

Code of Conduct of the Department of Management of the University of Turin

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Article 1. – General provision

1. The present Code of Conduct (from now on: «Code») indicates and describes the behaviours that lecturers and students (as defined in the article 2) are required to adopt as expression of self-regulatory rules that reflect, for unanimous opinion, the best, most adequate, ethical and appropriate practices of conduct in the cultural, social and professional context of the University, also in compliance with the principle of impartiality and good performance of the public administration.
2. Each lecturer and student is required to know the contents of this Code. It is the commitment of the Department's governing bodies to give the Code maximum dissemination through communication channels.
3. Each lecturer is also required to inform his/her collaborators not employed by the University of Torino of the existence of the Code and invite them to conform their behaviour to it.
4. It is also important that each lecturer is an example for colleagues and students in complying with the Code as a fundamental component of university activity.

Article 2. – Recipients of the Code

1. In the present Code, the expression "lecturers" refers to the lecturers employed by the University of Torino belonging to the Department of Management or members of other Departments of the University of Turin and in charge of official courses in degree courses of the Department or to which the Department participates.
2. Unless otherwise specified, the expression "lecturers" also includes professors on contract as well as collaborators who in various capacities support the lecturer in teaching and teaching activities.
3. In the present Code, the expression «students» refers to those who are enrolled in degree courses of the Department or attend single courses.



Section 1: Lecturers

Article 3. – Students’ office hours

1. Unless exceptional circumstances occur, lecturers set a weekly office hours schedule for students during classes’ periods and during exams’ sessions.
2. The weekly office hours timing must be fixed with adequate advance (at least two working days) and communicated in the same term to the students through their personal Campusnet page (Office hour or activity section).
3. Possible changes must be promptly communicated by appropriate means (the Campusnet personal page, the Moodle page of the lecturer's individual lessons, using the Forum News section).
4. It may be advisable to provide a booking process for students at office hours, through Campusnet, so that it would be easier to communicate with them in the event of unforeseen circumstances.
5. In the event that the participation of students at the office hours is subject to booking, the lecturer must ensure the availability of a suitable number of places with respect to the number of students attending the courses provided by the lecturer.
6. Contract professors are required to respect the obligation of a weekly office hours schedule during the period of classes. They are then required to set at least one office hour in the week preceding each exam date of the course delivered.

Article 4. – Availability as Supervisor for Graduation reports

1. Lecturers employed by the University of Torino should ensure their availability to superintend, as supervisor, at least 12 postgraduate candidates and 24 undergraduate candidates (12 in case they are undergraduate candidates of courses managed by SAA) in each academic year.



2. The selection criteria of the students possibly adopted by the lecturer should be organised so as not to hinder the achievement of the minimum number of post/under-graduates indicated in the previous point.
3. The lecturer should share with the student the choice of the topic of the thesis or of the co-supervisor, directing the student towards the most appropriate one considering the final score objectives, the graduation timing the student has set for him/herself and his/her interests.
4. The lecturer should illustrate to the post/under-graduate student the methods of research of the material and development and drafting of the thesis, also of a formal nature, possibly providing *vademecum* or instructions, and ensuring assistance during the entire period of work on the thesis.
5. The lecturer should also indicate in advance the evaluation criteria for thesis papers.
6. The lecturer or his/her collaborators, if they support the student in the thesis work, must also devote adequate time to the assistance of the thesis student, to the reading and correction of the work and to the preparation of the discussion.

Article 5. – Availability for Graduation Commissions

1. Lecturers employed by the University of Torino ensure their willingness to participate in graduation Commissions in three half-days per session, communicating their availability in the terms indicated by the School Office. In the absence of an indication, the School Office can insert the lecturer in the degree Commissions that are incomplete.
2. Availability of the lecturer for participating in the graduation Commission is independent of the presence of his/her graduating students during the session and should be guaranteed in any case.



Article 6. Program and didactic material

1. The regular professors of a course are required to provide clear and comprehensive information, via Campusnet and other official interaction platforms with students, regarding the courses provided.
2. The indications to provide concern: methods of examination, program, textbooks or other bibliographical reference material.
3. Considering that the frequency of the courses is not compulsory, the lecturers cannot expect that the study will take place only on the notes taken in class. A partial exception to this rule may be made for the courses managed by SAA where the attendance is compulsory.
4. Lecturers in charge of courses that are divided into multiple and parallel channels must agree about program, textbooks and - unless exceptional requirements - uniform examination methods.
5. With the possibility of indicating different programs for non-attending students, in the evaluation of the exam, the lecturer must not discriminate on the sole ground that the student has not attended the course.

