



# THE UNIVERSITY OF MILAN

## THE RECTOR

- having regard to Law no. 168 of 9 May 1989, "Establishment of the Ministry for University and Scientific and Technological Research", and in particular articles 6 and 16;
- having regard to Law no. 240 of 30 December 2010, containing "Rules governing the organization of the university, academic staff and recruitment, as well as delegation to the Government for promoting quality and efficiency within the university system", and in particular article 2, paragraph 4;
- having regard to the Charter of the University of Milan, issued by Rectoral decree on 15 March 2012, as amended by Rectoral decree on 24 July 2018, and in particular article 11;
- having regard to the decree of 19 July 2011, through which the University Code of Ethics was issued;
- having regard to the decision of the Academic Senate in its meeting of 18 December 2018, and having heard the Board of Directors in its meeting of 20 December 2018;

## HEREBY

issues the University of Milan's Code of Ethics and for Research Integrity, as set out in the document attached to this decree, of which it is an integral part.

The Code of Ethics and for Research Integrity will come into effect fifteen days after its publication on the University web pages. Starting this same date it will supplant the Code of Ethics issued by Rectoral decree of 19 July 2011.

Milan, 18 January 2019

THE RECTOR  
(Elio Franzini)

The University of Milan

Rectoral Decree  
224/2019 of 18/01/2019  
Classif. 2.22



# THE UNIVERSITY OF MILAN

## CODE OF ETHICS AND FOR RESEARCH INTEGRITY

### *Premise*

The University of Milan – hereafter the "University" – is a community of teachers, researchers, students and technical and administrative personnel who undertake to act as a fulcrum for furthering science and culture in Italy and internationally. It draws inspiration from the principles and values recognized in the Constitution of the Republic of Italy, in the Charter of Fundamental Rights of the European Union and in other international acts and agreements regarding human rights, with particular reference to those which find expression in norms for the preservation and furthering of knowledge, research, education and culture, inasmuch as these constitute the basis for the peaceful coexistence of human beings.

The University adopts a critical approach to studies and research and is open to a free exchange of ideas with all other Italian or foreign institutions that respect the same principles and pursue the same objectives.

Scientific research constitutes an important social investment, the essential aim of which is to help further knowledge, culture, progress and improve the quality of life of society as a whole: the respect for norms and for ethical and deontological principles guarantees the quality of research and promotes the dissemination of results. The University therefore undertakes to promote and ensure research integrity: i.e., the respect and full implementation of ethical and deontological principles and values, and of the professional standards that are the foundations for those who design, conduct, fund and assess scientific research in a responsible, diligent manner, and for institutions that promote and do research.

The ethical principles set out in the present Code, which apply to all University personnel and students, and to all areas of research, are standards of behaviour upheld by the University and shared by the international research community. These principles shall be considered guidelines that in no way substitute the more specific rules of conduct and standards in individual subject areas, but reaffirm them clearly and succinctly in order to guarantee that they are better understood and implemented. In particular, interpretation and application of the present Code shall take into account the more important international documents concerning research integrity, the European policy of Responsible Research and Innovation (RRI), the European Charter of Researchers, as well as any relevant conventions and agreements undertaken by the University.

In accepting the principles set out in this Code, one shall not only respect them but also promote and disseminate them, accepting responsibility for their implementation in accordance with one's role and experience. In carrying out its responsibilities and using its powers, the University acts in accordance with these principles to create the best possible conditions for work and the coexistence and productive cooperation of all members in its activities.

The present Code does not in any way prejudice the obligation to respect existing rights and the laws in force.

### **Chapter I**

#### **General rules and principles**

##### Art. 1

##### *Academic freedom*

1. The University safeguards and promotes the right to knowledge and freedom in research and teaching, in accordance with fundamental rights, the University Charter and other limits set out in the present Code.



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## Art. 2

### *Equal consideration and respect*

1. All members of the University community have the right to be treated with respect and equal consideration, and not to be discriminated, either directly or indirectly, on the basis of gender, religion, personal beliefs, political or any other opinion, language, ethnical or social origin, nationality, health, age or sexual orientation.
2. The University promotes a policy of non-discrimination in each of its activities and fields of operation, and ensures its implementation, adopting all required measures to this end.
3. The University is committed to removing all barriers that prevent disabled persons from accessing its facilities.

