



UNICAMILLUS

STUDENT DISCIPLINARY REGULATION

Academic year 2020/2021

Approved by the Organizing Committee of October 15th 2019

STUDENT DISCIPLINARY REGULATION

Art. 1 - Object and scope of application

1. This Regulation governs the disciplinary procedure and the penalties applicable to students of the UniCamillus University in the event of an investigation of a disciplinary offense.
2. For the purposes of this Regulation, students are understood to mean all students enrolled in the degree courses as well as in the other courses organized by the University.
3. For the purposes of this Regulation, students enrolled in other universities, even if foreign, are considered to be UniCamillus students, when admitted to the attendance of the courses referred to in the previous paragraph or to the participation in other didactic activities, including exams.

Art.2-Disciplinary offense

1. By disciplinary offense is meant any intentional or negligent fact that:
 - a) causes damage to the property owned, or in any capacity held, by the UniCamillus University
 - b) is offensive to the image of the University or disparages the personal and / or professional dignity of students, professors, technical administrative staff or any other person authorized to attend the University premises and discriminates against their ethnicity, religion, gender and sexual orientation, and their political orientation;
 - d) has the aim or the effect of altering, modifying, counterfeiting acts inherent to one's own or someone else's university career, to the university booklet, to the exam or internship reports, to the acquisition of university credits, to compulsory attendance of the courses or other deed relating to the aforementioned career, including the untruthful declaration made in order to obtain patrimonial or non-patrimonial benefits;
 - e) adversely affects the orderly and civil conduct of university life;
 - f) violates a prescription imposed by the University's Code of Ethics;
 - g) prevents the ascertainment of disciplinary offenses in any way.
2. It also constitutes a disciplinary offense any conduct, even if kept outside the university premises, which, for the relative methods and for the purposes pursued, is such that brings prejudice to the decorum and honor of the University, of the Professors and of the staff as well as plagiarism in the preparation of the degree or doctoral thesis or of any other written document;
3. Collective demonstrations and any other form of student protest do not constitute a disciplinary offense, provided that they take place in compliance with the rights of those who do not join and without prejudice to people and things in accordance with articles 17 and 18 of the Constitution
4. The student's academic performance cannot be taken into consideration for disciplinary purposes.

Art. 3 - Disciplinary sanctions

1. It being understood that the ascertained offense can be subject to possible legal consequences, including penal ones, the penalties that can be imposed by the University are:
 - a) verbal warning (admonition);
 - b) written warning (admonition);
 - c) temporary disqualification from one or more courses or didactic activities, including internship;
 - d) suspension from one or more exam date, for one or more round;
 - e) temporary suspension from the University, also as a precautionary measure, with the consequent impossibility of taking exams.
2. The penalties referred to in the previous paragraph are cumulative.
3. The identification of the applicable sanction takes place considering: the seriousness of the event, the seriousness of its consequences, any disciplinary precedent committed by the student, the adequacy of the sanction with respect to any facts of the same nature previously committed.

4. The imposition of a disciplinary sanction is not an obstacle for the University to the prosecution of any criminal and civil action aimed at protecting the University's image.
5. The period of precautionary suspension must be included in the determination of the definitive sanction.
6. The imposition of the sanctions referred to in letters c), d) and e) makes it impossible for the student, for the period of application of the sanction:
 - a) to participate in any capacity in university activities, including any representation of academic bodies;
 - b) to obtain economic benefits or the assignment of collaborations in any capacity by the University.

Art 4 - Disclosure of the disciplinary offense

1. Anyone who becomes aware of a fact that could constitute a disciplinary offense, according to the provisions in art. 2 of this Regulation, must immediately inform the Rector or the General Manager by writing in a non-anonymous way. The University takes all the necessary measures to protect the complainant's privacy.
2. As soon as the news of the disciplinary offense has been received, the Rector or the General Manager, within thirty (30) days from the notification of the news as referred to in paragraph 1, making use of the competent offices of the University, initiates the disciplinary procedure and transmits the documents. to the Disciplinary Board.
3. If, from the note as referred to in paragraph 1, conducts which constitutes an offense turn out, the Rector or General Manager immediately informs the competent judicial authority.

