



SCUOLA
NORMALE
SUPERIORE

Introduction

In order to draw the attention of its university community (teaching staff, researchers, technicians, administrative staff and students) to the observance of those principles included in the laws and the Constitution of the Italian Republic - in particular, Article 3 (the principle of equality), Article 9 (the promotion of the development of culture and scientific and technical research), Article 33 (freedom of the arts and sciences and their teaching), Article 34 (the right of those with suitable capability and merit to reach the highest level of study) – and to improve collegial co-existence and the spirit of belonging, the Scuola Normale Superiore intends, with the Ethical Code herein, to establish the values that are fundamental to its institutional function, also in consideration of its educational commitments.

Of prime importance are the recognition and promotion of values such as:

- respect for human dignity;
- repudiation of every type of unjust discrimination;
- respect for individual and cultural diversity;
- full recognition of fundamental rights and freedom;
- the carrying out of one's duties with responsibility, honesty, integrity and professionalism;
- the principles of equity, impartiality, solidarity, loyal collaboration and transparency;
- a commitment to attain the highest levels of knowledge possible;
- the nurturing of study and of scientific research;
- respect for the criterion of merit;

hence furthering the culture of responsibility that should inform the conduct of all members of the community of the SNS as a necessary and ineluctable prerequisite for the carrying out of their individual functions and activities.

The SNS considers it of primary importance that all members of its community respect the above mentioned fundamental values, with a commitment to be aware of them and to diffuse, promote and put them into practice on a daily basis, ensuring the good name of the Scuola Normale Superiore.

ETHICAL CODE OF THE SCUOLA NORMALE SUPERIORE

(enacted with Director's Decree no. 247 of 28th April 2016 and modified with Director's Decree no. 176 of 29th March 2019 and with Director's Decree no. 64 of 3rd February 2021)

HEADING I Principles and values**Art. 1 - Spheres of application**

1. The Ethical Code herein, hereinafter referred to as the “Code”, is applicable to the entire community, hereinafter referred to as the “Community”, of the Scuola Normale Superiore, hereinafter referred to as the “SNS”, composed of lecturers and researchers, both tenured and non-tenured, the technical and administrative staff (including the managers), in both permanent and temporary posts, the students, temporary research assistants, temporary teaching staff and all those who collaborate with the SNS on the basis of a formalised relationship (members of organisations, commissions, research groups etc.). The Code is applicable also in cases of leave of absence, temporary role, furlough, etc. as well as to those who are in service to the SNS in positions of command, transfer, or in agreement (also for percentages lower than 100%) or similar. Subjects of the SNS who are in service with other administrations in positions of command, transfer, in 100% agreement or similar are subject to the prevailing regulations of the said administrations.
2. Those belonging to the Community, as defined in paragraph 1, are committed to respecting the Code both as individuals and in the sphere of the collegial authorities to which they may belong, as well as when they carry out external appointments in the interests of or on authorisation of the SNS.
3. The Code does not overlap with or substitute the prevailing discipline concerning rights, duties and responsibilities of the lecturers and researchers, the technicians and administrative personnel, the students and all those who collaborate with the SNS, but is a complement to it. It is thus applicable in the cases and with the modalities indicated in the articles below, except where the facts have no disciplinary relevance, in conformity with art. 10 of Law 240/2010, art. 54bis of Legislative Decree 165/2001, President's Decree 62/2013, and the Code of Conduct of the Scuola Normale Superiore (approved with Director's Decree 58/2014) of the Teaching and Internal Regulations of the SNS and subsequent modifications thereto, in which case the regulations of the sector prevail.

Art. 2 - Objectives

1. The Code herein is adopted in enactment of art. 2, paragraph 4 of Law no. 240 of 30th December 2010, and of art. 51 of the Statute of the SNS.
2. The Code has the aim of ensuring that the conduct of all members of the Community conforms to the principles pertinent to the activities of the state universities, promoting and protecting the pivotal values of the state universities, as well as those laid down in the Code herein, such as:
 - respect for human dignity;
 - repudiation of every type of discrimination;
 - respect for individual and cultural diversity;
 - full recognition of fundamental rights and freedom;
 - the carrying out of one's duties with responsibility, honesty, integrity and professionalism;
 - the principles of equity, impartiality, solidarity, loyal collaboration and transparency;
 - a commitment to attain the highest levels of knowledge possible;
 - the nurturing of study and of scientific research;
 - respect for the criterion of merit.

