DISCIPLINARY REGULATIONS

Art. 1 PURPOSES OF THESE REGULATIONS

1.1 These Regulations set out the rules of conduct that Students enrolled at IED are required to follow and regulates the sanctions and disciplinary proceedings in case of breaches.
The Disciplinary Regulations are valid and in force for all IED sites in Italy.
These Regulations have been drawn up with the purpose of ensuring and protecting the safety, security and well-being of the Students duly registered on IED courses, lecturers and administrative staff as well as visitors to IED branches, and to safeguard the assets and areas owned by IED and/or used by IED.
The civil and criminal liability of individual Students for actions and conduct in breach of the law remains unaffected.

Art. 2 PEOPLE TO WHOM THE REGULATIONS ARE ADDRESSED AND HOW THE IED AREAS ARE DIVIDED

2.1 These Regulations are addressed to Students registered on IED courses;
2.2 IED areas are divided as follows:
- **a.** common areas (entrances, corridors, courtyards);
- **b.** learning areas (classrooms, workshops, registrar's office, Offices, Institute libraries);
- **c.** administrative areas (offices, management's offices).

2.3 The areas described in the paragraphs above refer to all present or future branches of IED.

I. RULES OF CONDUCT

Art. 3 RULES ON ACCESS TO THE IED AREAS

3.1 Authorized people (Students duly registered on courses, teaching and non-teaching staff, authorized visitors) are allowed to access IED areas on the days and at the times the Institute is open to the public stated by each individual IED site (Milan, Rome, Turin, Venice, Florence, Cagliari).
Outside of these days and times the presence of people in IED areas without prior permission will be considered as trespass, in accordance with the law.

Art. 4 GENERAL RULES OF CONDUCT

4.1 Students registered on courses of IED studies are required to comply with legal, statutory and regulatory provisions, including IED Regulations and the principles of proper conduct on IED premises and in relations with the teaching staff, administrative staff and with other Students.
More specifically, Students are required to behave in a polite and well-mannered way, to respect the basic rules of tolerance, respect, decorum and cooperation, preventing any disturbance to the educational and administrative work of the Institute. Students must not in any way place themselves or others in danger and must ensure that the premises, assets and any other object in the Institute are kept clean and tidy.
4.2 It is forbidden to bring onto the IED areas:
- **a.** animals of all types and sizes;
- **b.** side arms and/or firearms, including if a license is held;
- **c.** equipment and objects of any type if they are bulky and/or potentially hazardous, which are not strictly for educational activities and have not been authorized by the lecturer in question;
- **d.** inflammable/harmful materials that are not strictly necessary for educational activities and have not been authorized in advance by the lecturer;

4.3 On the IED areas it is not allowed:
- **a.** to smoke in the classrooms, the workshops and areas pertaining to IED, as per law of 15 January 2003 no. 3. Offenders will be removed from the areas and may be subject to administrative sanctions provided for by the aforementioned law.
- **b.** to possess or consume narcotic substances in areas pertaining to IED
- **c.** Alcoholic substances are always prohibited during educational activities and in areas pertaining to IED. Their consumption, always in compliance with the laws in force in Italy, are permitted only within activities and events organized by IED.
- **d.** to pass through areas pertaining to IED using skates, scooters, bicycles or any form of motor vehicle.
- **e.** to deposit bulky materials, especially in front of the emergency exits.
- **f.** to throw or deposit rubbish or litter in any place except the proper containers.

g. to place before the windows and/or mezzanine floor any object that could constitute a danger for the well-being of the passers-by.
h. to throw material in the drains that could block the tubes.
i. to tamper with the electricity wiring, gas leak detectors, fire fighting facilities or to use multiple Adaptors
j. to remove or bring onto the premises furniture and/or equipment of any type; move, dismantle, alter make any other change to the furnishings and equipment present or owned by IED.
k. to carry out repair work or have repair work carried out without consulting the Administration beforehand.
l. to practice sports, play musical instruments, organize artistic events or any other type of activity not strictly connected to educational and administrative activities, which have not been authorized, before hand by the School Director, the lecturer or the personnel in question.
m. to disturb the peace of the educational and institutional activities of IED.
n. to use a mobile phone during the lessons.
o. to use computers or tablet, including personal computers, for activities not connected to the lesson.