## Art. 3

### *General duties of University members*

1. All members of the University community have a duty to help maintain the institution's good reputation and prestige. They shall respect the rights of others in actions and expressions, and perform their duties with righteousness, dignity and decency, scrupulously observing all the norms governing university activities, with particular regard to national anti-corruption norms, as well as the Code of Conduct for University personnel.
2. In order to guarantee the efficiency and effectiveness of administrative procedures, as well as the quality of services provided by the University, all members of the University community shall guarantee the widest possible mutual collaboration, while respecting the role assigned to each individual or body.

## Art. 4

### *Skills development and merit recognition*

1. The University of Milan promotes skills development and the recognition of merit, as an essential criterion for personal and professional growth.

## Art. 5

### *Abuse of power*

1. All forms of favouritism, nepotism and any other abuse of power deriving from higher rank or authority constitute serious violations of ethical duties, since they are detrimental to the foundations of academic life and personal dignity. In particular, any institutional conduct that aims to grant or promise, directly or through third parties, advantages of any nature, lawful or unlawful, in exchange for favours of any kind is condemned.

## Art. 6

### *Collaboration with external entities*

1. The University collaborates with any public or private institution for legitimate, shared objectives. Such collaboration is undertaken with due respect for the institution, the independence of members of the University community, as well as their freedom from political pressures and private interests.



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## Art. 7

### *Incompatibility and conflict of interest*

1. Any member of the University or external collaborator who is in a situation of incompatibility, according to existing norms, or conflict of interest of any kind, even if potential or related to third parties, individuals or companies, with which he/she has a link, shall refrain from taking part in any activity or any decision-making process and shall promptly notify the structure to which he/she belongs or in which he/she works, even occasionally, of his/her situation, providing clear and complete details, and respect all ensuing decisions. Should the condition of incompatibility or conflict of interest relate to the Rector himself, the decision shall fall on the University's *doyen*.

## Art. 8

### *Use of the University's name and logo*

1. Members of the University community shall not cause any damage to the University's reputation, without prejudice to the legitimate exercise of their constitutional right to criticize.

2. Members of the University community shall indicate the name of the University and the department they belong to in national and international scientific publications, and when presenting research projects or scientific volumes, or taking part in conferences, seminars or initiatives for the dissemination of research results, as well as when undertaking external assignments.

3. Members of the University community shall use the University logo in accordance with the General University Regulations.

4. No member of the University community may spend the University's name or reputation for non-institutional purposes, in such a way as to suggest its involvement.

5. When making use of means of communication, including social media, members of the University community shall endeavour not to damage the University's prestige and image, and to respect the privacy of individuals, without prejudice to the legitimate exercise of the right to freedom of expression and criticism.

## Art. 9

### *Use of University resources and environmental sustainability*

1. In accordance with the principles of rigour, efficiency and sound public administration, all members of the University community shall use University resources and facilities in a responsible, diligent and transparent way, with the aim of preserving functionality, for the benefit of all.

2. Without prior authorization from the relevant University bodies, members of the University community may not allow or enable external persons or entities to use the University's research instruments, facilities or human, material and financial resources, nor may they use them for private purposes.

3. Members of the University community undertake to guarantee environmental sustainability and the compatibility of University activities with the safeguarding of public goods and resources.



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## Art. 10 *University duties*

1. The University shall enact adequate measures for implementing the principles proclaimed in this Code and ensuring that members of its community enjoy the necessary conditions and means to be able to carry out the duties specified therein. Furthermore, the University undertakes to prevent and punish any violations of these duties, and to provide those offended with assistance and protection.

## Chapter II Teaching activities

### Art. 11 *Basic principles for teaching activity*

1. All University teachers have the right and duty to undertake teaching activities, which shall reflect their intellectual and research experience. Teaching activities shall draw on the principle of academic freedom and teaching autonomy, within the limits specified in the University Charter.

### Art. 12 *Rights and duties of University teachers*

1. University teachers shall have access to suitable spaces, facilities and instruments for the better performance of their activities, and have the right to receive assistance and support from technical and administrative staff, within the limits of their duties.
2. Teaching activities shall be performed personally, with diligence, assiduity, punctuality and regularity, and shall be characterized by impartiality, righteousness, clarity and respect for students, their rights and culture.
3. Continuous professional update is the duty of every teacher.
4. Teachers have the duty to pay attention to the needs of students, answer their questions and take account of their suggestions.
5. Student preparation shall be assessed by teachers, in compliance with existing norms and regulations, and in accordance with established procedures that are made known publicly in a timely fashion, in order to allow students to correctly prepare and organize their study.