Art. 3 - The repudiation of every type of discrimination

1. Every member of the Community has the right to be treated with respect and not to suffer any discrimination whatsoever, including with regard to religion, gender, sexual orientation, personal

convictions, physical aspect, language, ethnic or social origins, citizenship, personal and health conditions, pregnancy, diversity of ability, family choices, age, or the university role occupied.

2. Discrimination is any situation in which a person, for one or more reasons as specified in paragraph 1, is subjected to less favourable treatment than others in a similar situation.

3. Discrimination also occurs when an entire category of people, for one or more reasons as specified in paragraph 1, is disadvantaged as a consequence of a practice or a criterion of conduct apparently neutral, unless such practice or criterion is objectively justified by a legitimate purpose and the ways in which it is accomplished are considered as being necessary and adequate.

4. The SNS repudiates, and commits itself to preventing, any conduct constituting abuse of power, persecution or discrimination on the part of any member of the Community, whether or not he or she is in a superior position, towards another member and whether it is a case of psychological persecution or moral violence giving rise to a deterioration in working conditions, or compromising the health, professionalism or dignity of the victim in his workplace. The SNS encourages initiatives aimed at protecting disadvantaged categories and at valorising individual and cultural diversity.

5. The ban on discrimination is disciplined in the first instance by Legislative Decree 198/2006, with reference to the “Code of equal opportunity between men and women, in conformity with article 6 of Law no. 246 of 28th November 2005,” and, for work collaborations, by art. 57 of Legislative Decree 165/2001 and subsequent modifications thereto.

Art. 4 - Abuse of power and violation of rights

1. No member of the Community may exploit the authority deriving from his or her position or office with the aim of inducing others to carry out duties or services not in conformity with their institutional activities.

2. Members of the bodies as referred to in articles 16 and 28, paragraph 3 of the Statute, including managers, are not permitted to use their power to influence proceedings or activities in order to favour subjects with whom they share or have shared a personal interest of any nature (e.g. spouses, relatives or relatives by marriage up to the fourth grade included, cohabitants, or subjects with sentimental or patrimonial ties). Neither is it permitted to exercise the said influence to penalise colleagues, students or candidates or to favour them beyond their merit or their effectively demonstrated capabilities.

3. Lecturers and researchers and their collaborators are forbidden to make the acquisition of one or more publications a condition of sitting and passing exams on the part of students.

4. Members of the bodies as referred to in articles 16 and 28, paragraph 3 of the Statute, including managers, are prohibited from abusing the power deriving from their role. In conformity with this paragraph, abuse is any conduct, active or omissive, that, even if neutral and/or not illegitimate, is in substantial conflict with the fundamental values of the Community. In particular, they are not allowed to attribute career advancements (for university, academic or working careers) to themselves or to others, or else place career obstacles (for university, academic or working careers) in the way of others by the misrepresented use, even if not formally conflicting with any specific regulation, of juridical or economic instruments in order to obtain a right or an advantage or to give rise to a disadvantage, in the absence of objective proof, such as a study or professional qualification, to legally justify the attribution of the right, the advantage or the disadvantage.

Art. 5 - Harassment and sexual molestation

1. No member of the Community may engage in any form of harassment, violence or oppression of a sexual nature or in any similar behaviour. The SNS is committed to guaranteeing prompt action in protecting proven victims.

2. Subject to the provisions of art. 26 of Legislative Decree 198/2006, with reference to the “Code of equal opportunity between men and women, in conformity with Article 6 of Law no. 246 of 28th November 2005,” sexual abuse is defined as a request for sexual favours, and/or unwelcome proposals of services of

a sexual nature, and/or attitudes or expressions, verbal or non-verbal, aimed at violating the personal sphere of sexuality of another person, regardless of his or her gender or sexual orientation.

