

The following is an unofficial translation of the Italian official version.

## UNIVERSITY OF PAVIA - CODE OF ETHICS

### *Part I - Basic principles and scope of application of the Code of Ethics*

#### ***Art. 1 – Basic principles***

1. The University of Pavia is a public institution of high culture and research that aims to educate, provide and transfer knowledge that is based on the collaboration between members of the academic community: teaching and research personnel, technical and administrative staff and students.
2. The academic community, conscious of the University's ancient origins, has inherited the values of autonomy, free-thinking research and teaching and the collaboration with the wider community and institutions.
3. The University, in carrying out its activities, is committed to:
  - safeguarding the freedom of research and teaching;
  - promoting knowledge;
  - developing critical thinking;
  - ensuring equality of opportunity;
  - meritocracy.
4. These commitments are adopted by each and every member of the academic community in fulfilling the basic obligations to:
  - respect human dignity;
  - condemn any form of discrimination and promote both merit and individual and cultural diversity;
  - a full and transparent personal responsibility towards the academic and the wider community;
  - honesty, integrity and professionalism;
  - providing knowledge, excellence and incentives in educational and scientific research;
  - equality, impartiality and loyal and transparent collaborations.
5. The academic community counts as one of its principles the promotion of research and higher education, always striving for excellence, a critical spirit and the open sharing of results.
6. In the relationship with local organisations, companies and private associations, it is of fundamental importance to respect the most basic ethical codes related to the:
  - independence of research areas, aims and results;
  - transparency of decision-making, deliberations and accounting processes;
  - absence of joint economic interests, nepotism and clientelism;
  - collective interest and public good.

#### ***Art. 2 – Scope of the Code of Ethics***

1. The Code is proposed to the academic community as a patrimony of shared values and applicable rules of professional conduct, to be integrated with legal provisions already in force.
2. The University is committed to circulating knowledge to the Code of Ethics and to promoting that it is fully adhered to.

## **Part II – Rules of conduct**

### ***Art. 3 – Basic obligations***

1. The academic community considers it essential to the achievement of its aims: moral integrity, intellectual honesty and reciprocal respect.
2. Each and every member of the academic community has the obligation to act fairly to all those from University institutions and must act with loyalty, probity and impartiality. Further, they have the obligation to be collaborative and respectful concerning the University's organisational provisions and to ensure continuous and productive attendance both in the workplace and in committees.

### ***Art. 4 – Conduct in places of work and research***

1. Each and every member of the academic community must respect the places of work, research, teaching and study.

### ***Art. 5 – Transparency and publicity***

1. All discussions and provisions adopted by committees and monocratic bodies must reflect the criteria of transparency and publicity and, in accordance with current regulations, a spirit of shared decision-making, given the principle of responsibility that places the academic community in the condition to be made aware of the reasons and evaluate the merits of the regulations adopted.

### ***Art. 6 – Safeguarding health and safety and protecting the environment***

1. Concerning the guarantee of working and research conditions that respect personal dignity, the academic community acknowledges the prime value in safeguarding the environment and orients its decisions towards ensuring the compatibility between its activities and environmental requirements, not only in respecting legislation but also regarding scientific research and aiming consistently for best practice in the field.

### ***Art. 7 – Rejection of any form of discrimination***

1. The University ensures the same conditions of respect and dignity to all members of the academic community; it rejects any form of discrimination on the grounds of one or more reasons, such as religion, gender, sex, personal convictions, appearance, complexion, language, ethnic or social origin, citizenship, disability, personal and health condition, pregnancy, family choices or age.
2. Discrimination arises when, considering the factors detailed in the previous paragraph, an individual is treated less favourably than another individual was, has been or would be treated in the same situation. Discrimination also occurs when a provision, regulation, procedure, criteria or conduct – even in the case of an omission – places at a disadvantage the categories of people described in the previous paragraph.
3. The academic community adopts dedicated strategies aimed at discouraging and, where necessary, sanctioning, discriminatory conduct or instances of harassment towards its members in the workplace from an individual in a superior position or from other colleagues. These may be manifested as psychological pressure or moral violence that has a negative effect on the working conditions, compromises health, professionalism, existential conditions or the dignity of teaching staff, researchers, technical-administrative staff and students.
4. The academic community rejects any form of social prejudice, harassment or nuisance adopted for one of the reasons cited in the first paragraph, as it does any stigmatizing, degrading or humiliating practice, that is the idea or moral supremacy or superiority of one individual or group over another; it encourages initiatives aimed at protecting and promoting disadvantaged categories and individual and cultural diversity.

