good manners, civic responsibility, and the academic and professional context in which they operate; and to refrain from damaging property belonging to the University or to third parties. Within the scope of internships or other activities carried out at the University Hospital, students undertake to comply with the relevant regulations of the Hospital itself.
2. The conduct of UCBM students within the University, both individually and collectively, must

reflect, respect, protect and promote the values and ideals of UCBM's mission. In particular, to the extent applicable, they must meet the following criteria:

- respect for the Institution and the academic authorities, for the teachers and staff who work within the University, as well as for other students
- integrity, respect for the principles and ethical rules of university activity, individual responsibility
- integrity, dignity, decorum, mutual respect within the scope of their respective functions and roles
- integration of the society and community of reference, with respect for individual dignity and personality and mutual cultural differences
- a spirit of cooperation, fairness and solidarity

The above is also intended to promote respect for values such as a culture of sustainability, integrity, rigour, and behavioural decorum, considering these aspects as fundamental to ensuring civil coexistence and respect for the environment, conscious use of the University's spaces and equipment, as well as the fight against waste.

Art. 2. Definitions

For the purposes of this Code, “students” are understood to include all individuals who, in any capacity, maintain a relationship with UCBM as students or participants in courses of any type and level, from the moment the relationship with the University is formalised, until they continue to make use of the services offered by UCBM, even after the course has ended. For the purposes of this Code, students engaged in international programmes from other universities are also considered students in every respect.

Art. 3. Duties of conduct

1. In accordance with Article 1, students are required to fulfil the educational commitments undertaken upon enrolment, observing behaviours that allow and promote the proper and productive conduct of teaching activities, assessments, and research activities.
2. Students are expected to wear attire that reflects personal decorum and shows respect for the academic institution.
3. Without prejudice to any additional legal or administrative sanctions and civil liability for damages caused, violations of the duties of conduct entail the student's disciplinary responsibility, which is verified and sanctioned in accordance with the current rules provided by the university system and the regulations in force at UCBM.

Art. 4. Sanctionable behaviours

The following behaviours, committed intentionally or negligently by students when they may cause or have caused harm or a risk of harm to the proper conduct of university activities, are sanctionable under this Code:

- a) Hindering the University's teaching, study, research, or administrative activities, thereby compromising their regular conduct, for example, by violating rules formally adopted by the University, faculty, or technical-administrative staff for the execution of such activities and promptly communicated to the relevant parties
- b) violating the rules relating to the proper conduct of tests of any kind, including admission tests, competitions, contests, exams, assignments, reports, presentations, papers, theses, assessments of teaching activities, and so on, such as
 - consulting sources, documents or persons that are not permitted or using tools,

- including IT tools, that are not permitted
 - appropriating ideas, concepts, presentations, data and any other information developed or reported in the written or oral contributions of others without expressly and correctly indicating the sources
 - reporting data or information that is fictitious as if it were true
 - obtaining or otherwise using, before, during, or after such assessments or tests, information that could compromise their accuracy, truthfulness, or fairness among those being evaluated
 - encouraging the behaviours described above, including through omissions when there is a duty to monitor and verify
- c) producing, disseminating, or using documents, formal statements, or sources that are not truthful
- d) causing harm or a risk of harm to the physical or moral well-being of other people
- e) causing harm or a risk of harm to property or rights, including intellectual property, of others or oneself
- f) other behaviours contrary to the principles and rules of this Code, when they may or have caused harm or a risk of harm to the proper conduct of university activities
- g) damaging UCBM's facilities, furnishings and equipment: modifying the spaces in any way; using the University's premises for purposes other than those for which they are intended unless expressly authorised; defacing the University's walls, furnishings, and equipment; and displaying materials outside designated areas (materials related to initiatives connected to the University's educational projects may be posted in designated areas). It is prohibited to display personal photos or images; for materials not covered above, prior authorisation from the Student Office is required

- h)** conducting collective activities such as political or electoral propaganda, hosting debates within political parties or organisations, or other directly related actions
- i)** organising parties without express authorisation, creating noise that disturbs public quiet; bringing alcoholic beverages onto University premises, consuming alcoholic beverages, distributing or using drugs, or showing signs of being under the influence; participating in fights or hazing activities
- j)** throwing cigarette papers and/or butts outside the designated containers; cleaning the tables in the common areas after each meal is mandatory
- l)** engaging in violent behaviour, including verbal aggression, or any conduct that disrespects the dignity of individuals, their work, or their role within the University; using offensive or inappropriate language, whether spoken or written, including threats or insults directed at other students or members of the University community. In particular, regarding social media use, refrain from publishing online content that could harm the image, credibility, or reputation of the University
- m)** removing books and other material without the consent of the Library staff
- n)** distributing images or video/audio material depicting University spaces or individuals without explicit authorisation from the University, except for public events
- o)** using the UCBM logo, in particular on personal accounts, profiles or websites, without the University's explicit authorisation
- p)** fraudulently accessing the University's computer systems in order to disrupt their operation, modify them or use their databases
- q)** failing to maintain silence in areas adjacent to study rooms, consuming food and drinks in such spaces, or keeping seats occupied while absent