3. Should the molester be in a position of superiority of rank with respect to the victim, this constitutes an aggravating circumstance. Specifically, in consideration of the educative role of the university, sexual molestation on the part of lecturers and researchers towards students is regarded as being of a particularly serious nature.

Art. 6 - Gifts and benefits

1. Save for the provisions of art. 4 of President's Decree 62/2013 and of the Code of Conduct of the SNS, no member of the Community may request, accept, make or promise any gifts or benefits with the aim of influencing, directly or indirectly, the regular life of the Community.

2. Spontaneous gifts of objects of purely symbolic economic value may be accepted, in the context of cultural meetings, visits or scientific conferences, provided the acceptance of the said objects does not influence, however indirectly, the regular life of the Community.

3. Members of the Community who receive or give objects as referred to in the preceding paragraph must notify the SNS, revealing the identity of those receiving or giving the gift. Members of the Community who receive or give objects different from the type specified in the preceding paragraph must hand them over to the SNS, which will add them to its property and may turn them over to Community activities of a cultural or recreational nature, for example, or else return them.

4. No limitation attaches, save for the duty to inform the SNS, to the receiving of prizes, awards or recognitions connected to the institutional activities carried out at the SNS or for special merit (solidarity, volunteer work, public merit, inventions etc.) and attributed by public or private subjects of a non-profit-making nature.

Art. 7 - Name, reputation and image of the SNS

1. Members of the Community are required to respect the good name of the SNS and not to intentionally damage its reputation or image.

2. For the purposes of the preceding paragraph, no member of the Community is allowed:

- to utilise in an improper way the name or logo of the SNS;
- to utilise the SNS's good name by associating its name or logo with professional activities, employment, appointments, or any other incompatible external activities, even if not remunerated;
- to express strictly personal opinions in the name of the SNS.

3. Members of the Community are required to use the spaces and structures of the city in an appropriate way and without damaging the dignity or the image of the SNS.

Art. 8 - Use of the resources and structures of the SNS

1. Members of the Community are required to make use of the structures of the SNS or those assigned for its use in a responsible way so as to ensure their optimal functioning for everyone who uses them. Each member of the Community must take care that the financial resources assigned or made available to him or her are used only as far as is necessary for their stated purpose. Each member of the Community is required to utilise any resources assigned with the least possible environmental impact; all works and acquisitions of goods or services must be made with due care as to their eco-sustainability.

2. No member of the Community is allowed to concede to third parties, without the consent of the specific authorities, research equipment, spaces or human resources, material or financial, of the SNS.

Art. 9 - Academic freedom

1. The SNS recognises the freedom of teaching and research as an essential prerequisite to the fulfilment of its institutional mission. The SNS guarantees respect for the principles of separation of the functions of policy making and control from those of management of institutional activities.
2. In respect for the principles expressed in the preceding paragraph, the lecturers and researchers, temporary research assistants and those with temporary teaching assignments are required to cooperate in the enactment of the training and research orientations adopted by the appointed national authorities and by those of the SNS.
3. With the aim of guaranteeing the freedom referred to in this article, all members of the Community who hold public or private political or union offices are not permitted to use any relationships or information connected to the said offices to request or obtain career advantages (in the university, academic or work environment) for themselves or for others. Union activity within the SNS must be carried out in conformity with the prevailing legislation and the collective contract.

Art. 10 - Freedom of access to scientific knowledge

1. All members of the Community are required to commit themselves to guaranteeing the fullest possible sharing of the results of university research, and may not use them for private ends.
2. The SNS promotes and incentivises new possibilities of knowledge sharing, including open access via Internet.
3. Certain limitations to knowledge sharing may prevail, connected to the protection of industrial property or other cases specified by prevailing regulations.