### Art. 13 *Rights and duties of students*

1. Students have the right to access the best possible tools and the learning materials most suitable for their education, dependently on available resources.
2. Students have the right to fair, impartial assessment, both during individual exams and at their degree's final exam.
3. Students have the right to meet with their teachers, receive supervision in the preparation of their final work, Master's dissertation or doctoral thesis. They also have a right to inform them of their specific needs, ask questions and make suggestions, and raise any objections.



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4. Students have the duty to respect the University, its teachers, its technical and administrative staff, and their fellow students, and shall use University facilities, infrastructures, library materials, technological and scientific instruments made available to them with the greatest of care.
5. Students also have the duty to take part in educational activities, scrupulously respect the rules governing lectures, research cooperation, exam procedures and intellectual property, and shall strive to remain on track with their studies.
6. Students shall not record audio or video files during lectures and laboratories, except after receiving express permission to do so. Students shall in no way circulate authorized recordings, except after receiving written permission from their teachers and all subjects involved.
7. The University recognizes and protects the principles set out in the MIUR (Ministry for Education, University and Research) Charter of the Rights and Obligations of University Students.

## **Chapter III Scientific Research**

### **Part I *General Principles***

#### **Art. 14 *Basic principles of scientific research***

1. Every member of the teaching staff has the right and duty to undertake research activity.
2. University scientific research is free and may be undertaken individually or as a group. Research in all fields and in all of its phases shall be inspired by the principles of due respect for the dignity of all persons involved, responsibility, correctness, diligence and transparency.
3. Furthermore, research shall aim to extend knowledge for the benefit of society, without causing harm, and shall be pursued with these objectives in mind.
4. The independence of individuals and the wellbeing of other living beings involved in research shall be respected.
5. The following provisions may be complemented by any applicable requirements in the various academic fields, in relation to the issues specific to each field.

### **Part II *Designing and planning research***

#### **Art. 15 *Designing and planning research***

1. Each researcher shall carefully design and plan his/her research and carefully assess its feasibility.



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2. In group research, research design and planning shall be discussed, agreed to and defined by researchers before the project is presented to a funding body and in any case before the start of activities.

3. The head of the research group shall discuss and come to an agreement with his/her collaborators on any subsequent changes to the project, taking into account the advancement of knowledge and the methodologies most suitable to achieve the agreed objectives.

## Art. 16

### *Feasibility, and social and environmental impact*

1. Researchers assess the project feasibility, the ethical and legal aspects and, if necessary, the social requests and needs it satisfies. Should the project likely produce a significant impact on the objects of the research or, in general, on society, the environment or the biosphere, researchers shall responsibly examine the potential impact, providing details of these assessments in the appropriate documentation.

## Art. 17

### *Merit recognition and principle of non-discrimination*

1. In every phase of group research, the head of the research group, while favouring a spirit of collaboration, shall promote the recognition and valuing of the merit of each researcher, and respect the principle of non-discrimination.

2. In the event that the head of the research group shall supervise relatives or persons to whom he/she is tied by affinity, marriage, civil partnership or cohabitation (*more uxorio*), he/she shall promptly report the situation, in accordance with the procedures provided for the case of conflict of interest, pursuant to the Code of Conduct for University personnel.

## Art. 18

### *Definition of the roles and duties of researchers*

1. In group research, the roles and specific duties of individual researchers and of involved research institutions shall be clearly defined by the head of the research group, without precluding changes during the course of research due to scientific and technological advancements and/or the need to adapt roles, competences and priorities to the research results.

## Art. 19

### *Management of funds*

1. Funds allocated to research shall be managed and accounted for with diligence and transparency.

## Art. 20

### *Procedures and roles for the processing and storage of materials and data*

1. Within each research group, the individuals responsible for the use, management and storage of materials and research data, including, if required, raw data, shall be identified.



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## Art. 21

### *Knowledge and respect for norms and regulations*

1. All researchers have a duty to keep abreast of the norms governing their field of research, including international norms, and University regulations.
2. It is the University's duty to provide up-to-date, complete information on the applicable rules, that is easily accessible to all researchers, and to promote researcher training in this area.