Art. 5 BREACHES

3.1 Students that breach the general rule of conduct set out above at art. 4, or that in any case have performed, on IED premises, the actions set out below will be subject to disciplinary procedures and possibly reported to the competent public authority:

a. causing any type of damage to people and public or private property;
b. appropriating, even if only on a temporary basis, of any object, tool, material, item of furniture or utensil owned by IED and used in the classrooms, workshops or offices or kept in the storeroom or any other area at IED be they attended or unattended;
c. smearing with any type of paint, ink or felt tip pen the walls, pavements, the furniture, fixtures, doors or the furnishings and fittings and any other object on the IED premises.
d. cheating during exams, multiple choice questions and/or tests by copying the answers from other Students or use unauthorized materials;
e. assisting, supporting and encouraging any other foul play;
f. plagiarizing and/or counterfeiting i.e. present the work of others' as one's own by failing to provide adequate reference or recognition. Students registered for the Bachelor's Degree awarded by the University of Westminster must comply with its regulation;
g. thieving, purchasing or using of work created by another Student;
h. sabotaging or intentionally damaging the work of others;
i. keeping a conduct that breaches the rights of others;
j. keeping a discriminatory behavior on the basis of races, nationalities, religions, gender, political opinions and in any case any act or conduct that breaches respect and mutual trust within the IED community;
k. attempting in any way to obtain attention or privileges by providing false or misleading information;
l. manipulate or falsify class registries, or any IED administrative or educational deed and/or document;
m. committing software piracy, illegally accessing and/or tampering with IED's IT systems.

Art. 6 DISCIPLINARY WRONGDOING

6.1 A disciplinary wrongdoing is any conduct or act that breaches the Rules of Conduct of these Disciplinary Regulations committed willfully or with gross negligence by the Student on the IED premises, when it:

a. causes damage to people, to movable or immovable assets owned by IED and which are held or possessed for any reason;
b. adversely affects discipline, to the orderly and courteous community life within the premises and at the locations and the orderly conduct of academic life
c. issue false statements in order to obtain a financial or non-financial advantage
d. harm the decorum and respectability of IED, the teachers, the staff, the other Students or any other person authorized to attend IED premises.

6.2 The Student's academic performance may not be taken into account in disciplinary evaluations.

Art. 7 MEMBERS OF THE IED COMMUNITY

7.1 Students enrolled on IED courses are subject to disciplinary jurisdiction. This includes Students of Academies or Universities who attend IED based on the relevant agreements.

II. DISCIPLINARY SANCTIONS AND PROCEEDINGS

Art. 8 DISCIPLINARY SANCTIONS

8.1 Breach by the Students of the Rules of Conduct set out in these Regulations gives rise, depending on the seriousness of the breach and subject to the disciplinary proceedings, to the application of the following sanctions:

- **a.** warning;
- **b.** temporary exclusion from one or more courses and from the educational activities performed in workshops or in other IED structures;
- **c.** exclusion from one or more examinations for one or more sessions or from one or more sessions of the examinations of the Diploma;
- **d.** temporary suspension from IED for up to a maximum of one year and the resulting loss of the examination sessions;
- **e.** expulsion.

8.2 Temporary suspension cannot exceed one year. Sanctions may be accumulated.

8.3 In observance of the principle of graduality and proportionality of the sanctions, the type and measure of each of the sanctions are determined in relation to the seriousness of the act, the significance of the rules breached, the intention behind the conduct and the degree of negligence, imprudence and lack of care. Any previous disciplinary issues and the suitability of the sanction to prevent the commission of any acts of the same nature will also be taken into consideration.
IED reserves the right to claim compensation for any damages caused to people, facilities and equipment of IED and/or to suspend or revoke any scholarships or other financial aid.

Art. 9 RESPONSIBILITY FOR DISCIPLINE

9.1 The IED Management and the School Directors have disciplinary jurisdiction over IED Students.

9.2 The warning is issued by the IED Management, subject to interview with the Student.

9.3 Temporary prohibition and exclusion are resolved by IED Management having heard the opinion of the School Director.

9.4 Temporary suspension, with resulting loss of the examination sessions, and expulsion from IED are resolved by IED Management having heard the opinion of the School Directors.

9.5 The IED Management is responsible for imposing the temporary ban on attendance from one or more courses and the exclusion from one or more examinations for a session whenever Students from different schools took part in the punishable acts.

Art. 10 DISCIPLINARY PANEL

10.1 The IED Management appoints a Disciplinary Panel that is charged with examining the wrongdoing.

10.2 The Disciplinary Panel comprises three members selected from staff and lecturers of IED.

10.3 The Disciplinary Panel may acquire documents, examine witnesses, obtain expert opinions or perform any other activity that it deems necessary or have been requested by the parties.

10.4 The Panel, in addition to conducting the investigations, must interview the Student.

10.5 If, in the course of the preliminary investigation, the Panel establishes that acts constituting an offence have been committed, it must inform the IED Management immediately.

Art. 11 FINDING A DISCIPLINARY BREACH

11.1 Anybody, office or IED employee, lecturers or staff must provide written notification of any act that could constitute a disciplinary breach to the respective School, which sends it to the School Director the along with any requests it may have.