Art. 11 - Intellectual property management

1. The SNS and all members of the Community acknowledge the right of each individual to be recognised as the owner of the moral rights to intellectual property and to industrial inventions resulting from research studies, in conformity with the prevailing laws regarding copyright, in conformity with Law no. 633 of 22nd April 1941 and subsequent modifications thereto, and, regarding industrial property, in conformity with Legislative Decree no. 30 of 10th February 2005 and subsequent modifications thereto.
2. All members of the Community are required to desist from any form of plagiarism, defined as the partial or total appropriation and attribution to oneself or to others of words, ideas, research studies or discoveries of others, in whatever language they are officially presented or divulged, or in the omission of the citation of sources. Plagiarism can be intentional or the result of lack of meticulousness.
3. The results of the research activities carried out in the name of the SNS cannot be divulged without citing each and every individual contributor to their accomplishment.
4. Authors of intellectual property or of industrial inventions belonging to the SNS may not use them for personal ends or in any case for purposes extraneous to the institutional ones, without the express authorisation of the SNS.
5. In editing the publications resulting from their research activities, lecturers and researchers must avoid any non-correct use of the results of others. In particular, they are obliged to:
 - a) abstain from the use of concepts, phrases or data reported in other publications, papers or reports unless expressly cited;
 - b) ensure that their own publications are characterised by rigour and seriousness in the method and the originality of their results;
 - c) indicate their affiliation to the SNS and recognise its support. Other affiliations are allowed in the case of specific accords or agreements of institutional collaboration.
6. Academic activities of scientific significance carried out collectively must indicate the names of all the contributors, specifying, where possible, which collaborator is responsible for the individual parts. The group co-ordinator has the following tasks:

- to promote the conditions allowing for each participant to operate with integrity, honesty, professionalism and freedom;
 - to valorise the merit of each individual and to identify the responsibilities of each participant;
 - to solicit dialogue, cooperation, criticism, argumentation and the development of ideas and of personal abilities, particularly in the carrying out of borderline scientific activities or those that require a complex and/or multidisciplinary methodological approach.
7. Potential conflicts regarding the ownership of the rights of intellectual and industrial property shall be decided upon by the Academic Council, at the proposal of the Director.

Art. 12 - Regulation of conflicts of interest

1. With the exception of the provisions of arts. 6 and 7 of President's Decree 62/2013 and the Code of Conduct of the SNS, conflict of interest in conformity with the Code herein is when the interests of one or more members of the bodies referred to in arts. 16 and 28 paragraph 3 of the Statute, including those of a manager, are placed in potential or effective opposition to, or else result as being incompatible with, the interests of the SNS, as deliberated by the academic authorities.
2. By way of example, the conflict may arise from:
 - a) work or consultancy relationships, personal or institutional, with organisations that are potential or effective competitors of the SNS;
 - b) the utilisation of information acquired from the SNS to confer personal advantages or advantages to third parties to the detriment of other members of the Community or of other third parties;
 - c) the negotiation and stipulation of contracts that result in personal advantages or advantages to third parties not permitted by law;
 - d) personal relationships, past or ongoing, of any nature whatsoever (e.g. spouse, blood relations, relatives by marriage, cohabiters or subjects with sentimental or patrimonial ties).
3. Anyone with a conflict of interest, albeit potential, with that of the SNS, in accordance with the preceding paragraphs, must immediately notify, in writing, the competent authority or a superior and must play no part in the relative decisions or in their enactment.
4. Should the said competent authority or superior get to know of any situation which was not duly reported in accordance with the preceding paragraph, they may call upon the interested party to give an account of his or her dealings and possibly notify the competent authorities of the subject's conduct.