## Chapter III

### *Conducting research*

## Art. 22

### *Conducting research with diligence*

1. Researchers undertake to fulfil their roles and duties diligently and responsibly, respecting, in the context of group research, any previous agreement. Each member of the research group undertakes not to suspend his/her participation or abandon the research without adequate advance notice. Likewise, the head of the research group shall provide collaborators with adequate advance notice if and when their participation in the project will cease.
2. Researchers undertake to respect the rules agreed upon with any funding entities.
3. Researchers who collaborate on a project shall communicate with each other regularly, with loyalty and transparency, allowing all those involved to be updated on the advances of the research. Communication includes criticism as a foundation of scientific practice and academic activity, with due respect for colleagues' professional reputation.

## Art. 23

### *Methodologies*

1. Research shall be conducted using appropriate materials and methodologies, in a professional manner, with honesty and precision, using resources efficiently and protecting the safety of researchers, as well as that of any other person involved.

## Art. 24

### *Documentation and data*

1. Research procedures and the results progressively obtained shall be documented with accuracy and precision, and in detail, so as to allow their critical examination and possible reproduction by third parties.
2. If the following items are produced or used within the context of research, they shall be stored for 10 years:
  - a. Laboratory log books and work notes
  - b. Audio and video recordings
  - c. Original image and data files, when it is possible to archive them.
3. The loss or theft of raw data shall be promptly notified to the competent University authorities.





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## Art. 25

### *Protection of persons involved in research*

1. Researchers shall pay due respect to all persons involved in their research, without compromising their health, the wellbeing of the community, and the safety and healthiness of the environment in which they work.

## Art. 26

### *Informed consent*

1. Without prejudice to the principle of due respect for human dignity and autonomy, should the research entail the involvement of recruited participants, the research leader ensures that applicable norms on informed consent are respected, with special regard to incompetent subjects or, in any event, to individuals unable to give consent.

## Art. 27

### *Storage and processing of personal data*

1. Storage and processing of personal data shall take place pursuant to applicable norms and University regulations. Participants in the research shall be provided with the names and contact details of the controller and processor of personal data.

2. Processing and storage of personal data of participants recruited for the study shall preferably be effected in codified or anonymous form. Should this not be possible due to the object of the research or its purpose, researchers shall scrupulously observe the provisions in force, in order to ensure due respect for the privacy of the persons involved.

## Art. 28

### *Protection of animals involved in research*

1. Members of the University community shall plan research activities involving animals in accordance with the animal protection measures set out in the laws in force, and respecting the directions and the duties of the University's Animal Welfare Body.

## Art. 29

### *Preservation of biological specimens and experimental organisms*

1. Should research involve the use of biological specimens or experimental strains, these shall be stored for at least 5 years. The University endeavours to provide the necessary means to this end, and to develop specific guidelines.

## Chapter IV

### *Dissemination of results*

## Art. 30

### *Dissemination and social relevance of research*

1. Considering the great value of scientific research and its contribution to the overall advancement of society, members of the University community shall guarantee the widest possible sharing and dissemination of results.



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2. Results, and their interpretations, shall be disseminated with honesty, transparency, in a complete form, and as promptly as possible. If possible, even negative results or interpretations shall be made public, as well as any theses in contrast with those put forward and the data on which they are based.
3. The University condemns forgery in the quotation of sources, the partial or total fabrication of results, as well as the falsification or manipulation of findings.
4. The interpretation of results shall not be biased or distorted.
5. Results shall be based on truthful documentation, stored in accordance with articles 24 and 29 of the present Code.

## Art. 31 *Confidentiality*

1. The dissemination of research findings shall take place respecting the privacy of all persons involved.
2. If, due to scientific constraints, it is impossible to respect anonymity, personal data of research participants may be divulged only in conformity with their previous informed consent.

## Art. 32 *Patents*

1. University personnel who hold a patent have an obligation to respect the laws in force and the University Regulations regarding industrial property, and shall collaborate with the University for the correct exploitation of the patent.

## Art. 33 *Authorship*

1. Scientific outputs shall acknowledge and highlight the contribution of each member of the research group and shall indicate, as co-authors, all persons who made a significant scientific contribution, valuing merit and respecting the principle of non-discrimination.
2. In multi-author publications, the order of co-authors shall be mutually agreed in advance and, if the nature of the research and of the publication allows, the contribution of each author shall be identified or identifiable.
3. Individuals who have provided no significant scientific contribution shall not be listed as co-authors.
4. Violation of the duty set out in the previous paragraph are aggravated if it is done with the aim of obtaining personal advantage, even when it is based on a reciprocal misconduct, in order to fraudulently increase the number of one's own or others' publications.
5. Individuals whose contribution was insufficient to grant their inclusion as co-authors, but who have contributed to the research in some way shall be expressly thanked.
6. All authors are fully responsible for the contents of the publication, unless the sole portion for which they are responsible is indicated.