11.2 If the IED Management, having been informed of the disciplinary wrongdoing, decides not to close the matter, he/she sends it to the Disciplinary Panel as per article 10 and indicates the time frame within which its work must be concluded.

11.3 In the event that the acts constitute a criminal offence, the IED Management will notify the Public Prosecution Service immediately.

11.4 Pending criminal proceedings do not suspend the disciplinary proceedings.

11.5 Whilst the Disciplinary Panel completes its activities and prior to the adoption of the final measure,the IED Management may, at his/her own initiative or at the suggestion of the School Director to which the Student belongs, impose a precautionary measure for the purpose of preventing the risk of a repetition of the action.

11.6 The precautionary measures are entered in the Student's academic record.

Art. 12 ACTIVITIES OF THE DISCIPLINARY PANEL

12.1 Within the time limit assigned by the IED Management, the Disciplinary Panel may acquire documents, examine witnesses and perform any activity that it deems necessary to investigate the disciplinary wrongdoing.

12.2 The Disciplinary Panel may call the Student for questioning.

12.3 The activities of the Disciplinary Panel will be recorded in the minutes.

Art. 13 RIGHTS OF THE STUDENT

13.1 Prior to the questioning, and in any case as soon as possible, the Disciplinary Panel sends to the Student a notice of the start of the proceedings that contains clearly and precisely the alleged act in respect of which the complaint was brought;

13.2 The notice must also inform the Student of his/her right to:

- **a.** present him/herself before the Commission in order to be questioned about the alleged wrongdoing;
- **b.** be assisted by a person of choice;
- **c.** submit defence briefs and documents and request the Panel to allow evidence.

13.3 The Student has the option of examining and obtaining copies of the papers that concern him/her.

13.4 No longer than ten days may pass between the date of receipt of the invitation and the date of appearance of the Student before the Panel

13.5 At the end of the investigation the Disciplinary Panel submits to the IED Management a written report which reconstructs the events and submits the proposed sanction. The proposal is not binding.

13.6 The IED Management, if he decides not to terminate the proceedings, adopts the resulting measures within thirty days.

Art. 14 APPLICATION OF SANCTIONS

14.1 Should he/she decide to issue a warning, the IED Management does so personally or delegates the Chair of the Disciplinary Panel.

14.2 The IED Management, should he/she decide to impose a temporary ban from one or more courses, from the activities performed in the workshop or other IED bodies or exclusion from one or more examinations, for one or more sessions, or from one or more diploma examination sessions:

- **a.** Sends the proposal to the School Director along with the resolution of the Disciplinary Panel;
- **b.** The School Director decides, having questioned the Student, upon the length of the ban and the examinations to which the ban refers to.
- **c.** The IED Management approves and applies the sanction.
- **d.** Where Students from other schools took part in the actions, the application of the sanction is carried out by the IED Management, having regard to the opinion of the School Directors.

14.3 The IED Management, if he/she decides to apply the temporary suspension from IED and the resulting loss of the examination sessions or expulsion from IED:

- **a.** Sends the proposal to the School Directors.
- **b.** The School Directors invite the Student to present him/herself to the Panel to be questioned.
- **c.** A member of the Disciplinary Panel reports on the investigations conducted. If the Student has asked to be questioned, prior to their convocation, the report of the Disciplinary Panel must be drawn up prior to the question in gand, ifnecessary, read out in his /her presence.
- **d.** The IED Management resolves upon the sanctions and the School Directors take a majority vote.

Art. 15 APPEALS

15.1 Students can appeal to the Academic Administration against decisions of the IED Management or the School Directors.

15.2 The appeal must be submitted in writing within 30 days filed the notification of the sanction and must be filed or sent by registered mail to the IED Management. If it is sent by mail the date of presentation to the Post Office will be considered binding.

15.3 The IED Management sends the appeal to the office of Academic Affair, which reaches a decision within thirty days.

Art. 16 EXECUTIVE FULFILMENT

16.1 The IED Management executes the disciplinary measures.
16.2 Sanctions, including warnings, are notified to the student in writing by registered mail.
16.3 All disciplinary sanctions enforced by the IED Management are entered in his/her academic record.
16.4 Should sanctions be imposed temporarily upon guest Students their respective Academies and Universities will be informed.
16.5 The disciplinary sanctions handed down are valid for all IED sites in Italy and overseas.

Art. 17 VIDEO SURVEILLANCE

17.1 For ensuring the safety and proper use of the facilities and equipment available, the school premises can be equipped with video surveillance cameras.

Art. 18 FINAL PROVISIONS

18.1 IED reserves the right to change, update and alter this document and all the mentioned Regulations, giving proper notice of it to the Students.