Art. 13 - Nepotism and favouritism

1. The SNS and all members of its Community are required to repudiate firmly any form of nepotism or favouritism; to this end, each member of the Community has the duty to report at once to the competent authorities any conduct appearing to involve any of the above mentioned phenomena.
2. Nepotism is when a member of the bodies referred to in arts. 16 and 28, paragraph 3 of the Statute, including a manager, directly or indirectly, including via external funds or subjects, utilises his or her authority or powers of persuasion, albeit adopting a neutral and/or not formally illegal conduct, to concede benefits, to favour appointments or assignments, to influence calls or selections regarding, in particular, but not exclusively, the start and development of a university career (including undergraduate and postgraduate courses, scholarships, contracts, PhD scholarships and temporary research assistantships) or to further the working career of subjects with ties, past or present, of blood relationships or relationships by marriage up to and including the fourth grade, or who are spouses, cohabitants or at any rate with sentimental or patrimonial ties, and so on.
3. Analogous with nepotism is favouritism on the part of subjects as referred to in the preceding paragraph with regard to their students or to their colleagues of a lower rank. This is intended as arbitrary conduct, albeit neutral and/or not formally illegal, with the purpose of influencing the outcome of the evaluation of merit - at odds with the values of honesty and impartiality and against the interests of other, objectively

deserving, candidates – at any stage of a university or work career, or in the stipulation of contracts with natural persons or legal persons.

4. Investigations into cases of nepotism take into account the context and circumstances, so as to weigh up the various values involved and to avoid the arbitrary discrimination of subjects who are objectively worthy of merit and of excellent character.

Art. 14 - Dissemination and promotion of the Code

1. The SNS is committed to disseminating to the utmost the ethical rules contained in the Code herein, by means of publications, communications and any other means considered suitable.
2. It is the duty of each member of the Community to read carefully the Code herein and to adopt models of conduct compatible with it.

HEADING II - Implementation Measures

Art. 15 - Ethical violations

1. Investigations into the violation of the regulations of the Code herein and the application of sanctions are conducted in accordance with the proceedings as specified in art 18 and subsequent articles of the Code herein.
2. Violations of the Code herein and the applicable sanctions are under the jurisdiction of the Academic Senate, except if the violation is of a disciplinary nature in accordance with the regulations applicable to lecturers, researchers, students and technical and administrative staff, on the basis of prevailing legislation.
3. All responsibility in accordance with the Code herein lapses should the subject lose his or her membership of the Community - as indicated in art. 1 - prior to the completion of the proceedings. The sanction imposed will be dropped should the interested party lose his or her membership of the Community - as indicated in art. 1 - before it is applied; for sanctions in accordance with art. 52, paragraph 3, letters c), d) and e) of the Statute, the sanction applied will be declared null and void should the interested party lose his or her membership of the Community as indicated in art. 1 after the start and before the end of the sanction.

Art. 16 - Regulating Committee for the Ethical Code

1. The “Regulating Committee for the Ethical Code”, hereinafter referred to as the “Regulating Committee”, nominated by the Academic Senate, on the basis of the nominations as formulated below, sees to it that the Code is respected and guarantees its enactment. In particular, the Regulating Committee has the following tasks:

- a) to carry out consultation, research, monitoring and verification with regard to the enactment of and respect for the regulations of the Code herein;
 - b) to examine reports of violations of the Code herein and to carry out investigations into them;
 - c) to notify the Academic Senate of the assessments resulting from their investigations so that action can if necessary be taken in accordance with art. 52 of the Statute of the SNS;
 - d) to propose to the competent authorities changes to or integrations of the SNS's internal sources, in accordance with their personal competence;
 - e) to share its activities and the issues connected with them, including in contexts external to the SNS;
 - f) to carry out any other function specified in the Code herein.
2. The Regulating Committee consists of:
- a) a representative of the lecturing staff, nominated by the full professors and associate professors, guaranteeing the alternation of the academic structures, with the function of convening and presiding over the Regulating Committee, and of selecting a Vice President from among the lecturers;
 - b) a representative of the technical and administrative staff, nominated by the latter;
 - c) a representative of the researchers nominated by permanent and temporary researchers;

- d) two representatives of the undergraduate and postgraduate student body nominated by the Student Assembly, belonging to two different faculties;
- e) a representative of the research staff different from the permanent and temporary researchers, nominated by temporary research assistants, scholarship holders, research fellowship holders, and those with research contracts of one type or another;
- f) a member of the Joint Committee for Equal Opportunity, nominated by the said Committee;
- g) the Confidential Counsellor, who will take part in the meetings but does not have the right to vote.

