

Code of Conduct for Online Learning and Exams

Art. 1 – General Principles

The following Code of Conduct is a direct application of the Luiss Code of Ethics that promotes the values of loyalty and participation in light of the University's social and educational objectives. The standards below regard participation in online learning at Luiss University, including lessons, supplementary activities, tests, final exams and graduation sessions.

Art. 2 – Participating in Online Courses

In line with the Code of Ethics and the General University Regulations, students are required to:

- respect attendance rules for online courses in the same way as on-campus courses, thus, connecting to the lessons punctually and participating throughout the entire lesson;
- access the virtual classroom with a username that allows for immediate recognition, including name and surname, and avoiding nicknames and other pseudonyms;
- participate seriously and honestly in online courses, with full awareness that the actions of each single member of the Luiss community contributes to the quality of life at the University;
- do not share lesson content on social media or online;
- do not disturb or prevent online lessons from taking place;

Art. 3 – Taking Final and Mid-Term Exams Online

In line with the Code of Ethics and the General University Regulations as well as the educational commitments made upon registration, when taking final and mid-term exams online, students are required to:

- be equipped with a device with a webcam, microphone, speaker and a stable internet connection available;
- take all exams seriously, without any external assistance, in full respect for the Commission, while behaving loyally and honestly to the University;
- make sure that none access the room they are sitting the exam in;
- allow the Commission, upon request, to monitor their surroundings before and during the exam, using the devices available to them (computer, tablet or smartphone).

It is forbidden:

- to act in the name of another student or have another person act in your name in order to fulfill any academic requirement or alter one's academic performance in any way;
- to allow anyone to offer assistance during an exam;
- to use any device or other form of assistance during an exam, with the exception of devices explicitly authorized by the instructor;
- to access course materials or external content, including those available through Luiss online platforms, during an exam.

Art. 4 – Disciplinary Actions

In addition to possible civil and criminal consequences of failing to comply with the aforementioned Code of Conduct, Luiss University may apply disciplinary sanctions against students who violate the rules.

Disciplinary sanctions are noted in a student's file and will be considered in subsequent evaluations, including rankings.

With specific reference to online learning, the competent academic board will rule harshly against any infractions of the rules, including even the simplest attempt to alter an evaluation of one's academic progress, with explicit reference to taking tests and exams remotely.

Art. 5 – Final Considerations

Students are required to understand and respect the aforementioned guidelines and stay updated on codes of conduct and regulations by checking the University's web site.

For any behaviors not specifically mentioned in this Code of Conduct, students are required to act respectfully towards the University and to others in order for University life to proceed normally.

Students are urged to periodically consult the University's web site www.luiss.edu and the Charters and Guidelines section to be aware and updated on the rules and guidelines that shape the Luiss world.