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## Art. 34

### *Plagiarism and self-plagiarism*

1. The University condemns all forms of plagiarism, both intentional or negligent. "Plagiarism" is defined as the partial or total attribution to oneself or others, of texts, ideas, theses, researches, projects, inventions, literary or artistic works, or discoveries of others, whatever the language or means adopted.
2. Plagiarism is aggravated by the abuse of one's higher academic rank or position.
3. Members of the University community shall exercise due diligence to avoid, beside plagiarism, any inappropriate use of the intellectual activity of others.
4. The University condemns all forms of self-plagiarism. "Self-plagiarism" is defined as the undeclared duplication of one's own works, or portions of these, in an attempt to surreptitiously increase the number of one's authored publications. Authors shall clearly indicate when a publication is a partial revision of an earlier one.

## Art. 35

### *Open science*

1. The University of Milan promotes an *open science* policy for the maximum dissemination, both internal and external, of research findings. All members of the University community undertake to promote this policy.
2. The documentation of research data, including, where required, raw data, shall be made available whenever possible, in internationally recognized databases.
3. Requests for access to research documentation and data by authorized and interested subjects shall be readily addressed without reticence.
4. Members of the University community undertake to promptly update their personal profiles and list of publications in the University research register, allowing access to their publications in accordance with the open access policy and in compliance with copyright limitations.

## Art. 36

### *Publishing duties*

1. Members of the University community shall publish their research results with accuracy and in a timely fashion, selecting the means ensuring the widest possible dissemination and the highest prestige.
2. Members of the University community have the duty to withdraw incorrect or fraudulent publications.

## Art. 37

### *Duties in ex-ante evaluations*

1. Reviewers, publishers, editors, editors in chief and scientific directors of journals and series, as well as any other member of the university community who shall assess a scientific work for publication, shall maintain their independence and declare any conflict of interest, leaving apart any personal prejudice or rivalry.
2. Reviewers shall provide careful and adequately reasoned assessments within a reasonable time frame.
3. The reviewers, publishers, editors, editors in chief and scientific directors of journals and series, as well as any other member of the university community who shall assess a scientific work for publication, shall not make use of the data or interpretations contained therein.



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## Art. 38

### *Other evaluation procedures*

1. Without prejudice to the laws in force, the duties under paragraphs 1 and 2 of the previous article also apply to members of committees in charge of assigning prizes and awards, or of determining the allocation or renewal of scholarships, post-doctoral or other positions or assignments within the University.

## Art. 39

### *Autonomy and responsibility in organizing conferences and seminars*

1. Without prejudice to the provisions of the subsequent article, the principle of research autonomy also applies to the organization of conferences, seminars and any initiative for the dissemination of research results. No one may abuse one's academic or institutional position to inappropriately interfere in the organization of events.

2. The fund-holders and organizers are responsible for the correct management and accounting of funds, as well as for the correct and orderly conclusion of the event.

## Art. 40

### *Gender equality*

1. In accordance with the principle of non-discrimination and with equal opportunity policies, during conferences, seminars and all initiatives for the dissemination of University research results involving the participation of two or more speakers, the presence of an adequate number of participants from the lesser represented gender shall be guaranteed, insofar as possible.

## Chapter IV

### **Dissemination of the Code and education to research integrity**

## Art. 41

### *Dissemination of the Code and education to research integrity*

1. It is the University's duty to promote the widest possible dissemination of the Code, through communications, publications, conferences, teaching activities and any other suitable means to achieve this end.

2. Department heads shall disseminate the present Code to all members of their department by means they deem suitable, and shall exercise control on compliance with the Code.

3. Doctoral programme coordinators, directors of postgraduate schools, heads of degree programme academic boards shall disseminate the present Code to the students and teachers.

4. The Ethics Committee promotes education on research integrity, by organizing special seminars, lectures, and courses within the context of doctoral programmes and postgraduate schools, and using any other means deemed suitable.

5. The teachers and heads of research shall instruct all their collaborators and members of their research groups on the contents of this Code, even organizing special meetings for such purpose.



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6. All members of the University community shall prevent misconduct and report violations that come to their attention.

7. All members of the University community shall refrain from instigating, facilitating or aiding and abetting breaches of the present Code, and from any actions that could in any way hinder investigations.