The composition of the Committee, including substitute members, must ensure a gender diversity in the ratio of at least one third women to two thirds men. The Academic Senate must also appoint a substitute member nominated by some of the members in case of incompatibility as specified in President's Decree 62/2013 and in the Code of Conduct of the SNS, and for when a member of the Regulating Committee is directly involved in the case under scrutiny.

The session is considered valid with a quorum of 2/3 of voting members plus the President.

The deliberations are approved with a majority of five votes out of seven from members with the right to vote.

3. Assignment as a member of the Regulating Committee is compatible with that of a member of the Joint Committee for Equal Opportunity. Members of the Regulating Committee may not also be members of the monocratic and collegial bodies, in accordance with art. 16 of the Statute of the SNS. Members referred to in letters a), b), c), d) and f) of the preceding paragraph remain in office for two years and are not immediately re-electable/renewable; the member referred to in letter e) of the preceding paragraph remains in office for one year and is immediately re-electable for one further year only. It is voluntary for all members and counts as official duties for employees of the SNS.

4. The General Secretary will furnish the Regulating Committee with the necessary organisational and administrative support. The members of the Regulating Committee and the functionary appointed for the investigation and identified by the General Secretary are sworn to professional secrecy concerning all knowledge that comes their way while carrying out their activities concerning the investigation.

5. The Regulating Committee will collaborate with the Joint Committee for Equal Opportunity in favour of equal opportunity, the valorisation of the well-being of those in the workplace and against all discriminations in accordance with art. 53 of the Statute, and with the officer for the prevention of corruption, as specified in Law 190/2012.

6. The Regulating Committee is obliged to duly report to the judicial authorities regarding all cases specified by the law.

Art. 17 - Confidential counsellor

1. The figure of the Confidential Counsellor is disciplined with a specific set of Regulations of the SNS defining his or her functions of monitoring, hearing, safeguarding and management of the informal proceedings of mediation and conciliation.

2. The Confidential Counsellor takes part in the meetings of the Regulating Committee in conformity with Article 16, paragraph 2, letter g) of the Code herein.

Art. 18 - Notifications, setting in motion of formal proceedings, deadlines

1. Anyone with a juridically relevant interest may notify the SNS of anything he or she considers to be in conflict with the Code herein. The notification may be effected in the following ways:

- a) through the Confidential Counsellor, with the consent of the injured party, on conclusion of the informal proceedings in conformity with art. 17, paragraph 1, of the Code herein, activated in accordance with art. 3 of the SNS Regulation relating to the figure of the Confidential Counsellor;
- b) through a member of the Regulating Committee;
- c) through the Archive, registration and mail service of the SNS, by written letter addressed to the Regulating Committee.

In any case, the notification must include all the elements necessary for identifying the facts of the case and any other relevant information, in addition to the name of the author of the report and his handwritten or digital signature.

2. All reports in conformity with paragraph 1, letters a) and b) of this article will be consigned to the Regulating Committee. All reports in conformity with paragraph 1, letter c) of this article will be registered and consigned to the Regulating Committee, which must be convened by the President within five days of the registration. Following a preliminary evaluation, the Regulating Committee will arrange for the report to be dismissed should it result as being clearly irrelevant or unfounded to all effects. In the case of a report deemed relevant and well founded, the Regulating Committee will either:

- a) start the procedure of investigation into a possible ethical violation;
- b) or, should the reported facts be considered to be of disciplinary relevance, submit the documentation to the competent disciplinary authority (the Disciplinary Board for lecturers/researchers and the Office for disciplinary procedures or the manager responsible for managerial personnel/technical and administrative personnel).

3. In cases in which the competent disciplinary authority considers the facts brought to his notice to be of no disciplinary relevance or if, following a disciplinary procedure the case is dismissed, or under any other analogous circumstance, notice must be given to the Regulating Committee for the Ethical Code within five days so that the documentation can if necessary be transmitted and investigative proceedings can be started into potential ethical violations.

4. The President of the Regulating Committee must give written communication of the setting in motion of the proceedings to all subjects involved as soon as the latter have been identified.

