

## ***The Code of Ethics of the Scuola Superiore Sant'Anna in Pisa***

*Adopted by Rector's Decree No 351 of 2014 and subsequently amended by Rector's Decree No 525 of 2017 and by Rector's Decree No 567 of 2020.*

The translation of the regulations has been made available to facilitate understanding of in-house regulations by foreign members of the SSSUP community.

### ***Premise***

The Scuola Superiore Sant'Anna (hereafter the University) is a complex organization whose members come from differing backgrounds and cover diverse roles and responsibilities. Given the presence of a collegial community, individual rights and liberties must be acknowledged and respected and at the same time responsibilities and duties must be accepted and fulfilled.

The University is well aware of the important educational role of all universities (and of public ones in particular) and of the special social function assigned to one that selects students on the basis of open and transparent admission tests aimed at identifying the most talented and deserving. It therefore upholds the constitutional values that lie at the basis of scientific research, education and all other activities undertaken by the university. The University draws on these values to foster excellence and a study and work environment characterized by rectitude, open discussion and academic freedom.

For these reasons the University requests that the faculty, researchers, temporary research staff, students, technical-administrative personnel and all other collaborators respect the rules of conduct in the present code of ethics and carry out their respective duties.

### ***Part I - Applicability, Scope and Objectives***

#### ***Art. 1. Applicability and Scope***

1. The Code of Ethics (hereafter the Code) applies to all those who work in any capacity within the University, including research fellows, study or research bursary holders, and all personnel involved in research in whatever form.

#### ***Art. 2. Objectives and principles***

1. The principles outlined in the Code form the basis for the regulations and actions of the University. The University upholds these principles and ensures that all those specified in art. 1 respect the Code in the fulfilment of their roles and responsibilities both as individuals and as members of collegial bodies.

2. These principles, which implement the fundamental constitutional principles, are:

- a) dignity and promotion of the individual, both as a person and as a member of the University's social community;
- b) solidarity, fostered especially through the promotion of a collegial environment, in that this enhances teaching and research activities;
- c) equality before the law, by acknowledging and respecting differences in provenance, language, religion, political view, personal, social and economic conditions, sex, gender and sexual orientation, and by rejecting and condemning all forms of discrimination;

- d) academic freedom and freedom of scientific research;
- e) promoting merit as a means for ensuring substantive equality, also by upholding the principle of transparency in evaluation and in the definition of evaluation criteria;
- f) respect for and protection of the environment and of health and safety in the workplace and in living spaces;
- g) good administration according to norms of efficiency, effectiveness and economy.

## ***Part II - Rules of Conduct***

### *Art. 3. Abuse of power*

1. No one shall use his/her authority or rank derived from his/her position to require from others the fulfilment of tasks or services exceeding their duties or irrelevant to the pursuit of the University's general interests.

### *Art. 4. Sexual abuse and harassment*

1. The University condemns all forms of sexual abuse and harassment, and puts in place the necessary measures to prevent such offences as well as the necessary instruments to protect victims and denounce offenders.

2. Subject to statutory regulations, the present Code defines sexual abuse and harassment as any request for sexual favours, or making unwelcome sexual advances or any behaviour or verbal remarks - within the context of the private sphere of sexuality - aimed at humiliating or degrading others or at placing her/him in a state of psychological subordination.

### *Art. 5. Other offensive behaviour*

1. No one shall adopt discriminatory or vexatious practices, inflict moral violence or psychological harassment, nor behave in any way that would compromise another's health and ability to carry out his/her respective study, research or work activities.

2. The University takes action to prevent and deter the above-said behaviour, through the role assigned to the Confidential Counsellor as mediator and conciliator, as set out in art.14.

### *Art. 6. Transparency, impartiality and integrity*

1. All those working within the University shall adopt a standard of sobriety and work with impartiality, avoiding favouritism and unfair treatment, and shall not exercise nor act under undue pressure. They shall take initiatives and make decisions openly and objectively, without creating or taking advantage of positions of privilege .

2. The teaching staff, researchers and technical-administrative personnel shall in no way by their conduct prejudice the fulfilment of official duties by taking commitments or making personal promises to those engaging with the University.

3. Those working within the University shall not use it to pursue private interests or gain personal benefits within or outside the University . Particular attention should be paid to

those benefits that may compromise or appear to compromise their judgement and impartiality in the fulfilment of duties.

4. In order to ensure maximum transparency, the members of the Academic Senate and the Board of Directors shall render the declarations referred to in Articles 5 ("Participation in associations and organizations") and 6 ("Disclosure of financial interests and conflicts of interest") of the University's Code of Conduct upon occurrence of the events and subject to the terms set out therein.

5. The University endeavours to adopt the utmost transparency in relationships with those working within it. In particular, the teaching staff should avoid creating unwarranted expectations on the career advancements of research personnel by providing complete and timely information on the nature of the position from the start to its completion.

