



## **STUDENT DISCIPLINARY REGULATIONS**

*Approved by the Organising Committee on 15 October 2019 (Ref. 29)*

*Rev\_1 Approved by the Board of Directors on 6 November 2023 (Ref. 29 Rev\_1)*

## STUDENT DISCIPLINARY REGULATIONS

### Art. 1 - Purpose and scope

1. These Regulations govern the disciplinary procedure and sanctions applicable to UniCamillus students in the event of a disciplinary offence as set out in the following article 2.
2. For the purposes of these Regulations, students are considered to be all those enrolled in degree programmes and other courses organised by the University.
3. For the purposes of these Regulations, students shall also include those enrolled at other universities, including foreign universities, when they are admitted to the courses referred to in the previous paragraph or when they take part in other educational activities, including examinations.

### Art. 2 - Disciplinary offence

1. Students enrolled at UniCamillus become part of the academic community and acquire a status that entails specific rights and obligations of behaviour, as defined by the general regulations of the University.
2. A disciplinary offence is any intentional or negligent act committed by the student that violates the mandatory rules and the current University regulations within the University premises or other locations associated with the University. Disciplinary offences include in particular:
  - a) Misuse of the electronic badge, as determined by random checks that may be carried out by University personnel (staff, administrative and technical staff, tutors, programme directors, etc.);
  - b) Any action intending to or having the effect of altering, modifying or falsifying documents in paper, electronic or digital form relating to one's own or another's university career. These documents include the exam transcripts, examination records, administrative records, medical and health records, signature sheets and/or magnetic carriers (badges) used to record attendance at teaching, seminar and work placement activities, evaluation sheets and/or booklets, and any other document related in any way to the aforementioned career. This also includes making false statements with the intention of obtaining financial or non-financial benefits.
  - c) Behaviour that interferes with the University's activities and the orderly and civil coexistence within the University premises;
  - d) Any behaviour that obstructs the investigation of disciplinary offences;
  - e) Any act that damages the image of the University or that degrades, injures or harasses

the personal and/or professional dignity of students, faculty, administrative and technical staff, or any other person authorised to access the University premises;

- f) Any act that causes damage to the property owned or otherwise possessed by UniCamillus University;
- g) Acts of aggression, harassment and/or behaviour that results in physical and psychological violence and, in general, any act that may harm the health of students;
- h) Unauthorised demonstrations within the University premises, or demonstrations and/or expressions inappropriately associated with the University of a political nature or based on religious, racial, ethnic or other discrimination.
- i) In general, and for anything not mentioned in the previous points, any act that violates any provision of the University's Code of Ethics, the University's Regulations, and the regulations and guidelines adopted by the entities affiliated to the University for the during placements;

3. Collective demonstrations and any other form of student protest shall not constitute a disciplinary offence, provided that they are carried out with respect for the rights of those who do not participate in them and without harm to persons or property, in accordance with Articles 17 and 18 of the Constitution.

4. A student's academic performance shall not be taken into account in disciplinary proceedings.

### **Art. 3 - Disciplinary sanctions**

1. Notwithstanding the fact that the established offence may be subject to possible legal consequences, including penal ones, the sanctions which may be imposed by the University shall be as follows:

- a) Admonition in the form of an oral and/or written warning;
- b) Temporary suspension from educational activities, including placements, and/or cancellation of participation in educational activities, including placements;
- c) Suspension from one or more examinations for one or more sessions, including the final examination;
- d) Temporary suspension from the University, including precautionary suspension, i.e. suspension from any University activity, including any representation in academic bodies, and from access to any University facility;
- e) Expulsion from the University, with loss of student status.

2. The sanctions referred to in the previous paragraph may be cumulative.
3. In determining the sanction to be applied, account shall be taken of the gravity of the offence, the seriousness of its consequences, any previous disciplinary measures taken against the student and the appropriateness of the sanction in relation to any similar offence committed previously. In the event of a repetition of misconduct or the need to investigate it further, it is possible to impose a provisional sanction pending a disciplinary decision: this provisional sanction will be taken into account in the final determination of the sanction decided upon following the disciplinary measure.
4. The imposition of a disciplinary sanction does not prevent the University from pursuing penal and civil actions to protect the image of the University.
5. All sanctions referred to in this article may be accompanied by the additional sanction of forfeiture of any economic benefits and/or scholarships awarded to the student.
6. By way of example, but not exhaustively, the Disciplinary Board may consider the application of specific forms of sanctions, as summarised in Annex 1 below.