5. The investigative proceedings into potential ethical violations and the application of any sanctions are to be carried out in respect for the principle of “fair proceedings” and the other principles referred to in Law 241 of 1990. The proceedings must be concluded within ninety days starting, in the case referred to in this article, paragraph 1, letters a) and b), from the date of convocation of the Regulating Committee by the President or, in the case referred to in Article 17, paragraph 1, letter c,) from the date of registration of the report or, if activated following a disciplinary procedure ending without sanctions, from the date of the registration or other analogous act. The deadlines may be suspended in certain cases in accordance with art. 2 paragraph 7 of Law 241 of 1990.

Art. 19 - Investigative activities of the Regulating Committee and deadlines

1. The Regulating Committee carries out the investigation into the potential ethical violation pointed out by the report. During the investigation the Regulating Committee invites the interested party to appear before it to relate his or her version of the facts. The summons, signed by the President, is sent to the interested party, also by certified e-mail, with notice of no fewer than ten days. By the fixed deadline the interested party, should he not intend to appear before the Committee, can send a written memo or, in the case of serious, objective and proven impediment, he can apply to postpone the meeting for no more than ten days. Should the application be accepted, the President will fix a new date for the hearing and will notify the interested party by the means already described in this paragraph. In the case of a postponement at the request of the interested party, the deadline as referred to in art. 18, paragraph 5 is prolonged in accordance with the postponement.

2. The Regulating Committee has the option of convening and hearing, jointly or separately, all members of the Community involved in the case and anyone else with knowledge of the case, in full respect for the dignity and privacy of the individual. All members of the Community convened are obliged to co-operate in the investigation and to ensure free and prompt access to all documentation considered pertinent. Lack of co-operation constitutes a violation of the Ethical Code.

3. The investigation is concluded, within sixty days from the start of the proceedings in accordance with art. 18, with the proposal of the Regulating Committee to dismiss the report or, when the case appears to be well founded, with the proposal to recognise the existence of an ethical violation and to apply a sanction.

Art. 20 - Decisions as to violations of the Code

1. The President of the Regulating Committee takes one of the following steps:
 - a) should the Regulating Committee deliberate in favour of the dismissal of the proceedings, he notifies the Director *pro tempore* of the request for dismissal. The Director will then, upon consultation with the General Secretary, dismiss the proceedings with his own dispensation by the deadline in accordance with Article 18, paragraph 5 of the Code herein;
 - b) should the case not proceed in accordance with the preceding letter, he transmits the documentation of the proceedings to the Academic Senate for the final decision, by the deadline in accordance with art. 18, paragraph 5 of the Code herein, and for the application of any sanction, in accordance with art. 52 paragraph 3 of the Statute of the SNS.
2. After having evaluated the facts provided by the Regulating Committee, the Academic Senate deliberates on the case, respecting the deadline in accordance with art. 18 paragraph 5 of the Code herein, deciding upon the dismissal of the proceedings or else the application of sanctions in accordance with art. 52, paragraph 3 of the Statute of the SNS.
3. Should the subject involved lose his or her membership of the Community during the proceedings, the Regulating Committee, upon consultation with the General Secretary, will declare the proceedings null and void, unless no case exists for concluding it with a dismissal.
4. The sanctions are decided upon exclusively on the basis of the facts arising from the proceedings and in consistency with the principles of legality, proportionality and gradation.

Art. 21 - General measures

1. All deadlines indicated in the Code herein are to be considered as mandatory, save for the deadline for the conclusion of the proceedings, in accordance with art. 18, paragraph 5, subject to the possibility of a postponement in accordance with art. 19, paragraph 1.
2. The measures of the Code apply exclusively to acts committed subsequently to its coming into force.
3. The Code is approved by the Academic Senate, upon the approval of the Federated Executive Council, and is issued with a Director's Decree. It may be modified with the same proceedings as those adopted for its approval, upon consultation with the Regulating Committee.
4. The Code comes into force on the thirtieth day following the date of the initial on line publication on the Official Bulletin Board of the SNS. Any changes to the Code herein come into force on the fifteenth day following the publication of the decree of issue.
5. The Code herein is published on the website of the SNS.