#### *Art. 7. Nepotism and favouritism*

1. No one operating within the University shall use his/her authority or power of persuasion to favour in any way relatives or relatives-in-law.

2. No one operating within the University shall take advantage of his/her position to unfairly favour a person without consideration of merit, facilitating his/her admittance or the advancement of his/her career, especially on the basis of personal ties or relationships.

3. The University, in demanding that all persons refrain from such conduct, also requests that any such behaviour be promptly brought to the attention of the Board of Ethics.

4. Subject to the provisions of the previous paragraph, should a candidate taking part in a selection procedure be up to a 4th degree relative or 2nd degree relative-in-law of a member of the teaching, technical-administrative or research staff, he/she must give written notice of his/her kinship prior to the start of the selection procedures. The competent office will then inform the Board of Ethics, which will monitor the selection procedure.

#### *Art. 8. Protection of the name and reputation of the University*

1. The individuals specified in art. 1 must respect the name of the University and refrain from behaving in a way that could possibly damage its reputation, even through the disclosure of confidential information.

2. One cannot make public statements of personal views and opinions, claiming that they represent the official ones of the University.

3. When the individuals specified in art. 1, acting in the name of the University, take part in projects promoted or financed by third parties that, for their content or nature or for the quality of the proponents, appear in contrast with the guiding principles and values of the University as laid out in the present Code, said individuals must provide adequate information to the Board of Ethics, which will open a discussion with the parties involved.

4. Those promoting political, political-cultural or entertainment activities (excluding music and sports events) on behalf of the University , shall give notice to the Board of Ethics which will monitor the event and provide an account in the periodic report pursuant to art. 13, paragraph 4.

*Art. 9. Conflict of interest*

1. For the purposes of the present Code, a conflict of interest arises when, in relation to a decision to be made, the private interests of any person specified in art. 1 actually or potentially contrast with the interests (including those of a non-economic nature) of the University.

2. Conflict of interest is governed by art. 7 ("Conflict of interest and obligation to refrain") of the University's Code of Conduct.

*Art. 10. Central role and freedom of students*

1. The University places students at the centre of its institutional objectives and responsibilities, particularly of its inherent drive for excellence, which it pursues from its foundation.

2. Students are at the centre of education, and are guaranteed the right to autonomously define their educational path, in conformity with internal regulations.

*Art. 11. Academic freedom and freedom of research*

1. The University strives to create a learning environment that puts into good practice the ideals of freedom and individual autonomy, these being the prerequisites for quality teaching and research and developing professionalism and the best instruments for acquiring knowledge.

2. In exercising academic freedom each teacher must respect cultural, religious and political differences among students, taking every opportunity to stimulate discussion on ethical and social issues.

3. In exercising freedom of research, all those working within the University must act openly and responsibly, also through the adoption of self-regulation systems for illustrating to one's own scientific community and to the general public the methodologies, results and ethical impact of the research undertaken.

4. The University, having subscribed to the European Charter for Researchers issued by the European Commission in Recommendation 2005/251/CE, considers all research personnel as professionals, irrespective of differences in their legal status, and ensures that men and women enjoy the same rights and have access to adequate tools for carrying out research activity.

5. In line with the recommendations of the European Charter for Researchers and in compliance with existing laws, the University promotes the appointment of researchers with proven experience in the roles of project supervisor and coordinator. The above- said charter specifies that the researcher must have conducted at least one year of research after completing his/her PhD or equivalent qualification.

*Art. 12. Protection of intellectual property and enhancement of research results*

1. It being understood that all members of the University shall respect the international norms on intellectual property and plagiarism and the Guidelines for the protection of the intellectual property of the University, the author of an intellectual work belonging to the University must not use it for personal ends and must maintain the confidentiality of research results until they are officially made public.
2. The University, by virtue of the public and social relevance of scientific research, believes that its results must contribute to the development of the national and international community. The intellectual property, which is assumed to belong to the University, is however managed in such a way that the objectives concerning the use of research results are shared among faculty, researchers and all personnel involved in University research activities.
3. When publishing results, the coordinators of scientific academic research undertaken collectively must clearly indicate the specific contribution of each author and collaborator and in any case guarantee the visibility of all those taking part in the research.
4. It is the duty of the research group coordinator to promote an environment in which all members can work freely with integrity and professionalism. He/she should also encourage dialogue, constructive criticism and the development of personal ideas and abilities, fostering individual talents and merits irrespective of the professional qualifications of members of the research group and of their role within the University.

***Part II - Implementation and Enforcement***

*Art. 13. Board of Ethics*

1. The Rector of the University establishes a Board of Ethics consisting of the following members:
  - a) the Confidential Counsellor, designated as set out in art. 14, who calls meetings and presides the board;
  - b) a representative of the full and associate professors elected by the full and associate professors every three years;
  - c) a representative of the technical-administrative personnel elected every three years by the short-term and long-term technical-administrative personnel;
  - d) a representative of researchers elected every three years by research fellows and contract researchers;
  - e) a representative of students, both at undergraduate and PhD level elected every three years by students at undergraduate and PhD level;
  - f) a representative of the Central Guaranty Committee designated every three years by the committee itself;
  - g) a representative of research personnel (excluding research fellows and contract researchers) every three years

from among those holding research grants, study and research bursaries, and other research contracts.