Art. 5 - Disciplinary Board

1. For the purpose of imposing the sanctions referred to in art. 3, paragraph 1, the Rector or the General Manager appoints a Disciplinary Commission made up by three Professors from the University, one of whom identified as President. The Commission remains in office for three years and its members remain in office for one term only.
2. The Commission referred to in the previous paragraph may be supplemented by other components designated for this purpose by the Rector or General Manager.
3. In order to fulfill the appointment, the Commission can acquire documents, hear witnesses, obtain the opinion of experts designated by the Commission itself, perform any other activity that it believes necessary; it can also carry out the preliminary activities requested by the student concerned, if deemed useful and relevant for the purposes of the assessment. To this aim, it can also take advantage of the advice of the staff of the Student Services Department and the Legal Affairs Division.
4. A concise report must be drawn up for each operation, signed by the members of the Commission and by every person involved.
5. The Commission that, in the course of the preliminary investigation, ascertains facts that may constitute a crime, informs the Rector, who transmits the documents to the judicial authority.
6. The Commission must complete its work within sixty (60) days from the receipt of the documents by the Rector or the General Manager. At the

conclusion of the preliminary investigation, the Commission transmits the documents to the Rector or General Manager, together with a written report which recreates the events, the investigations and the related outcomes and recommend the filing or the adoption of one of the disciplinary sanctions provided for in art.3.

7. If the Rector or the General Manager does not deem the fact worthy of sanction, orders the closure of the proceedings.

8. The members of the Commission, and anyone who becomes aware of the facts and acts relating to the disciplinary procedure, are required to maintain the strictest confidentiality.

Art. 6 - Cautionary measures

The Rector or the General Manager can apply a precautionary measure in order to prevent serious prejudices for university life.

Art. 7 - Application of Sanctions

1. Pursuant to art. 16, paragraph 8, R.D.L. n. 1071/1935, all disciplinary sanctions are recorded in the student's university career. The student will have the right to cancel the penalties under a) and b) of art. 3 from the university career if at least 12 months have elapsed from the imposition of the sanction without others having been performed.

2. The Rector shall, by means of his decree, make all sanctioning measures enforceable. The student is notified about these measures, which always contain the reasons for imposing the disciplinary sanction, via PEC or registered letter with return receipt.

Art. 8.1. - Recall (admonition)

1. The Rector or the General Manager is competent to impose the sanctions referred to in art. 3, paragraph 1, lett. a) and lett. b) referred to in these Regulations, after hearing the student in his defense; for the issuing of a warning, the Rector can delegate a professor from the University. Minutes are drawn up for the imposition of the warning.

2. The report is signed for acknowledgment by the student. The non-voluntary signing of the report is acknowledged in the report itself.

Art. 8.2 - Temporary interdiction from one or more courses. Suspension from one or more exams or other forms of didactic

1. Should the Rector or General Manager consider proposing the application of the temporary interdiction sanction from one or more specific courses, from the training activities carried out in the laboratory or in other structures of the University or suspension from one or more exams or other form of advancement verification including the internship for a period not exceeding six months, he/she forwards the proposal to the Board of Directors of the University or to the Body that takes its place during the transitional phase (hereinafter referred to as the BoD) accompanied by the documents regarding the investigation carried out.

2. The student must be informed of the disciplinary proceedings against him at least ten days before the date set for the Discipline Commission meeting, and can present his defense in writing or request to be heard by the Commission.

3. If the request is accepted, the BoD will communicate the sanction to the student.

Art. 8.3 -Temporary exclusion from the University

1. If the Rector or the General Manager deems to propose temporary exclusion from the University with consequent missing of the examination sessions, transmits his proposal to the Board of Directors.

2. The BoD invites the student to come to be listened to.

3. The invitation to appear contains the indication of the proposal for disciplinary sanction made by the Rector or the General Manager and the notice by the faculty to view the activities carried out up to that moment, to present memories and to be assisted by a person of trust.

4. The Rector or a teacher delegated by him reports on the investigations carried out. The report must be carried out before the student's hearing and must be present at that moment.

5. The BoD can carry out supplementary investigative activities, if it deems it appropriate. It deliberates the imposition of the sanction with the majority of its members. Minutes are drawn up of its activities.

6. All Italian universities are notified of the application of the temporary suspension sanction from the University.

7. The penalties imposed on students temporarily guests of the University are communicated to the home universities.

Art. 9 – Archiving

1. In the event that the Disciplinary Commission proposes the archiving, the Rector or the General Manager set it within ten (10) days.

Art. 10 - Complaints and transitional and final provisions

1. An appeal against the disciplinary sanction measure can be submitted to the Rector or to the General Manager within sixty (60) days from the date of the communication. The Rector or the General Manager transmits the complaint to the BoD, which decides within thirty (30) days, according to the modalities provided by these Regulations. It remains open the possibility to appeal, before the court, against the disciplinary measures referred to in these Regulations.

For all matters not provided for in this document, reference is made to the University's Statute and the laws in force.

For the legal and interpretative purposes of this Regulation, the text approved by the Organizational Technical Board, deposited at the Registrar's Office and written in Italian, of which a certified copy can be obtained, shall prevail.