### ***Art.8 – Abuses, nuisances and harassment of a sexual nature***

1. The academic community does not tolerate and will sanction instances of nuisance, abuse or harassment of a sexual nature, ensuring that victims are provided with prompt protection, free from prejudice.
2. Sexual nuisance and abuse are defined as requests for sexual favours and/or offers of sexual activity and/or conduct or improper verbal expressions concerning the sexual sphere.
3. Harassment is defined as any form of retaliation against any individual who report behaviours such as the above-mentioned conduct or as the passive witnessing of such retaliation.
4. Instances in which the harasser occupies a higher position in the workplace than the victim is an aggravating element in sexual abuse or harassment.
5. Given the University's educating role, instances of sexual nuisance, abuse and harassment by teaching staff on students is considered particularly seriously.

### ***Art.9 – Abuse of position***

1. No member of the academic community is permitted to abuse his/her position for personal gain or to induce others to act or to provide services unrelated to the performance of institutional activities. Abuse could also arise from conduct which, though not illegitimate, is plainly in contrast with the spirit of the University's norms and regulations.

### ***Art.10 – Moral harassment and bullying***

1. The academic community rejects any form of moral harassment or any conduct that is detrimental to human dignity and will adopt specific strategies aimed at discouraging and sanctioning harassment, especially if habitual and extended and manifested in the form of psychological persecution or moral harassment that results in the deterioration of working, research, teaching and study conditions.

### ***Art.11 – Use of the University's economic resources***

1. Members of the academic community must use the University's economic resources, be they of public or private origin, and its assets, responsibly, transparently, economically and diligently; this is also to be able to justify the efficient use of said resources and assets and produce documentation and accounting data when requested by the relevant bodies and offices.
2. No members of the academic community may use the University's resources or economic assets for personal or for non-institutional reasons or when not explicitly permitted by current regulations.

### ***Art.12 – Use of the name and reputation of the University***

1. Each and every member of the academic community must respect the good name of the University and not harm its reputation.
2. Unless expressly authorised, members of the academic community may not use the University logo for non-institutional purposes.

### ***Art.13 – Gifts, benefits, donations***

1. Members of the academic community must not solicit, for personal advantage, gifts, even of modest value, benefits or donations.
2. Members of the academic community may only accept spontaneous gifts and donations of modest value during cultural events, visits or scientific conferences, provided that acceptance does not restrict, directly or indirectly, the execution of institutional activities.

### ***Art.14– Safeguarding intellectual property and condemnation of plagiarism***

1. Given the social relevance of scientific research, the academic community believes that research results should contribute to the development and wellbeing of the collective; Academic community promotes the safeguarding of intellectual property in accordance with current legislation.
2. The academic community condemns plagiarism, understood as the partial or complete attribution of words, ideas, discoveries and research or laboratory results from other sources or authors, regardless of the language in which they are officially presented or divulged, or understood as failing to cite a source. Plagiarism may be intentional or a consequence of inattention.
3. Academic activities of scientific note conducted collectively must specify, where possible, the contribution of each individual.
4. Within each research group, the task of the co-ordinator is to:
  - a) promote conditions that allow each participant to operate with integrity, honesty, professionalism and freedom;
  - b) promote individual merit and identify the responsibilities of each individual;
  - c) promote debate, co-operation, constructive criticism, critical thought, the development of ideas and personal skills, especially in the execution of cross-border scientific activities or which require a complex or multidisciplinary approach.

