

## **PREMISE**

*This Code of Conduct is adopted in accordance with the University Code of Conduct pursuant to article n. 18 of the Didactic regulation of the Bachelor's degree in Global Governance of which it is an integral part.*

## **Introduction**

When we become part of any community and interact with one of its members or with people outside of it, the actions performed by one of us will affect the well-being of those around us, their productivity as well as their reputation.

Any of the subjects entering and joining the Global Governance B.A.- such as professors, students or administrative personnel (hereinafter defined as the "*stakeholders*") - recognizes that his/her own behavior, needs to comply with certain rules of conduct limiting their actions in order for success to be reached, even when such behaviors are not being in breach of the law. Such rules of conduct will increase the possibility of achieving the goals of the B.A. program, along with promoting mutual respect, focusing on attention towards the others and fostering the quality of teaching and learning. The aforementioned rules define and identify a set of precautions and controls so as to lead behavior towards values which are deemed to be essential for a common life to be pleasant, cooperative, fair and fruitful.

This Code aims to provide general - ethical and behavioral - guidelines which anyone would need to comply with while carrying out his/her own activities. However, it is of paramount importance that every subject addresses his/her own action according to the highest standards of behavior, regardless of the existence or not of specific applicable provisions, taking into account that the appropriate conduct in every circumstance does not depend on good faith only, but also on transparency, impartiality, honesty and loyalty of thought of those who are acting.

In no way whatsoever shall the *belief* of acting on behalf of and/or for the benefit of the B.A. program justifies the adoption of those behaviors in contrast to the principles set forth in the hereby Code.

## **Our values**

The B.A. in Global Governance promotes interdisciplinary learning without explicit or hidden advertisement or economic purposes, while ensuring and protecting academic freedom and freedom of expression in a context where diversity of views is encouraged and not repressed. Thus, the B.A. program is committed to create an environment based on values such as freedom and individual autonomy. Furthermore, one of the purposes of the B.A. is to guarantee excellence in teaching, encouraging and rewarding professionalism along with promoting scientific investigation and the pursuit of knowledge. To achieve such purposes, the *stakeholders* are committed to ensuring that the recruitment and the remuneration of professors are not determined by selection choices that may give priority to any sort of family and personal ties but only by moral, professional and educational outstanding reputation of such professors.

Particular attention will be given to young professors, putting them into the best conditions to enhance their abilities as well as to *stakeholders* that may need special collaboration, supporting them in their duties should it be required or necessary.

*Stakeholders* are required to maintain a collaborative and respectful conduct towards the decisions of the B.A. Committee - concerning organizational matters - which are useful to obtain an efficient, fair, impartial and transparent administration of the Program.

Students and professors are committed to providing colleagues with adequate collaboration by

giving them all information and putting in place all the behaviors, which will make it possible to operate with the maximum efficiency, in the execution of the tasks assigned and in the pursuit of common goals.

Beyond the respect of civil and criminal laws, the *stakeholders* shall avoid the usage of terms and tones that might be deemed offensive and/or inopportune towards the colleagues, the employees, the students and third parties with whom they may come into contact. Further, they are committed to put in place all the actions and behaviors whose purpose is to promote a friendly, comfortable and open work and study environment.

During any activity related to our course, students and staff are the ambassadors of the values of the Global Governance programme. As such, they are required to maintain a correct behaviour, in the form and substance, to confirm the high reputation gained over time by the Global Governance BA, thanks to its former students and its staff. Maximum respect is, therefore, due to people, goods and resources - in order to take care of their safety, preservation and functionality - in all those locations where Global Governance students and staff are welcomed for internships or any other off-campus activities.

If a non-compliant behaviour is found with the foregoing, students and staff are reported (after a decision of the Global Governance Board) to the General Administration in order to verify if any violation of the University Code of Ethics has occurred and to defer the decision to such Administration on any possible sanction. [The University Code of Ethics is available at [https://web.uniroma2.it/it/contenuto/codice\\_etico-7457](https://web.uniroma2.it/it/contenuto/codice_etico-7457)]

## **Rules**

### **a) Punctuality**

Punctuality is necessary for reciprocal respect among stakeholders and the good development of the course.

A time schedule for classes is provided in advance to students and teachers.

Should a professor be evaluated as a latecomer, he (she) will be excluded from subsequent editions of the B.A. unless appropriate and believable justification is provided.

Students are required to regularly check the class schedule posted on the website of the B.A. <http://economia.uniroma2.it/ba/globalgovernance>, in order to be updated in case of any change that may possibly occur from time to time. Professors are required to warn, as soon as possible administrative personnel at [global.governance@uniroma2.it](mailto:global.governance@uniroma2.it) of any very urgent change they have to give to their schedule.