#### **Art 4 – Disclosure of the disciplinary offence**

1. Anyone who becomes aware of an act that may constitute a disciplinary offence, as defined in article 2 of these Regulations, shall immediately report it in writing, without anonymity, to the Programme Director. The University shall take all necessary measures to protect the privacy and anonymity of the whistleblower.
2. The Programme Director will report the offence to the Director General, who will decide whether to refer the matter to the Disciplinary Board, if deemed necessary.
3. In cases where referral to the Committee is deemed unnecessary for the purposes of immediate verification and notification of the offence to the student(s) when it occurs, or for automatic detection by the University's computer systems, the Programme Director may decide directly to impose one of the sanctions provided for in Article 3.
4. If the information referred to in paragraph 1 reveals conduct constituting a criminal offence, the Rector or the Director General shall immediately inform the competent judicial authority.

#### **Art. 5 - Disciplinary Board**

1. In order to impose the sanctions referred to in article 3, paragraph 2, the Rector shall appoint a Disciplinary Board composed of three members of the University teaching staff, one of whom shall be designated as President. The term of office of the Disciplinary Board shall be three years and its members shall be appointed for a single term.
2. The Disciplinary Board referred to in the previous paragraph may be supplemented by other

members appointed by the Rector.

3. In order to fulfil its mandate, the Disciplinary Board may, while maintaining the utmost confidentiality of the proceedings, obtain documents, hear witnesses, seek the opinion of experts appointed by it, and carry out any other action it deems necessary, as well as any investigation requested by the student concerned, if it deems this to be useful and relevant to the decision. For these purposes, it may also call upon the assistance of the Student Services Department and Legal Affairs Division.
4. A specific summary report, signed by the members of the Disciplinary Board and each participant, shall be drawn up for each operation.
5. If, in the course of its investigation, the Disciplinary Board discovers facts that may constitute a criminal offence, it shall inform the Director General and/or the Rector so that documents may be forwarded to the Judicial Authorities.
6. The Disciplinary Board must complete its work within sixty (60) days of the referral. At the end of the investigation, the Board shall forward the documents to the Director General, together with a written report reconstructing the facts, detailing the investigations carried out and their results, and formulating a proposal for closure or a duly reasoned proposal for the adoption of one of the disciplinary sanctions provided for in Article 3. The Director General shall communicate the outcome of the disciplinary procedure to the Programme Director, who shall immediately inform the student(s) concerned if the sanction is imposed.
7. If the Director General does not consider the act to be punishable, he shall order the case to be closed.

#### **Art. 6 - Precautionary measures**

1. The Director General may, in agreement with the Rector, apply precautionary measures to prevent serious damage to university life pending the conclusion of the disciplinary proceedings.

#### **Art. 7 – Application of sanctions**

1. In accordance with article 16, paragraph 8, R.D.L. n. 1071/1935, all disciplinary sanctions resulting from a decision of the Disciplinary Board under article 5 may be recorded in the university career of the student.

#### **Art. 8 – Appeals and transitional and final provisions**

1. The decision to impose a disciplinary sanction may be appealed to the Rector or the Director General within thirty (30) days from the date of notification. The Rector or the Director General shall forward the appeal to the Board of Directors, who shall issue a decision within thirty (30) days in accordance with the procedures set forth in these Regulations. The possibility of appealing to the courts against disciplinary measures under these Regulations shall remain unaffected.
2. For matters not expressly provided for in these Regulations, reference shall be made

to the provisions in force.

3. For legal and interpretation purposes, the regulations approved by the Board of Directors on 6 November 2023, deposited and available at the offices of the Academic Secretariat, drafted in Italian, shall prevail. For all matters not covered in this document, reference is made to the Statute and Regulations governing the functioning of the University's activities.

## ANNEX 1

### Introduction

Each of the infringements described in the following table (in accordance with Article 2) may give rise to more than one sanction (in accordance with Article 3), which the Disciplinary Board may decide to apply on the basis of an assessment taking into account the nature, seriousness and repetition of the infringement found. Multiple sanctions may be imposed among those listed.

Description of infringement (in accordance with Article 2)	Sanction (in accordance with Article 3)
As indicated in (a)	a) Admonition in the form of a verbal and/or written warning; b) Temporary suspension (min. 5 days - max. 1 month) and/or cancellation of participation in educational activities (in case of confirmed absence).
As indicated in (b), (c), (d), (e)	a) Admonition in the form of a verbal and/or written warning; b) Temporary suspension and/or cancellation of participation in educational activities, including placements; c) Suspension from one or more examinations, for one or more sessions, including the final examination;
As indicated in (f), (g), (h)	a) Temporary suspension and/or cancellation of participation in educational activities, including placements; b) Suspension from one or more examinations, for one or more sessions, including the final examination; c) Temporary suspension from the University, also as a precaution, with the consequent impossibility of taking examinations, including the final examination. d) Expulsion from the University with loss of student status.
As indicated in (i)	Depending on the offence found, the Disciplinary Board may decide to apply one or more of the sanctions referred to in Article 3.