### ***Art.15– Conflicts of interest***

1. Conflicts of interest arise when the private interests of a member of the academic community clash or potentially clash with the interests of the University.
2. Conflicts of interest may take the form of:
  - a) employment or consultancy relationships with educational or research bodies that compete with, or potentially compete with, the University;
  - b) private professional activities performed in clear competition with activities usually performed in an official capacity at University;
  - c) the use of information acquired at University for personal gain or for the benefit of third parties;
  - d) from negotiations or the underwriting of contracts that result in personal gain or third party benefits, outside of what is legally permitted.
3. Whoever deems themselves potentially, or in a situation of real or potential conflict of interest, should contact immediately the appropriate institutional body.

### ***Art.16– Nepotism and favouritism***

1. The academic community disapproves of and discourages nepotism and favouritism as it is in contrast with human dignity, the promotion of individual merit, honesty, integrity, professionalism, academic freedom, equity, impartiality and transparency.
2. Cases of nepotism and favouritism uncovered by the competent institutional bodies will be assessed, taking into account the context and circumstances in order to evaluate the values at stake and to avoid the arbitrary discrimination against deserving and excellent candidates.

## **Part III – Enacting provisions**

### ***Art.17– Observance and violations of the Code of Ethics***

1. Each and every member of the academic community must observe the Code of Ethics and may contact the Regulatory Authority, referred to in the successive art. 18, for advice on its application or on appropriate conduct to be taken in relation to situations falling within the scope of its application.

### ***Art.18-Regulatory Authority (or Commissione di Garanzia)***

1. In order to ensure the correct application of the ethical principles described in the Code of Ethics, a Regulatory Authority, nominated by the Academic Senate and composed of five members, has been established. One member acts a President and is selected from full professors at the University who are qualified in legal matters – who may also be retired – and four members, two of whom are selected from the University’s teaching and research personnel and two from its technical-administrative positions. The mandate is three years from nomination and may be renewed.
2. The Regulatory Authority:

- a) acts as consultant, investigates and checks the actuation and respect of the regulations indicated in the Code;
  - b) within 60 days of notification, contacts the competent bodies concerning individuals who breach the Code and, when deemed necessary, begins disciplinary procedures;
  - c) presents to the competent bodies any revisions of, or integrations to, the Code.
3. The Regulatory Authority acts at the initiative of the Chancellor; its norms are adopted in compliance with the adversary principle and must be motivated; these should be adopted within 90 days of the initiative being enacted as the procedure will be considered to have expired if no action is taken.
  4. The procedure to ascertain eventual violations of the Code of Ethics will be suspended if disciplinary and/or legal proceedings are undertaken.
  5. The President of the Regulatory Authority will consult with the President of the *Comitato Unico di garanzia*, referred to in art.21 of Law n.183/2010, to ensure the necessary co-ordination and collaboration between the two bodies.

### ***Art.19 –Regulatory Authority provisions***

1. The Regulatory Authority may propose to the Academic Senate the adoption of the following provisions:
  - a) suspension of the procedure;
  - b) closure;
  - c) confidential warning;
  - d) reprimand with a reference entered on the interested party's personal file in instances of grave breach or repeated violations of Code of Ethics regulations.
2. Upon request of a member of the academic community called to evaluate conduct, the provision under which the reference note has been placed may be made public.
3. When confidential warnings have been issued or reprimands made, the Regulatory Authority may decide to publish on the University website the ethical maxim, inferred from the specific case, as an example to the academic community of conduct violation.
4. Provisions adopted by the Academic Senate, proposed by the Regulatory Authority, are copied to the Head of the department or to the head of the other unit to which the individual belongs.
5. When reprimands are issued, the Vice-Chancellor will inform the competent bodies of the University who will be able to refer to the case for a maximum period of three years.

### ***Art.20 – Closing provisions***

1. The Code of Ethics, passed by a Decree of the Chancellor, will come into effect 15 days from its publication on the University's official noticeboard.
2. The provisions outlined in the Code of Ethics must be aligned with, and conform to, the provisions of the University statute, to be passed in accordance with the provisions of Law n. 240/2010.