The students arriving in the classroom 10 minutes after the beginning of classes, are considered absent according to point b) hereunder, the whole lesson in which the delay has occurred.

Students leaving the class before the scheduled end, will have to notify the Global Governance staff with the means of an e-mail and considered absent according to point b) hereunder, for the whole lesson in which early exit has occurred.

The disciplinary measures - issued by the B.A. Coordinator and approved by the B.A. Council - enter immediately into force, after hearing the student involved and, as the case may be, the professor, the Tutor or other relevant parties. Such decision of the B.A. Council shall not admit appeal.

**b) Attendance and Absences**

Attendance in class, as well as for extra activities, is required. The exam programs will be differentiated, in order to make it possible for students with 80% minimum of attendance to give mid-term exams and study a differentiated program for final exams.

Those who exceed 20% of absences in each single course - not justified on the basis of a medical certification as from the attendance management system - might be excluded from the bonus granted to attending students. In case of repeated absences in different courses, the Council will consider, after listening to the student, further disciplinary measures provided for by the Statue of the University.

Attendance will be tracked through digital tools (unless very special cases of a technical breakdown or an organizational emergency) and students are required to get familiar and use the attendance management system with all its related procedures.

**c) Exams and final work**

In case of plagiarism or copying noticed while exams are performed or detected in the execution of the final work, the student will be recommended for expulsion from the B. A. following an immediate measure issued by the B. A. Director and approved by the B. A. Council and verified by the University, after hearing the student involved and, as the case may be, the professor and/or the supervisor or other relevant parties. Such decision of the B. A. Council shall not admit appeal.

The Italian Grading System ranges from 18/30 to 30/30. Specifically, the highest mark is 30/30 with distinction (defined as “lode” in Italian), while the lower one is 18/30. Exams under 18/30 are considered as “not passed”. The following chart compares Italian academic grading system with the ECTS grading framework and provides an explanation of the numerical value of Italian grade.

Italian grade	Definition
30 e lode	full mark with honors
29-30	excellent
28-27	very good
26-24	good
23-18	Satisfactory
< 18	Failed

According to the Italian grading system, the final score of the B.A. is based on a 110-point scale ranging from 66 – the minimum grade for passing – to 110. In case of outstanding results, the final mark assigned is 110 cum laude.

During the Mid-term or final exam session, punctuality is mandatory for both written and oral exams.

**d) Relations with the advisors**

Each student has its own advisor, selected among the teaching staff, with whom that student can discuss freely about the didactical and organizational problem and of his/her plans responding to career paths. There must be at least two meetings per year with the advisor. If students or advisors are unavailable for the scheduled meetings, the Council will take further measures to implement

such a standard of behavior.

The teachers are asked to provide reference letters upon request of the interested students at the moment of their applications for Master programs, or when needed, especially for those students that they are tutoring or advising in the final dissertation. Otherwise, teachers shall give a clear motivation in writing in case of refusal to accomplish the request of a reference letter.

The students are asked to request in writing such letters in a timely manner with sufficient information.

**e) Communication**

Institutional communication will be given via e-mail and on the website of the course, which the students is meant to check periodically to be updated on news and events. Students are compelled to check their e-mail at least once a day during working days of the week, and must communicate promptly any changing of address. Absences, delays, non-fulfillments will be not accepted if caused by the lack of checking the e-mail.

**f) Classroom behavior and interpersonal relationship**

Debates in the classroom between students and professors are considered as an added value of the Program. The professor handles the debate and refers to discussions outside of the classroom, whenever these discussions extend too long or go off the topic. Students are required to address questions or comments - by raising their hand - and talk only whenever authorized by the professor.

Students are not allowed to talk while classes are in session, in order not to disrupt class activities. Students who will not respect this provision, shall incur in disciplinary actions.

It is not permitted to answer to phone calls during the class, as well as communicate with mobiles, smart phones or similar. Cell phones must be strictly set on "silent" mode. In case of urgent phone calls, the student shall request the professor - by raising his/her hand - to leave the class briefly to have his/her conversation.

Students and Teaching staff are compelled to keep classrooms, other University locations and visited sites off-Campus, where they interact, clean and comply with separate collection of rubbish in the University; they will respect the environment, common places and resources (water, paper, electricity etc.).

Students are expected to behave in a courteous and respectful manner towards the administrative personnel. Any complain concerning whatsoever aspect related to the B.A program shall be exclusively addressed by email to the B.A. Coordinator. The B.A. Coordinator is obliged to check out and give back a first response thereof within two working days at the latest.

**g) Didactic regulation**

Students and Professors must anyhow respect the Regulations of the University.

Rome, September 1<sup>st</sup> 2022