## Art. 42

### *Advice from the Ethics Committee*

1. All members of the University community may seek advice and suggestions from the Ethics Committee on the correct interpretation of the Code of Ethics and its application in particular circumstances.

2. The Committee, having assessed the relevance of the request and having heard, if necessary, the petitioner, provides a reasoned opinion in writing and issues a copy of it to the interested party.

## Chapter V

### Sanctions and proceedings

## Art. 43

### *Ethical misconduct*

1. Any violation of the Code of Ethics which does not constitute a disciplinary violation pursuant to the norms and regulations in force, constitutes ethical misconduct, to be ascertained in accordance with the norms set out in articles 44 and 45.

## Art. 44

### *Initiation of the proceedings*

1. Anyone who has justified reasons to believe that a violation of the present Code has occurred, may report the suspicion to the Rector in writing, accompanied by any relevant supporting documentation. Allegations regarding technical and administrative personnel shall be addressed to the Managing Director. Allegations of misconduct regarding the Rector shall be submitted to any member of the Academic Senate, who will make sure that it is forwarded to the University's *doyen*. The *doyen* will exercise the powers otherwise resting on the Rector. Anonymous allegations of misconduct are not admissible. Malicious allegations, solely aimed at harming others, constitute a violation of the present Code.

2. The Rector determines whether the reported facts may constitute a disciplinary violation: If the allegation regards a member of the teaching staff, the Rector shall act pursuant to the University Charter so as to initiate disciplinary proceedings; if the allegation regards a student, he/she shall proceed in accordance with the General University Regulations. Should the Rector instead determine that the allegation may not constitute a disciplinary violation, he/she shall transmit the documents to the Ethics Committee, so that it may assess whether a violation of the present Code, constituting ethical misconduct, has occurred. Allegations concerning technical and administrative personnel are handled pursuant to Legislative decree no. 165 of 30 March 2001, as amended, also to ascertain alleged ethical misconduct.

3. During the disciplinary proceedings, should it be ascertained that the reported facts do not constitute a disciplinary violation, without prejudice to the provisions set out in paragraph 2, the documents are transmitted directly to the Ethics Committee so that it may assess whether a violation of the present Code, constituting ethical misconduct, has nonetheless occurred.



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## Art. 45

### Ethics Committee proceedings

1. The Ethics Committee completes a preliminary investigation involving all interested parties. In particular, it hears all persons involved, and acquires, analyses and discusses all the relevant documentation. The Committee undertakes not to divulge in any way the data and information collected, among subjects with no connection to the proceedings.
2. The person of whom misconduct is alleged shall be afforded adequate advance notice and be in a position to defend himself/herself, if necessary with the assistance of an expert.
3. Should it determine that the allegation constitutes a disciplinary violation, the Ethics Committee shall forward the documentation to the Rector, so that he/she may proceed pursuant to paragraph 2 of the previous article. In case it has already been determined that the allegation does not constitute a disciplinary violation, pursuant to paragraph 3 of the previous article, the Ethics Committee may not forward the documentation, but shall proceed to pronounce on the existence of an ethical misconduct.
4. At the end of its preliminary investigation, the Ethics Committee reports its motivated, non-binding opinion to the Rector and all interested parties, who have 60 days to submit any appropriate remarks to the Rector.
5. In its reasoned opinion, the Ethics Committee expresses its views on whether there is evidence to suggest ethical misconduct, proposing, in case, what it deems the most appropriate penalty.
6. Proceedings following the expiring of the time specified in paragraph 4 are regulated by the University Charter.

## Art. 46

### *Penalties for ethical misconduct*

1. Penalties for ethical misconduct are issued in accordance with the principle of gradation, depending on the seriousness of the ascertained violations (art. 11, paragraph 4, Charter). These are classed as mild, intermediate and severe penalties.
2. Minor penalties include: confidential verbal or written warning. A warning published on the University's website constitutes an intermediate penalty. The following are severe penalties: suspension for no more than six months from University bodies and/or from the bodies of the structures to which the person belongs, or exclusion for no more than one year from the allocation of University funds and contributions.
3. Intentional conducts that are able to do damage to the prestige or reputation of the University or to harm in any way undergraduate, postgraduate or doctoral students, post-docs or other colleagues, who are clearly identified or identifiable, shall deserve severe or intermediate penalties.
4. Severe penalties are always applied should the facts mentioned in the preceding paragraph occur through abuse of one's higher academic rank or position.