Article 7. – Punctuality in the class schedule

1. The lecturer is obliged to respect scrupulously the dates and timing of lessons provided by the calendar.
2. Without prejudice to the academic duration of classes, the lecturer can establish that these begin a quarter of an hour later than the indicated time, also to allow students to move from one classroom to another. In any case, the lecturer has the right to make use of the academic quarter of an hour for any possible breaks in order to ensure an effective performance of lessons that last several hours in a row.
3. Possible shifts of the lesson or changes in the timetable must be promptly communicated to students through the Moodle teaching page, Forum News section, and to the Logistical Office, via e-mail, using the address: logistica.economiamanagement@unito.it. For the courses managed by SAA the changes of schedule have to be via the following e-mail addresses:



didattica.saa@unito.it (per the course CdL in Management dell'Informazione e della Comunicazione Aziendale – MICA) and internationaldegrees.management@unito.it (for the courses UG Business & Management and PG Business Administration).

4. The lecturer is however not responsible in case of failure to post reference notices on the door of the classroom.

Article 8. – Timeframe for exam tests corrections, publication of results and grades registration

1. Lecturers are required to communicate to students the timeframe of correction of the written exam and publication of the results.
2. Students have the right to examine the written test and to ask for clarifications on the correction during the timeframe available for the potential refusal of the vote and in any case before the possible oral exam.
3. The publication of the results must absolutely take place before the deadline for the next exam registration.
4. The closing of the report on Esse3 must take place promptly by the lecturer, after 5 days established for the refusal of the vote, to facilitate subsequent secretarial operations.
5. In case of oral examination, the lecturer is required to register the scores and close the report by the day after the exam is concluded.
6. In case of a written or digital format examination, the lecturer is required to keep the written reports of the students for one year from the date of the exam; afterwards, the lecturer can eliminate them. In the event of litigation initiated within the year, the preservation of the reports is mandatory until the final solution of the matter. It is furthermore allowed to keep the reports more than one year in case they are used for research and statistic adopting adequate guarantees for the rights and freedoms of individuals, pursuant to the legislation for the protection of personal data in force from time to time.



Section 2: Students

Article 9. – Communication with lecturers

1. Students are required to enrol to the Moodle page of all the teachings attended in order to receive timely news that the lecturer needs to communicate.
2. Using electronic communication channels, the student must adopt a professional and formal style and language adequate to the relationship between student and lecturer; the student must refrain from sending e-mails on late hours or on non-working days and in any case, after having sent a request, wait for an adequate time before further soliciting a response from the lecturer.
3. In the case of communications by e-mail, the student is required to use his institutional mailbox.

Article 10. – Punctuality

1. Students are required to present themselves on time at the beginning of the lessons and at the end of the intervals.
2. In case of delay, the student must enter the classroom in silence and endeavour to cause as little disturbance as possible to the lesson in progress.

Article 11. – Behaviour during classes and exam tests

1. During classes, students' reception and exam tests the student must adopt an adequate behaviour and communication style.
2. During classes, the student must not disturb or keep inappropriate behaviour or act to distract colleagues. In case of disinterest in the lesson, the student is free to leave the classroom.
3. The use of smartphone during classes should be limited to exceptional circumstances. In particular, it is not allowed to photograph or take audio-video footage of the lessons, unless with the express consent of the lecturer.



4. The student is invited to weight carefully the decision to register for an exam round and is required to cancel if he/she subsequently decides not to sit the test. In the event it is no longer possible to cancel, and in any case of supervening impossibility to take part in the exam, the student is invited to point out his/her absence by emailing the lecturer.
5. The use of any memory or communication aids is forbidden during the exams, under penalty of cancellation of the test and – in more serious cases - the imposition of further disciplinary sanctions according to the current Regulation.
6. Respect for the exam timetable is mandatory and any delays, even if due to exceptional causes, prevent the test from being sustained in case it is a written examination. For oral examinations, it is at the discretion of the lecturer to proceed to a "second call" of the list of those who were absent from the first.

Article 12. – Elaboration of papers, three-year degree report and thesis

1. The preparation of papers, three-year degree report and thesis must be the work of one's own talent.
2. It is not permitted to quote verbatim texts from others, if not adequately reporting the source and inserting the extract in quotation marks.
3. It is at the discretion of the lecturer to verify the degree of similarity of the work with others' publications also using the appropriate anti-plagiarism software provided by the University.
4. In case of proven copying of substantial parts of the paper, remaining the possibility that the crime of plagiarism is configured, the paper must be prepared *ex novo* and the conclusion of the course of study is, where necessary, postponed accordingly. The possibility remains that the student is subjected to disciplinary sanctions provided for by the current Regulation.



Article 13. – Use of common areas

1. The University belongs to everybody. The use of common areas, of corridors and classrooms must comply with the general rules, with norms of good education, neatness, order, public decency, mutual respect and safeguard of public assets.
2. Students must in particular refrain from speaking loudly such as to cause disturbance in the library areas, in the study rooms or in the open spaces dedicated to studying and in the corridors and classrooms during lesson times or examinations.
3. The posting of any kind of communication by individual students or student representatives can take place only with the authorization of the Director of the School of Management and Economics and only in the forms, times and spaces intended for it.