

Student Conduct Guidelines

These Guidelines apply to the entire student community and aim to illustrate some non-exhaustive examples of student behaviour which go against the principles and responsibilities of the University. These Guidelines are part of the regulatory framework of this University, in particular the rules of the “Code of Ethical Conduct”, approved with Rectoral Decree n. 28 of 15/02/2012”, and the provisions of the “Code of Conduct for the protection of the dignity of female and male workers and students at Politecnico di Torino”.

1. Objectives

These Guidelines illustrate some **non-exhaustive examples** of student misconduct. They aim to ensure proper student behaviour and to promote the core mission of Politecnico di Torino, in order to foster student academic and civic development in a safe and protected learning environment.

The safeguard of academic freedom and an open and free exchange of ideas and opinions among all university members are at the heart of Politecnico’s mission.

Furthermore, these Guidelines have the objective of safeguarding the physical and moral integrity of the people who work in the University; they also aim to protect Politecnico property and third parties assets located on University premises.

2. Applicability

These Guidelines apply to all students and to all recognized student societies and cover any behaviour **on Politecnico premises**; they also cover the correct use of networks and computer resources of the University.

These Guidelines apply to all students and student societies who work **off University premises** and engage in activities such as:

- activities directly connected with one’s degree programme;
- training activities carried out at another institution (internships, study tours, periods of study abroad, tutoring activities);
- any other activity for the achievement of the final degree, such as work or research activities;
- any activity sponsored, carried out or approved by Politecnico di Torino or by recognized student societies;
- any activity linked to the student status at Politecnico di Torino.

3. Definitions

“**Politecnico premises**” means any buildings, facilities, rooms, spaces and property owned or otherwise used or occupied by Politecnico di Torino.

“**Student**” means a person who has paid a tuition fee and is therefore enrolled in a programme at Politecnico di Torino, or is in any way bound by a teaching/learning relationship with the University. This definition includes all persons who enjoy the same rights and privileges of those who are enrolled at

Politecnico di Torino, including the persons who have been admitted to Politecnico di Torino and/or attend an educational programme. A person is considered to be a student until the conferral of the degree or the withdrawal from studies.

4. Unlawful behaviour

Any student who engages or tries to engage in unlawful behaviour which goes against the principles and responsibilities of the University will be subject to disciplinary action by Politecnico di Torino, in accordance with the provisions of article 5, without prejudice to any further criminal, civil and administrative action.

A student who unequivocally gives up his/her engagement in unlawful behaviour or prevents it from happening will not be subject to disciplinary action by Politecnico di Torino.

4.1 Misconduct

“Academic misconduct” refers to any conduct that could threaten academic integrity, jeopardize a peaceful university environment or undermine the process of development and educational growth.

Non-exhaustive examples of misconduct are:

- violating the rules contained in the Code of Ethical Conduct and in the University Regulations that are applicable to students and available online on the Teaching Portal, or disregarding other recommendations made to students;
- giving or receiving information during the exams (admission tests and/or end-of-course exams); having and/or using unauthorized materials during the exams;
- presenting or submitting a plagiarized work (plagiarism means turning in someone else’s work or ideas as one’s own, including verbatim plagiarism without explicit acknowledgement of the source, and/or paraphrasing someone else’s work, and/or improper use of another person’s ideas without explicit acknowledgement)
- falsification, fabrication, or fraud in reporting laboratory results, research findings and outcomes of other activities;
- taking an exam on behalf on another person, or having someone else take the exam for you. This is valid for end-of-course examinations, admission tests and any other task assigned.
- using mobile phones or any other electronic device during the exams (end-of-course examinations and/or admission tests) in breach of the instructions provided to students.
- altering scores or marks acquired by a student in order to modify credits, grades and the final examination grade.
- altering or falsifying official university documents, or using them without prior permission;
- engaging in activities that unjustly put other students at a disadvantage, such as stealing, hiding or altering someone else’s belongings.
- intentionally reporting a false emergency or making false alarm;
- intentionally making false allegations about other students or other people who belong to the academic community;
- intentionally providing false information to staff members who are public officials;
- engaging in a disorderly conduct which disturbs and interferes with the activities of Politecnico di Torino or with the activities of other people who work in it.

4.2 Violation of Health & Safety principles and responsibilities

Violations of Health & Safety principles and responsibilities include, but are not limited to, the following examples:

- engaging in dangerous behaviour that might threaten safety, physical and mental health or the life of any individual in the academic environment;
- violence or intimidating behaviour caused by a student within the university;
- stalking, i.e. engaging in intrusive behaviour, with the claim to control someone else's life, constant intimidation of a person through telephone calls, messages, stakeouts, obsessive tailing, etc.

4.3 Sexual misconduct

Sexual misconduct refers to any unwanted conduct of a sexual nature or any other sexually-based behaviour that could offend the dignity of women and men, including unwelcome physical, verbal or non-verbal behaviour. Reference is also made to the rules contained in the above mentioned "Code of Conduct for the protection of the dignity of female and male workers and students at Politecnico di Torino".

4.4 Damage to movable and immovable University property or to third party assets

Damage to movable and immovable University property or to third party assets exists if a student engages in any behaviour aimed at destroying, damaging and deteriorating the proper condition of the property, as far as its structure and use are concerned.

Property damage also refers to any conduct which could damage information, data, computer programmes, as well as computer or internet systems.

4.5 Theft or unauthorized use of University property or third party assets

Theft or unauthorized use of University property or third party assets means stealing and/or using other people's property without permission.

4.6 Use of weapons or dangerous devices

Use of weapons or dangerous devices refers to the possession of weapons, dangerous devices and materials which include, but are not limited to, firearms, munitions and fireworks. It also refers to the use or abuse of materials and devices intended to seriously damage or threaten safety and security.

4.7 Use of illicit drugs and alcohol

Use of illicit drugs and alcohol refers to the use, production, supply, sale and possession of illicit drugs and alcohol in breach of the law.

4.8 Unauthorized presence on the premises of Politecnico di Torino

Unauthorized presence on the premises of Politecnico di Torino refers to unauthorized entrance, presence or stay on university premises, as defined in article 3 of this Guidelines.

4.9 Unauthorized image recording

Unauthorized image recording refers to the use of electronic media or of any other media for filming or photography without the consent of the person depicted. The University also prohibits filing, sharing or distributing any unauthorized recordings produced with any mean or support.

5. Violations and sanctions

Without prejudice to further criminal and civil action, students who infringe these Guidelines and therefore engage in unlawful behaviour that goes against the principles and responsibilities of the University, are subject to disciplinary action, in accordance with article 18 of the Student Regulations.

The Disciplinary Board referred to in article 18 of the Student Regulations is in charge of examining the unlawful behaviour in which the student has engaged and will impose the relevant sanction.