- r) writing on walls, desks, tables, chairs and windows; throwing chewing gum outside the designated waste containers and sticking it to desks and chairs; resting feet on chairs, desks and benches
- s) retaining the keys to non-automated lockers, preventing others from using them
- t) wearing shorts, tank tops, flip-flops, slippers or other clothing that is similarly inappropriate for the academic environment (within UCBM spaces)

The aforementioned behaviours, depending on the harm or risk of harm to the proper conduct of university activities and life, may be classified, in the opinion of the Disciplinary Board referred to in Article 5, as a minor, serious or very serious offence.

Art. 5. Procedure for ascertaining violations committed by students: Disciplinary Board and sanctions.

The provisions of this article and the UCBM University Statute and Regulations apply to the investigation of violations of this Code by students. By Rector's Decree, at the beginning of each academic year, a Disciplinary Board composed of three members is appointed. The appointment is publicised in the manner established in the same Rector's Decree.

5.1. Sanctioning procedure

The sanctioning procedure will be initiated ex officio by the investigating body, either on its own initiative or at the request of another body or by means of a complaint.

UCBM's technical-administrative staff will be trained and authorised to report the identity of

students caught in the act of sanctionable conduct.

The report must contain the identity of the complainant, the facts constituting the infringement and the identification of the student responsible.

Once the procedure has begun, the Disciplinary Board will give the student confidential notice, through the Rector's Office, indicating the facts, the characteristics of the offence and the possible consequences of the sanction.

The student may request a hearing with the Disciplinary Board or submit a written statement, via the Rector's Office, within 10 days of receiving the communication.

5.2. Sanctions

After examining the student's justifications, the Disciplinary Board will, with a justified measure, proceed to close the procedure or refer it to the Rector for the adoption of one of the following disciplinary sanctions:

- a) reprimand
- b) temporary ban from one or more courses with consequent loss of exam sessions:
 - for a minor offence, for a period of one week or less
 - for a serious offence, for a period of one week to three months
 - for a very serious offence, for a period of three to six months
- c) exclusion from one or more examinations for one or more sessions
- d) total, partial or temporary forfeiture of the right to scholarships or other benefits
- e) prohibition of enrolment in a subsequent UCBM university course
- f) expulsion from UCBM

In the event of damage, deterioration or soiling of the facilities, equipment or furnishings, the

student responsible is obliged to compensate for the damage caused.

All disciplinary sanctions are recorded in the student's academic record and are consequently noted on the transcript and in the documentation of the student's academic career when determining the final graduation grade.

A disciplinary sanction more severe than a warning entails the loss of benefits (e.g., scholarship, housing, etc.) associated with the right to study.

The Rector is responsible for issuing reprimands.

The Disciplinary Board is responsible for bans from courses, exclusion from examinations, temporary suspension and other sanctions.

5.3. Aggravating and mitigating circumstances

Aggravating circumstances:

- a) Repetition. "Repetition" is understood to occur when a prior disciplinary sanction has been issued during the student's university studies
- b) The degree of disturbance of university coexistence or the extent of the damage caused
- c) The public repercussion of the infringement committed
- d) The student's voluntary advertising or dissemination of the actions constituting the offence
- e) Other circumstances that may contribute, particularly those demonstrating an intent to harm or to abuse the condition of affected individuals, especially when they are in situations of greater vulnerability
- f) The existence of an intervention by University Staff aimed at raising the student's awareness during the sanctionable behaviour, without achieving the desired result

g) In the event of a financial penalty, late payment of the penalty

Mitigating circumstances:

- a) Spontaneous repentance, by communicating the offence to the University authorities, as well as the expression of apologies prior to notification of the sanctioned behaviour
- b) Repairing the damage caused or the manifest will to do so
- c) Other circumstances that may be taken into account and that, without justifying the actions, may mitigate the degree of responsibility and intentionality of the perpetrator

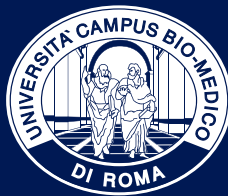
Methods of dissemination

Students enrolling at UCBM are required to be familiar with, accept and fully comply with this code.

This Code and any amendments and additions thereto are published on the UCBM website.

**Scan the QR code
to know more**





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