1 bis. Faculty and student representatives as specified in paragraphs b), c), d), e), f), g) shall hold the offices for three years until the expiration of their term on October 31<sup>st</sup>. In the event of early termination of an appointment prior to the ending date, the provisions of the regulations shall apply.

1 ter. If any representatives as specified in paragraphs b), c), d), e), g) shall not belong to the category in their own right, he/she shall ipso facto cease to be a member of the Board.

2. The President of the Board of Ethics designates a vice-president from among its members during the first board meeting.

3. The Board of Ethics, acting with utmost discretion, must:

- a) conduct analysis, investigation and control activities with a view to ensure that the norms contained in the present Code are implemented and that they are respected, as laid out in art. 15 and 16;
- b) point out to the Confidential Counsellor situations relevant to art. 4 of the present Code when they are brought to his/her attention;
- c) periodically assess the compatibility of research projects undertaken within the University but partly or wholly financed by private parties with the principles, values and rules of conduct set out in the present Code. Should any incompatibility be established, it can request that the project coordinator suspend or renegotiate said activity or project;
- d) bring to the attention of the competent bodies situations that may require disciplinary actions in accordance with the present Code;
- e) suggest to the competent bodies modifications or amendments to the internal regulations of the University falling within its own sphere of competence;
- f) undertake activities to inform and raise awareness, even outside the University, of issues addressed in the present Code;
- g) exercise all other functions set out in the present Code;
- h) present to the competent bodies proposals to modify or amend the present Code.

4. The Board must compile a periodic report illustrating management results in upholding the principles, values and rules of conduct set out in the present Code, as well as activities relating to consultation and dialogue with individuals to which the Code applies.

5. The acts and provisions of the Board of Ethics must normally be motivated.

6. The Academic Senate approves the Rules governing the functioning of the Board of Ethics.

*Art. 14. The confidential counselor*

1. The Rector of the University, taking into account European Parliament resolution A3/0043/94 of 11 February 1994, establishes the position of the Confidential Counsellor.

2. The Confidential Counsellor, nominated by the Rector every three years from among those considered eligible by the Academic Senate after consultation with the Central Guaranty Committee, cannot serve a second term. Qualified candidates are those possessing the required personal and professional skills, recognized for their impartiality and possessing a high degree of competence with respect to the assigned duties. The Academic Senate identifies suitable candidates through a public selection based on qualifications and an interview. Those involved in any respect with the University or whose services have been engaged by the University in the previous 5 years under any form of contract, even occasional, cannot submit their application.

3. The Confidential Counselor:

- a) provides assistance and advice to those that believe they have been victims of one of the offences cited in articles 4 and 5, perpetrated by a member of the University or by other persons within the context of activities undertaken on behalf of the University, and tries to settle the case;
- b) must monitor possible risk situations, and undertakes activities to identify difficulties by organizing special individual or group meetings with the different components of the University, guaranteeing anonymity;
- c) has access to the administrative documents relating to a case in question, while guaranteeing the right to privacy of all persons involved;
- d) chairs the Board of Ethics, as set out in art. 13.

4. As established in a resolution of the Board of Directors and the Academic Senate, the University can decide to share the duties of the Confidential Counsellor with other university and research institutions operating in Pisa, identifying appropriate ways to coordinate activity and share responsibility for the provision of a proper service.

5. The Confidential Counsellor receives an indemnity, as determined by the Board of Directors, and is provided with the necessary means for carrying out his/her institutional duties.

*Art. 15. Consultation*

1. The Board of Ethics, in order to assess knowledge of the Code and agreement with its content and within the context of the activities laid out in art. 13, para. 3, letter a), undertakes periodic consultations to guarantee continued discussion among the parties identified in art. 1 on the validity and ability of the provisions contained therein to correctly represent the aims and guiding values of the University.

*Art. 16. Social accountability*

1. Should the University decide to adopt a social report as a means of public communication, it will also provide an account of activities undertaken by the Board of Ethics, analysing the impact of the adopted Code on the quality of life within the University, as well as assessing the coherence between its content and the actual enactment of its provisions.

*Art. 17. Observance and violation of the Code*

1. The parties specified in art. 1 must:

- a) read the present Code and, should there be any doubts on how to interpret its rules or how to behave in circumstances falling within its scope, contact the Board of Ethics or, while awaiting its formation, the Equal Opportunities Commission;
- b) observe the Code and the interpretive practice defined by the Board of Ethics through its acts and provisions.

2. Subject to the provisions of criminal, civil and administrative law and the specific provisions of the present Code, the documented violation of regulations set out in Part II can warrant the application of disciplinary sanctions by the competent authorities.